

## **Ex Board Topics:**

**September 12, 2023, at 2:00 p.m.**

Members in attendance: Bruce H., Diane M. Sara M., Bruce M., Charlie E. and Lori J.

### 1. Call to Order and Review of Executive Committee Meeting Minutes of July 11, 2023

Meeting was called to order at 2:04.

### 2. Additions to Agenda from Executive Committee members

- Summer Newsletter - The newsletter was sent out. Rengel printed it for the first time.
- Adopt-a-Classroom campaign - 191 teachers have applied for grants. We have raised \$16,000.00 so far. 60-70% of the money is not for a specific teacher. At our October executive meeting, Bruce H. would like us to talk about LEAF funds and putting some of them towards filling Adopt a Classroom grants.
- Diane & Bruce presented to District Admin on August 24. The presentation went well. It was well received. They gave out copies of our LEAF annual report.
- Lori and Bruce met with Tami DeLand to talk about LEAF's social media presence on August 24.
- Sara M. and Bruce H. met with Costco to talk about their employee volunteer reading program and piloting it at Westwood. There may be other fundraising opportunities with Costco as well for PAKRAT and PAKCAT.
- Pat Krueger's memorial. We raised over \$4,000.00 in donations in honor of Pat Krueger. The Krueger's have given just under 25,000.00. We agreed to start a legacy fund called the David and Pat Krueger Memorial fund.
- The Apollo class of 2003 raised just over \$3,600.00 at their 20th year reunion to support the Apollo participation fund.

### 3. Financials

- Fundraising Report for month of August 2023. (Bruce Hentges)
- August, 2023 Profit & Loss Statement & Balance Sheet (Tim Beck or Bruce Hentges)

The August financial reports are in the hands of KDV now. Bruce will follow up with them this week to get the financial reports for August.

Fundraising report: LEAF received a \$11,164.23 donation from the Dorsher's for academic funds. The Tech golf tournament raised \$9,500.00. Apollo's will be listed on the September Fundraising report. Al Dahlgren continues to donate \$1,000.00 a month for the Music Matters fund.

### 4. Bergan/KDV Assessment

- Future Treasurer
- Current status of process

Tim and Bruce H. have sent KDV all of our financial reports in the format they asked for. Bruce is still working out the details of how the reports will be done with them. Rob Voshell will be our new treasurer, taking over for Tim Beck.

### 5. Executive Director Succession Discussion

- Executive Director Retirement Announcement
- LEAF: Who We Are/What We Do Document
- Updated job description for LEAF and Robbinsdale: What to add? (Social Media)
- Develop timeline
- Check interest on board of directors

Bruce H. has talked to all members of the executive board. He read us the retirement letter that he is giving to Diane Moeller. He will stay on and help with the transition to a new executive director but not past the LEAF Annual meeting in February of 2025.

We had made changes to the LEAF executive director job description a year or two ago. We will need to decide if the position should be full time or part time. Bruce also handed out copies of the Robbinsdale job description to see if we want/need to add anything to our current job description. Peggy Carlson would like to be on the job

description committee. Peggy Carlson would like the new executive director to take over the grant committee eventually. Pat Welter would also be good on the job description/selection committee. Bruce indicated that he would like to be done on April 1st of 2024 if possible. He also indicated that we should check with current board members to see if there is interest in the position. Diane disagreed because it's harder because they need to prove themselves. The executive board will need to decide where we want to go with the executive director position. We will start a committee including former LEAF presidents and other important people to LEAF such as Peggy Carlson and Pat Welter. Diane Moeller will reach out to them. This committee will meet and have a job description ready to be approved at our October full board meeting. Diane will reach out to possible committee members and set up a date for the committee to meet to create the job description. One idea was that we could hire two part time people instead of one full time person. Bruce H. said that when he's done training the new person, he will step away from LEAF for at least a year. Bruce H. will send out an email to board members announcing his retirement.

#### Board Evaluation

- Is this the best time to do an evaluation?
- Examine past board evaluation.

Do we want to do a board evaluation? We decided that we will wait on this process.

#### 6. Summer Intern (Sean Reagan)

- Education Foundation Study update

Bruce H. shared the document that Sean created. His document compares LEAF to 45 other educational foundations in the state of Minnesota. It contains salaries, fundraising, program expenses and other data.

#### 7. MCN Annual Conference

- September 20 & 21 – Duluth
- \$259 + hotel & expenses

Bruce H. would like to go to the MCN conference. Bruce M. made a motion to pay for Bruce H. to go to the conference and pay for his expenses. Lori J. seconded the motion. Everyone voted in favor.

#### 8. MN Education Foundations Meeting

- August 17 at Anoka
- Some Ed foundations have office in buildings, pay \$0, have district phone & technology. Paid benefits, photo and video sharing, etc
- District web page platform vs. owning your own
- Link on District web page to LEAF??
- Employee Payroll Deduction (Anoka: 20% of 5,000 staff. St. Cloud 5 staff)
- Rockford – “liaison” at each building
- AI in Fundraising
- Small notepad “gift” to teachers – paid through businesses?
- Endowments – not as evolved as LEAF. Several invest through wealth management firms

We are going to skip this agenda item this month.

#### 9. LEAF Learning Renaissance

- Report: Update of LR
- Fund-a-Need (Robotics)
- Sponsors: 1 Major, 7 Community Mentor and 18 Pacesetters to day
- Administrative Pacesetter

This committee is meeting right after the executive board meeting.

#### 10. LEAF Events Committee

#### 11. Strategic Planning Committee

- Update: 1) Marketing video – Ryan Unger 2) Comparison to other MN Ed Foundations 3) LEAF brochure

Ryan is working on the video. He filmed the PAKRAT clips last Friday.

#### 12. Ad Hoc Committee for Selection of LEAF Distinguished Alumni Recognitions

- Awards given on August 11: Marty Heine and Wayne Schluchter
- Process for the future/LEAF web page announcement/nomination form

We are going to skip this agenda item this month.

#### 13. Social Media Plan

- How to best use Webpage, Facebook, Instagram, Twitter, etc??
- AI for fundraising???

We are going to skip this agenda item this month.

#### 14. **2023** Executive Committee and Board of Directors Meeting Date

##### Executive Committee

August 1

September 5

October 3

November 7

December 5

##### Board of Directors

August 21

October 30

December 18

#### 15. Next Executive Committee Meeting: **October 3 2023 at 2:00.**

Charlie made a motion to adjourn the meeting. Bruce M. seconded it.

#### LEAF Board of Directors Meeting

Monday, October 30, 2023

4:00 p.m. – In-person, With Zoom Option!

1. Call to Order and Additions to the agenda (President Diane Moeller)
2. Good News and Thank Yous (Bruce Hentges)
3. Consent Agenda:
  - Approval of Directors meeting minutes as posted on web page for March 20, 2023
  - Approval of August 1, 2023 Executive Committee Minutes -as posted online.
  - Approval of bill payments for July 2023
  - **Action Requested:** Approval of the Consent Agenda
4. Financial Reports (???? & Bruce Hentges)
  - July 2023 Fundraising Report
  - July 2023 Profit and Loss Statement
  - July 2023 Balance Sheet
  - **Action Requested:** Approval of Treasurer's Report
5. 2023 LEAF Grants
  - Review grants given as of March 31, 2023

- Fall Applications are open on LEAF webpage

6. LEAF Executive Director Position

7. Board of Directors Issues (Bruce Hentges)

- Committee Needs
  - Social Media
  - LEAF 742 Distinguished Alumni (**Ad Hoc**)
  - LEAF Events Review & Recommendation (**Ad Hoc**)– report by Sept 1)

8. Treasurer Position/Bergan/KDV Financial Assessment

- Update

9. 2023 Executive Committee and Board of Directors Meeting Dates for 2023

Executive Committee

Board of Directors

September 5

October 3

November 7

December 5

October 30

December 18

10. Upcoming Events

- **LEAF Learning Renaissance**
  - Date: Sunday, October 29 from 5:00 – 8:00 Café Renaissance
- **Night of the Stars**
  - Date: Friday & Saturday, February 23 & 24, 2024!