

Ex Board Meeting Minutes

November 7, 2023, at 2:00 p.m.

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

1. Call to Order and Review of Executive Committee Meeting Minutes of October 3, 2023 (Approved at Board of Directors Meeting on 10/30/23)

Meeting was called to order at 2:01 by Diane M.

2. Additions to Agenda from Executive Committee members and/or "Good News"

- Adopt-a-Classroom campaign –
 - \$48,850/195 classrooms
 - SC Boxing (\$10,000), Sharon Jensen (\$3,250), LEAF (\$3,000), Bethlehem (\$2,250), CIP-Madison (\$1,750), SC Morning Optimist Club, Schlenner/Wenner, Westwood Professional Service, Michael Schlough & Becky Bastien – (\$1,000 each)
 - Since 2011 \$340,233.96/1,361 classrooms!
- Costco Elementary Reading Program – Westwood Today (Sara Martini)
- Fall Grants: Academic: \$13,846. Activities: \$23,606 (Total: \$37,452)
 - Teachers/coaches have been notified and most have responded with their acceptance letters
 - Letters will be sent to Legacy Fund donors

3. Learning Renaissance Summary

- LR Committee meets tomorrow
- Total Raised/Net Profit: \$46,495
- Expenses: \$9,123.17
- Fund-a-Need: \$16,000???
- Fund-a-Need (TBD): \$2,750
- To Academic Endowment: \$18,621.83
- Attendance? Changes needed?

Bruce H. updated the executive committee on the total revenue for the night which was \$46,495.00. We have a \$2,500.00 donation to be determined from the Morgan's. They didn't want to donate it to the robotics program. Bruce's proposal is that we set aside \$16,000.00 for the VEX robotics program. The Learning Renaissance committee is meeting tomorrow and will make the final decision on donating between \$16,000.00 and \$20,000.00 to the VEX robotics program. Bruce H. will contact Jason Harris and Nikki Hansen about how the money should be distributed. Our attendance was down at our event, but our sponsorships and ticket sales were good. We had about 90 people in attendance of the 135 people we thought were coming. We will discuss things that we could do differently at the meeting tomorrow. This was the 13th year of the event. We will include a \$500.00 gratuity on the Learning Renaissance check.

4. Financials

- Fundraising Report for month of October 2023. (Bruce Hentges)
- August & Sept, 2023 Profit & Loss Statement & Balance Sheet (KDV)

Rob Voshell and Bruce H. will be meeting with KDV soon. Bruce H. sent out the October fundraising report to the LEAF board by email.

5. Night of the Stars

- Proposed cancellation of the 2024 show

Bruce H. shared his reservations about doing the Night of the Stars show in 2024. The return on investment (ROI) is not great.

We all voted in favor to suspend the Night of the Stars for 2024. Bruce will contact Victoria and the Paramount to talk about canceling the Night of the Stars for this year. He will also contact the music directors to inform them and Tami Deland at the district level.

6. Bergan/KDV Assessment

- Current status of process:

Bruce H. met with them again last week. Bruce stated that we want the profit and loss statements to look like they used to and Bergan/KDV is working on that for us. They will write the checks they can for LEAF, but Lori J. writes most of the checks for LEAF since we don't currently have a treasurer.

7. Executive Director Succession Discussion

- Update of Process

We are having a meeting at 3:30 next Monday with the committee who will be selecting the new executive director. Bruce H. will be at the meeting at the beginning to go through the job description, duties and talk about the ½ job proposal.

8. LEAF Annual Report

- Changes?
- PR Committee Meeting

The PR committee met and talked about our annual report. Mark Thelen would like to see a 6 page tri-fold which would be much more cost effective than what we have done in years past. He is going to create a mockup for the PR committee to approve. Our fall mailer will go out on Nov. 15th. It also looks much different than last year, but Lori said that it looks very sharp.

9. LEAF Annual Meeting

- Date: February 26, 2024 at Country Club
- Invitation. Invitation List?
- Awards: Volunteer, Charitable Giving (Organization/Business and Individual), Coaching/Advising, Academic Excellence, Lifetime Service, LEAF742 Distinguished Alumni Award? – Send nominations to Bruce H???
- We must decide at our December 5 meeting.

We need to start preparing for our annual meeting. This meeting is the executive committee's responsibility. Bruce H. mentioned giving the volunteer award to Ayan O. and Jesus S. this year. We do not need to give every award every year. Barclay Carrier or Patrick Krippner for Distinguished alumni award? Principals association for the Academic excellence award? Immersion program? Bruce H. is going to check to see if the Immersion program has already received it. If you have nominees send them to Bruce H. for the Dec. 5th meeting. The executive committee will need to decide on these awards at our Dec. 5th meeting.

10. LEAF Events Committee

Charlie and Bruce M. are on the events committee. They are working on an event similar to "Tech Talks".

11. Strategic Planning Committee

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

Ryan U. has been working on a highlight video of the Night of the Stars last year. He is also working on the marketing video for LEAF.

12. Social Media Plan (Lori Johnson)

- How to best use Webpage, Facebook, Instagram, Twitter, etc??
- Lori Johnson and Valerie Raiter taking the lead – with Paul Shoemaker

The committee met and Tami DeLand said that LEAF can share the district's material anytime. The content is the challenge. Tami and Valerie both suggested getting people involved in our posting. LEAF is not going to use Twitter, but will concentrate on Facebook and Instagram for posting.

13. **2023** Executive Committee and Board of Directors Meeting Date

Executive Committee
December 5

Board of Directors
December 18

14. Next Executive Committee Meeting: **December 5th, 2023 at 2:00.**

The meeting was adjourned at 2:29pm.

LEAF Board of Directors Meeting

Monday, December 18, 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 October 30, 2023
 - Approval of November & December, 2023 Executive Committee Minutes -as posted online.
 - Approval of bill payments for September through November 2023
 - **Action Requested:** Approval of the Consent Agenda
4. Financial Reports (???? & Bruce Hentges)
 - November 2023 Fundraising Report
 - November 2023 Profit and Loss Statement
 - November 2023 Balance Sheet
 - **Action Requested:** Approval of Treasurer's Report
5. LEAF Executive Director Position
6. 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)
7. 2024 Executive Committee and Board of Directors Meeting Dates for 2024

<u>Executive Committee</u>	<u>Board of Directors</u>
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8. **Upcoming Events**
 - **LEAF Annual Meeting: Monday, February 26, 2024 at St. Cloud Country Club**