

Ex Board Topics:

December 5, 2023, at 2:00 p.m.

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

1. Call to Order and Review of Executive Committee Meeting Minutes of November 7th, 2023

The meeting was called to order at 2:04 pm by Diane M.. The minutes were approved by Charlie E. and seconded by Lori J. Everyone voted in favor.

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

- Bruce H. attended the Vex robotics competition at Apollo this weekend. There were 90 teams there. The District 742 robotics teams were very appreciative of the money they received after our Learning Renaissance event. Bruce H. took pictures to post on our LEAF social media pages.

Contingency Grants:

Bruce M made the motion to approve the \$500.00 for the preschool Success For All program sponsored by the St. Cloud Rotary and District 742. Charlie seconded it. Everyone voted in favor.

Charlie E. made a motion to approve the \$440.00 contingency grant for a button maker for the Tech Media Center. Bruce M. seconded the motion. Everyone voted in favor.

Madison School requested that LEAF be the flow through for a physical education program called Lu Interactive Video System. They are requesting donations for this program and are just asking that the donations flow through LEAF. Sara M. made a motion for LEAF to be a flow through for the Lu Interactive Video System program for Madison. Bruce M. seconded the motion. Everyone voted in favor.

3. Financials

- Fundraising Report for the month of November 2023. (Bruce Hentges)
- **2023 Legacy and Flow-Through Fund Total as of 11/15/23**
- Update on Bergan/KDV process
- August - November 2023 Profit & Loss Statement & Balance Sheet (KDV)???

Bruce H. shared the fundraising report. Bruce H. shared a detailed summary of our legacy, scholarship, event and flow through funds through November. Bruce shared that this is the reason it would be helpful for LEAF to have a bookkeeper. The bookkeeper would be the person updating and recording all the donations and expenses to these funds. It's a very time consuming process for the executive director.

Bruce H. is still working with Bergan/KDV on getting a Profit and Loss statement in a form that we can use. Bruce H. is meeting with them again on Friday. They will be working on making the report look similar to our Quickbooks Profit and Loss statement.

4. 2024 LEAF Budget

- **Meeting of Budget & Finance Committee on Monday, December 4**
- **Budget Recommendation**
- **Largest increase: PT Bookkeeper and ½ time Executive Director**

Bruce H. shared the 2024 LEAF budget. It has very few changes from last year with the exception of the unknown hiring of the bookkeeper and the new ½ executive director (salaries?) and how much we will be paying Bergan/KDV. The executive committee should be thinking about if we want to continue with Bergan/KDV if we are hiring a bookkeeper. We may want to look at the services being provided by Bergan/KDV to see which could be done by a bookkeeper. We updated the director salary to the top end of the salary range (\$45,000.00) and changed it on the 2024 budget to reflect the increase.

Charlie made a motion to recommend the 2024 LEAF budget to the full board. Sara M. seconded the motion. Everyone voted in favor.

5. Night of the Stars
Canceled for 2024

6. Executive Director Succession Discussion

- Update of Process
- Reassignment of ex director Medicare Supplement payment

The hiring committee is meeting on Monday, Dec. 11th at 3:30 at the LEAF office.

Bruce H. requested that LEAF stop paying the Medicare supplement payment for him and just pay that money to him as part of his salary instead.

Charlie made a motion to move the money from the Medicare supplement payment being paid for Bruce H. to Bruce H.'s salary instead. Bruce M. seconded. Everyone voted in favor.

7. LEAF Annual Report

- PR Committee Work

The PR committee is moving forward with a different look on our flyers and invitations. We have some new committee members with fresh ideas.

8. 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?
- Review agenda at our Jan meeting?

Lori will send out the invitation list. We discussed nominees for the awards. We will make a final decision by the Dec. 18th board meeting.

9. Strategic Planning Committee

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

We skipped this agenda item.

10. 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

We skipped this agenda item.

11. **2023** Executive Committee and Board of Directors Meeting Date

Executive Committee
December 5

Board of Directors
December 18

12. Next Executive Committee Meeting: **January 9 at 2:00.**