

LEAF 742 Executive Committee  
Meeting Date: Tuesday, May 7th, 2024  
Meeting Time: 4pm

Committee Members: Natalie Copeland (Executive Director), Diane Moeller (President), Charlie Eisenreich (Vice President), Sara Martini (Secretary), Rob Voshell (Treasurer), Bruce Mohs (Past President), Lori Johnson (Administrative Assistant)

Committee Purpose: TBD!

Zoom details:

Join Zoom Meeting:

<https://us06web.zoom.us/j/81795279474?pwd=oooYzHVv81CrXdPk8bXOM4AvPoVeW6.1>

Meeting ID: 817 9527 9474

Passcode: 601216



**Local Education &  
Activities Foundation**  
For St. Cloud School District 742

## Meeting Agenda

### *Monthly items*

1. Call to Order
2. Check in question: Who named you and why did they choose that name?
3. Previous month's Executive Committee minutes - *Action needed*
  - a. Bruce M. made a motion to approve the April executive committee meeting minutes and Charlie seconded the motion. Everyone voted in favor.
4. Executive Director Report
  - a. Natalie shared her executive director report including an update on her new cell phone number and email address. She needs a computer monitor, wireless keyboard, wireless mouse and a new office chair. She also needs help getting the old desk of Bruce H.'s out of the office. Bruce H. does not want it back. Rob is going to check the policies to see how much Natalie can spend before it needs to be approved by the executive board. Natalie will give the executive committee an update each month on how much of her time is spent on fundraising, program services and general management. She will also do a monthly check in on our goals and strategies from our strategic plan.

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5. Financial Report (Profit and Loss/Balance Sheet) - *Action needed*
  - a. Rob V. shared the April profit and loss sheet. We are trending a bit higher on our management and general expenses with our payments to Bergen KDV and our annual event in February. Our homeless fund is getting low. Bruce M. asked if it was possible to do a paragraph narrative of the budget report . Rob said he could do that starting next month.
  - b. Lori J. made a motion to approve the financial report and Bruce M. seconded it. Everyone voted in favor.
6. New funding: United Way grant: Pakrat/Pakcat program (*Sara Martini*)
  - a. Sara shared that she and Melissa H.B. applied for a \$16,000.00 grant to expand PAKCAT to the kindergarten classes at Madison and to create a third round of PAKRAT/PAKCAT kits to be used by all elementary schools for family engagement. The United Way had to make some cuts and we received \$8,000.00 instead of the full \$16,000.00 Natalie, Melissa and Sara are meeting next week to determine how to move forward with the grant.
7. Upcoming Events/Fundraisers
  - a. Summer: Homeless Fund
    - i. This may be combined with Bruce H.'s gathering.
  - b. August: Tech and Apollo Golf Scramble
    - i. Tech is already working on the Tech golf scramble. Natalie emailed Karl Heine about the Apollo golf scramble and is waiting to hear back.
  - c. Fall
    - i. Kicks for Students Experiencing Homelessness
    - ii. Learning Renaissance
      1. Diane will ask for volunteers for the Learning Renaissance committee at the full board meeting next week. She has the date and place booked already.

## Old Business

1. Centracare Physicals - Activities Participation Fund
  - a. Peggy Carlson is working with Centracare on this. Currently exploring options for transportation barriers for some families to get their students to a Centracare facility.
  - b. Natalie updated that Centracare would like to have an August and September date for physicals. Diane suggested that we could run a bus from the schools to Centracare to help with the transportation. Natalie will reach out to Peggy about the reasons why Centracare can't come to the schools instead of our students going to them.
2. CDBG (Community Development Block Grant) - City of St. Cloud
  - a. Natalie will be meeting Carla Berry with the City of St. Cloud to go over this grant and understand how much we have left to spend. This meeting is on hold because the City of St. Cloud got audited by the federal government, and Carla was too busy to meet with Natalie. Natalie will reach out to her again next week to find out how much money is left in the grant and how this grant money can be used. The money does not need to be spent by a certain day.
3. Spring Grant Process - Grant applications open on May 15th!
  - a. The spring grant applications are ready to go and just need to be turned on. We need to share the information with building principals and AD's so they can inform their staff. Peggy shortened the grant directions down to one page. Sara suggested that the grant information be shared in the Notebook which is the official district communication.

## New Business

1. Proposed *new* Executive Committee meeting date/time: 2nd Monday of the month, 3pm
  - a. We will meet on the 2<sup>nd</sup> Monday of the month at 3:00pm moving forward. Rob is unable to attend so he will make a video for us on the financial reports.
2. Proposed *new* LEAF Board meeting time: 3pm (dates stay the same for 2024)
  - a. May's meeting time will stay at 4pm. We will bring up changing the time to 3pm at the May 20th board meeting.

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3. Bruce's retirement gathering/Natalie Meet & Greet
  - a. Weeknight in early June (possibly Wednesday?)
  - b. Location: TBD
  - c. Possible fundraiser for Homeless Fund in lieu of gifts for Bruce
  - d. Peggy and Diane are looking for a date in early June for Bruce's gathering. They are checking on the Country Club and Anton's as a backup. Lori J. suggested a Wednesday night in early June. We would ask for donations to the Homeless Fund instead of gifts for Bruce because he doesn't want gifts. We will do a physical mailing for the donors that we don't have email addresses for to invite them
  - e. Bruce M. made a motion that we start planning Bruce's retirement gathering. Sara M. seconded the motion. Everyone voted in favor.
4. Committee Purpose (brainstorm together or do via email)
  - a. We will each write up a statement with the purpose for the executive committee and email it to Natalie this month to come up with a joint purpose.

Next Executive Committee Meeting: Monday, June 10th, 3pm

*Upcoming Topics*

Committees

Adopt-A-Classroom

Learning Renaissance

Banking - Liberty

- Liberty Bank gave LEAF money when we first started banking with them. They were supposed to be giving to LEAF annually, but they haven't donated since 2018. Stearns Bank is trying to gain non-profits and is offering incentives. Natalie and Diane suggested meeting with Mark Bragelman at Liberty to see if there is a reason we are not getting payments. We will discuss this more at our June executive committee meeting.

Upcoming LEAF Board meetings (Time TBD):

- May 20th
- August 19th
- October 28th
- December 16th

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