

LEAF 742 Executive Committee
Meeting Date: Monday, July 8th, 2024
Meeting Time: 3pm

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: The LEAF Executive Committee provides organizational direction to the LEAF staff and full Board.

[Zoom details](#) Join Zoom Meeting:

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

[1](#)

Meeting ID: 817 9527 9474

Passcode: 601216

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

Meeting Agenda

Monthly items

1. Call to Order

The meeting was called to order at 3:05 by Diane M.

2. Check in question: How did you celebrate the 4th of July?

3. Previous month's Executive Committee minutes - **Action needed**

Charlie made a motion to approve the executive committee minutes from our June meeting. Bruce M. seconded the motion. Everyone voted in favor.

4. Executive Director Report

Natalie shared the percentages of time she spent in each area of her job during the month of June. She updated that we just started our new PAKCAT grant with the United Way on July 1st to expand PAKCAT to Discovery's kindergarten rooms. The Dancing with the Stars grant will be wrapped up by the end of August and the grant with the City of St. Cloud will also be finished in August. She asked us to look at our strategic goals again. We decided that we should spend time at our August executive committee meeting going through our goals and decide which direction we would like to go. Natalie would like to make our strategic plan and goals more specific. We had talked about increasing our planned giving. Natalie is having her tonsils removed on July 16th and will be out of the office for the rest of the week. She is hoping to be back the following Wednesday which is July 24th.



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Natalie said that we currently pay Paul \$150.00 for maintaining our webpage. He considers his time a donation to LEAF. He has not asked for a raise, and Natalie will ask if he would like an in-kind donation receipt for his taxes.

a. Executive Director position - hours/pay increase - **Action needed**

i. Discuss and vote on bringing it to the full board meeting in August

Natalie would like to increase her hours to 32 hours per week. She is doing a lot of work on our social media platforms and would like to have more time to write grants for LEAF. She suggested that she could write some of her pay into grants applications when possible. She would like to work 32 hours a week Monday through Thursday 9-5. She would like to move this decision to the full board with the proposal of a trial period from August to December. We could then decide at the annual meeting whether or not to keep the position at 32 hours a week. Diane stated that she would feel more comfortable if our treasurer, Rob, would tell us that we have the funds to increase the position. At our August 12th executive committee meeting, we would like Rob to give us a report on where the executive director's salary comes from and if we have the funds to increase the number of hours to 32 hours a week.

5. Financial Report (Profit and Loss/Balance Sheet) - **Action needed**

a. 990 draft - **Action needed**

i. Sharon and Natalie worked Creative Planning to complete this draft. Approval (by LEAF's governing board) of the draft is needed before submitting it to the IRS, per statute.

Natalie shared Rob's video report with us. We have reached 45% of our budgeted public support, but most of our fundraising events are yet to come. Our total expenditures are also at 45% of our budgeted expenditures for the year. Rob has no concerns with our profit and loss statement for June 2023. Rob also quickly shared and updated us on the 990 form. Natalie shared paper copies of the 990 draft for review. Lori had a question on the amount of money lost in the stock market in 2022. Natalie will check to make sure it's correct.

Charlie made a motion to approve the financial report. Sara seconded it. Everyone voted in favor.

Charlie made a motion to approve the 990 form draft. Bruce M. seconded it. Everyone voted in favor.

6. Upcoming Events/Fundraisers

a. August: Tech and Apollo Golf Scramble

i. Natalie is working with Bruce (Tech) and Karl (Apollo). Sharon will be there to collect money. Bruce is golfing in both events.

b. Fall

i. Kicks for Students Experiencing Homelessness

1. Sharon gathered a strong committee for this event - she hopes to host it near Scheels in the mall and ask them to co-sponsor the event.

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ii. Learning Renaissance

The committee met in June and will meet again in July to continue planning.

1. We received a \$10k donation from The Dorsher's. This annual donation is usually used as the match for Fund-A-Need.

iii. Adopt-A-Classroom

1. Natalie met with Abby Peine at the District - she is not sure if she will be our contact this year due to restructuring but hopes to be!
2. Is there usually a committee for this fundraiser? Old Business

1. Bruce's Retirement Party Debrief

- a. Funds raised for our Homeless Student Services Fund as of 7/3/24: almost \$5k
- b. What was the highlight of the night for you?
- c. What learning opportunities are there for our next event?

We raised almost \$5,000.00 for the Homeless fund at Bruce's event. Lori's suggested maybe using a different space for our next event because of the bottle neck at the Country Club. Should we reach out to community organizations like St. Cloud State University, a representative from CentraCare, or others to join us and come to our events? Each board member could invite one new person. We could also send a special invitation to community organizations to attend our Café Renaissance event or our annual meeting in February.

2. CDBG (Community Development Block Grant) - City of St. Cloud

- a. After figuring out that the check for the \$7,401 reimbursement was sent to the District Office instead of us, we should be receiving this check this week. This is the reimbursement from when Bruce was director.
- b. For the 2nd round of reimbursements, this since Natalie became Director. They have initially approved \$2,295 but we needed more paperwork from us/District 742 - we are waiting on the paperwork from the District.
 - i. One of our reimbursements was not approved because it was for back rent and utilities which they said is not covered by this type of funding.
- c. Remaining grant amount: \$2,304 - we will submit another round of receipts for this after the 2nd round paperwork is finished.

They sent our \$7,400.00 check to the school district instead of to LEAF. CDBG will be sending us a new check.

New Business

1. Learning Renaissance Fund-A-Need

- a. Natalie has a meeting with Dr. Putnam this Thursday

Next Executive Committee Meeting: Monday, August 12th, 3pm

Next Board meeting: Monday, August 19th, 4pm

Upcoming Topics:

- Committees – We talked about how to get more board members involved in our committees. Natalie would like to reach out and meet personally with some of the board members that she doesn't know.
- Banking - Liberty, others

The meeting was adjourned at 4:00pm.

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