



AFFILIATE ADVISORY BOARD – MEETING MINUTES

Details

Date: Monday, August 11, 2025, at 4pm

Location: Boulder Junction Community Center – Nordlof Room

Attendees: Mary Van Grinsven (2027), Susan Govier (2026), Theresa Smith (2026), Gary Plouff (2027), Craig Mason (2025), Breanna Miner (2026), Dina Casso (2025)

Absent with notice: Bill Spear (2026)

Consultants: n/a

Guests: n/a

Minutes

1. Approve Agenda
 - a. Meeting called to order at 4:06 PM. Motion to approve the agenda at the discretion of the Chair by Plouff. Second by Govier Motion carried.
2. Welcome Guests
3. Approve Advisory Board Meeting Minutes
 - a. Motion to approve the minutes of the June 16, 2025, meeting as presented by Plouff. Second by Mason. Motion carried.
4. Reports
 - a. Finance – Van Grinsven
 - i. Presented the statements as of June 2025
 - ii. Funds packet/outreach to wealth management
 1. Wealth management outreach list
 - a. Reviewed outreach list and added additional contacts
 2. Donor outreach list – Van Grinsven
 - a. Will create the list this fall
 3. Outreach packets
 - a. Will discuss the outreach plan and content of packets including introduction letter this fall.
 - b. Publicity and Community Engagement – Smith
 - i. 15th Anniversary Celebration – wrap up
 1. Was a very nice evening at Aqualand Ale House on 8/1. Good attendance. The cake was gone. Gave away half of the coozies, about 100 left. Gained 4 additional e-newsletter subscribers.
 2. Followed up with an email to present and past board members as well as e-newsletter to our subscriber list. Received some positive responses

- via email and in person recognizing our endowment fund milestone achievement.
- 3. Will begin discussing 2026 event(s) at next PACE meeting.
- ii. Annual Appeal
 - 1. Shared timeline which was previously emailed to Pam. Will hand stamp all letter envelopes and include a sticker/decal.
- iii. Stickers
 - 1. Draft due for 9/15 meeting. Smith will ask CFONCW to pull our mailing list count. Will consider an overrun for giveaways in the future when placing the order.
- c. President's Report - Van Grinsven
 - i. Giving Guide
 - 1. Wausau created these quick reference guide. We will plan to include in the packets when outreach takes place this fall.
 - ii. Grants update
 - 1. Reviewed total of awards to date. Has had questions about applications. Deadline is 9/10.
 - iii. Bike Trail Enhancement Fund
 - 1. The money in this fund has been moved to the Boulder Junction Bike Trail Maintenance Fund. Signs will be placed at the kiosks with QR code for riders to donate.
 - iv. Christmas Scholarship
 - 1. Transition is still in progress.
- 5. Reviewed Operations Calendar
- 6. Discussion topic (20 minutes + questions)
 - a. Training video – What are the four basic elements of a quality grant program?
 - i. Link to videos not working. No video viewed.
- 7. Next meeting – Monday, September 15 at 4:15pm
 - a. Agenda items: 2026 board recruitment, grant applications
- 8. Adjourn at 5pm

ADVISORY BOARD MEETING SCHEDULE – 2025

Monday, 1/13/2025: 4:15-5:45pm, Nordlof Room – Boulder Junction Community Center
Monday, 4/14/2025: 4:15-5:45pm, Nordlof Room – Boulder Junction Community Center
Monday, 6/16/2025: 4:15-5:45pm, Nordlof Room – Boulder Junction Community Center
Monday, 8/11/2025: 4:15-5:45pm, Nordlof Room – Boulder Junction Community Center
Monday, 9/15/2025: 4:15-5:45pm, Nordlof Room – Boulder Junction Community Center
Monday, 11/10/2025: 4:15-5:45pm, Nordlof Room – Boulder Junction Community Center

PACE MEETING SCHEDULE – 2025

Monday, 2/10/25: 4:15-5:30pm, Aqualand Ale House
Monday, 5/12/25: 4:15-5:30pm, Aqualand Ale House
Monday, 7/14/25: 4:15-5:30pm, Aqualand Ale House
Monday, 10/13/25: 4:15-5:30pm, Aqualand Ale House

PACE COMMITTEE MEMBERS

Theresa Smith (Co-Chair), Dina Casso (Co-Chair), Sue Govier, Breanna Miner, Lesley Levandowski, Craig Mason

GRANTS MEETING SCHEDULE – 2025

Friday, 4/11/2025: 3:30-5pm, Nordlof Room – Boulder Junction Community Center
Friday, 9/12/2025: 3:30-5pm, Nordlof Room – Boulder Junction Community Center

GRANTS COMMITTEE MEMBERS

Mary Van Grinsven (Chair), John Altschwager, Sue Govier, Sue Fehlandt, Michelle Mauzer, Gary Plouff, Bill Spear
