



## AFFILIATE ADVISORY BOARD – MEETING MINUTES

**Date:** Monday, September 15, 2025, at 4:15pm

**Location:** Boulder Junction Community Center – Nordlof Room or Zoom

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

**Absent with notice:** Craig Mason (2025)

**Consultants:** Jean Tehan

**Guests:** n/a

### Minutes

1. Agenda
  - a. Meeting called to order at 4:20 PM. Motion to approve the agenda at the discretion of the Chair by Govier. Second by Plouff. Motion carried.
2. Welcome Guests
  - a. None
3. Advisory Board Meeting Minutes
  - a. Motion to approve the minutes of the August 11, 2025, meeting as presented by Plouff. Second by Miner. Motion carried.
4. Reports
  - a. Finance – Spear
    - i. Presented the statements as of July 2025
    - ii. Funds packet/outreach to wealth management
      1. Reviewed outreach list and noted which board members have personal relationships. All others will be cold calls.
      2. Packet contents – Spear and Tehan will draft the letter by October 12. Outreach will take place before December 12.
      3. Consider a mostly social for this group in 2026.
  - b. Publicity and Community Engagement – Smith
    - i. Annual Appeal
      1. Letter is drafted. Will update with new grant projects and send to board for final review.
    - ii. Stickers
      1. Reviewed sticker design and confirmed order of 600 to be mailed to Van Grinsven for placement in the annual appeal mailing.
    - iii. Tax Insert

1. Discussed this year's Boulder Junction property tax insert and content to include. Will highlight grant projects and Christmas Scholarship Fund with QR code to website homepage. Will not ask for donations. Smith to provide Miner with copy. Miner will design. 1600-1800 inserts. Due 12/1.
- c. Grants – Van Grinsven
  - i. Grants committee recommendations presented: Town of Boulder Junction Parks and Recs, The Glide (\$3,500), North Lakeland Discover Center (\$1,410), Boulder Junction Snowmobile Club (\$3,600), and Boulder Junction Food Pantry (\$2,500).
  - ii. Motion by Van Grinsven to approve Town of Boulder Junction, North Lakeland Discovery Center, Boulder Junction Snowmobile Club in the amounts presented, with \$8,510 coming out of the Endowment Fund. Second by Plouff. Motion carried.
  - iii. Boulder Junction Food Pantry application declined. Van Grinsven will discuss future grant applications and eligibility with the Food Pantry.
- d. President's Report - Van Grinsven
  - i. Northwoods Affiliate Network Update
    1. Current affiliates are Merrill, Phelps, and Boulder Junction. CFONCW would like to see more board members at the network meetings.
  - ii. 2026 Advisory Board Elections
    1. Casso is interested in running for another term. Mason will not be running again. This leaves one seat open for the coming elections. Slate presented in November. Terms begin in January.
  - iii. Christmas Scholarship
    1. Website will be updated soon with new fund. Govier to draft press release announcing the change.
5. Review Operations Calendar
  - a. On track
6. Discussion topic (20 minutes + questions)
  - a. Training video – What are the elements of a quality grant program?
  - b. Tabled until next meeting
7. Next meeting – Monday, November 10
8. Adjourn at 6:04pm

## **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: 3:45pm-5:15pm, Nordlof Room – Boulder Junction Community Center  
Monday, 8/11/2025: 4pm-5:30pm, 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

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## **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

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## **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

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