

**Eighty Second Regular Meeting of the
Boulder Junction Community Foundation Board
Thursday, April 26, 2018**

Boulder Junction Community Center, Nordlof Conference Room

“Our Mission: To preserve and enhance Boulder Junction for present and future generations.”

Present: John Altschwager (2019), Barbara Douglas-Johnson (2020), Grant Herman (2019), Craig Mason (2020), Michelle Mauzer (2019), Gary Plouff (2018), Mary Van Grinsven (2019), and Adam Zogata (2019).
Absent with notice: Beth Rondello (2020) and Parker Sterner (2018).

Call to Order and Agenda for the Meeting:

The meeting was called to order by President Altschwager at 6:02 p.m.

Motion: Approval of agenda with order of items at the discretion of the chair.
Douglas-Johnson/Zogata M/S/P

Minutes of the February 15, 2018 Meeting:

Motion: Approval of minutes. Douglas-Johnson/Mauzer M/S/P

Welcome to Guests

No guests present this evening.

Treasurer’s Report

Receipts and Expenditures: Treasurer Plouff presented the February and March financial reports, showing the February general checking account beginning balance was \$40,159.55 and end of month balance was \$42,994.85. The March general checking account beginning balance was \$42,994.85 and end of month balance was \$37,314.14.

\$6,592.67 has been deposited into our Restricted Endowment Fund as of March 20, 2018.

The current balance in our Restricted Endowment Fund as of March 30, 2018 is \$287,053.21 (reconciled).

Motion: Place the February and March financial reports on file.
Van Grinsven/Herman M/S/P

President’s Report

President Altschwager reviewed the 2018 operations calendar for March and April and we are on target for all items this month.

All committee chairs are reminded to create a working operations calendar for their committee by the end of the year.

A revised strategic plan for 2018-2022 was presented incorporating suggestions from the Board over the past few months.

Motion: Adopt the 2018-2022 Strategic Plan as presented.
Douglas-Johnson/Mason M/S/P
(attachment #1)

President Altschwager thanked all Directors for making a donation or pledge in early 2018 to the Foundation. This 100% commitment of the Board shows our dedication and belief in the importance of the work we do for the Foundation.

All Directors are reminded it's never too early to start thinking about future Directors and committee members. Board elections are held in November.

2017 Annual Report

Thank you to Director Rondello for producing an excellent Annual Report. It will be mailed to every donor of the Foundation. Additional reports were printed for use with prospective donors.

Committee Reports

Colorama Dinner Committee: September 15, 2018.

- Altschwager met with personnel from Camp Manito-wish YMCA and discussed the changes we would like to make this year with new food choices, new ways to present the food and exciting new ideas for the evening.
- Co-Chairs for 2018 are John & Sue Altschwager and Mary Van Grinsven. The chairs met and are currently updating the sponsorship package.
- President Altschwager asked the Directors to contact new sponsors during this next month. A list of previous sponsors will be presented at the May meeting for Board assistance to contact in May and June.

Finance Committee:

- Discussion ensued on the renewal of our Quickbooks Program. Director Plouff and bookkeeper Sybeldon will do more research before making our purchase.
Motion: Approve purchase of Quickbook for 3 users with a cost not to exceed \$900. Zogata/Herman M/S/P
- Tax documents from Wipfli were presented as reviewed by members of the Finance Committee. (IRS 990, 1952 and Year End Financial Statement)
- **Motion:** Approve, file, post, and distribute all tax document.
Van Grinsven/Herman M/S/P

- Many of our Directors are involved with other organizations in town. Clarification was obtained from Wipfli on what constitutes conflict of interest during voting procedures in accordance with IRS guidelines. (email conversation attached at end of minutes)

Grants Committee:

- CFONCW (Wausau) has informed us our updated 2018 grant amount from our Restricted Endowment fund is \$8300. Additional grants may be awarded from funds we hold here in Boulder Junction (Greatest Needs Fund, Bike Trail Enhancement Fund, and Arts & Culture Fund).
- Chair Van Grinsven presented a grant request from the Chamber of Commerce for \$400 to support Music on Main Street this season. This year's summer program will include eight (8) performances. The committee voted to approve the request and send it to the Board of Directors for a vote.

Motion: Approve a \$400 grant request for 2018 Music on Main Street.
Van Grinsven/Plouff M/S/P

- \$400 will be granted from the Arts & Culture Enhancement Fund.

Fundraising Committee:

- Plans were finalized for our first Mostly Social event coming up May 7.
- Three (3) Mostly Social events are currently planned (May, July, and August).
- The Founders and Legacy Circle booklet will be reviewed for updates and produced in the upcoming months.
- Promoting the Legacy Circle will be highlighted this year through future mailings.

Publicity and Community Relations Committee:

- Chair Douglas-Johnson thanked Theresa Smith for her willingness to continue writing and publicizing the Foundation press releases.
- An update of the website is in progress.
- Continue to update and inform through Facebook and our website. boulderjunctioncf.org
- Write an article that highlights surpassing our \$50,000 goal for the Endowment Fund in 2017. (papers, web, and Facebook)

- 2017 Annual Report to the Town was presented at March 27 Town Board Meeting. (attachment #2).
- This committee will be asked to help publicize 2018 Colorama Dinner.

Calendar Items to Remember

- | | |
|---------------------|-------------------------------------|
| ➤ Thursday May 3 | Executive Board Meeting, 6:45, BJCC |
| ➤ Thursday, May 7 | Mostly Social Event, 5:30-7:30, WBV |
| ➤ Thursday, May 17 | Board Meeting 6pm, BJCC |
| ➤ Monday June 11 | Executive Board Meeting, 6:45, BJCC |
| ➤ Thursday, June 21 | Board Meeting 6pm, BJCC |

Correspondence (mail & email)

- Tripper Magazine was received from Camp Manito-Wish YMCA.

Adjournment

Motion: Meeting adjourned at 8:21 p.m. Herman/Douglas-Johnson M/S/P

Respectfully Submitted,
Mary Van Grinsven
m/s/p

2018 Committee Members

Finance Committee: **Gary Plouff, Chair**; John Altschwager, Tom Bastings, Sr., Craig Mason, Mary Van Grinsven, Adam Zogata, and Mark Hilgendorf, Consultant

Fundraising Committee: **Parker Sterner, Chair**; John Altschwager, Tom Basting, Grant Herman, Michelle Mauzer, Craig Mason, Beth Rondello, and Mary Van Grinsven

Publicity and Community Relations Committee: **Barbara Douglas-Johnson; Chair**, John Altschwager, Beth Rondello, Theresa Smith, and Adam Zogata

Grants Committee: **Mary Van Grinsven, Chair**; John Ader, John Altschwager, Sue Fehlandt, Barbara Douglas-Johnson, Beth Rondello, and Therese Safford

Colorama Dinner Committee: **John & Sue Altschwager, and Mary Van Grinsven, Co-Chairs**; Barbara Douglas-Johnson, Susie Govier, Jennifer Hietz, Grant Herman, Craig Mason, Michelle Mauzer, Beth Rondello, and Parker & Sandy Sterner

Email Clarification from Wipfli

Justine Small (Wipfli)

Per our discussion here is the exact wording from the 990 Schedule L instruct...

On Apr 26, 2018, at 12:22 PM, Small, Justine <jtsmall@wipfli.com> wrote:

Per our discussion here is the exact wording from the 990 Schedule L instructions:

- Grants or assistance provided to an interested person as a member of the charitable class or other class (such as a TIP member of a section 501(c)(5), 501(c)(6), or 501(c)(7) organization) that the organization intends to benefit in furtherance of its exempt purpose.

To clarify who should be voting for grants if the BJCF board member is currently a board member or has significant financial interest in the organization the grant is going to be given to they should not be part of the vote. If a BJCF board member was previously a board member or had significant financial interest in the organization the grant is going to be given to they are allowed to vote.

After talking with Mary she has agreed to have the 990 sent over for the board to approve tonight without the Schedule L.

If there are any more questions feel free to reach out!

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Attachment #1: Strategic Plan 2018-2022

Attachment #2: 2017 Annual Report to the Town