

**DRAFT Ninety First Regular Meeting
Boulder Junction Community Foundation Board
Thursday, November 8, 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), Craig Mason (2020), Gary Plouff (2018), Beth Rondello (2020), Mary Van Grinsven (2019), Michelle Mauzer (2019), Grant Herman (2018), and Parker Sterner (2018)
Absent with notice: Adam Zogata (2019).
Bookkeeper Rhonda Sybeldon at 6:14pm.

Call to Order and Agenda for the Meeting:

The meeting was called to order by President Altschwager at 6:00 p.m.

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

Minutes of the October 11, 2018 Meeting:

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

Welcome to Guests

The Foundation welcomes past Director Dave Osborn and Jennifer Engstad-Heitz to the meeting.

Treasurer's Report

Receipts and Expenditures: Treasurer Plouff presented the October financial report, showing the general checking account beginning balance was \$33,671.51 and end of month balance was \$29,809.98. A \$5000 check was sent to our Restricted Endowment Fund and \$2000 was deposited in our Greatest Needs Fund.

The current balance in our Restricted Endowment Fund as of end of October, 2018 is \$302,473.15. (Unreconciled).

Motion: Place the October financial reports on file.
Van Grinsven/Mauzer M/S/P

After reviewing the work and recommendations of the Finance Committee, the following motions were made:

Motion: To propose a 2019 operating budget of \$16,000 and a fundraising budget of \$6,000. Plouff/Van Grinsven M/S/P

Motion: To recommend to the board a transfer of \$2,000 into the long range operational reserve fund in 2018 and to recommend a transfer of \$4,000, if possible, in 2019. Plouff/Mason M/S/P

Motion: To recommend to the board a financial review of the Foundation's 2018 finances. Plouff/Altschwager M/S/P

Motion: Approval of the 2019 Budget. Plouff/Rondello M/S/P

Election of Directors and Officers

President Altschwager presented the slate of new Directors (3 year terms) for vote: Jennifer Engstad-Heitz, Susan Govier, and Nichole Wilkin. M/S/P

The slate of officers (1 year term) for 2019 was presented for vote: President, John Altschwager, Vice-President, Barbara Douglas-Johnson, Secretary, Mary Van Grinsven, and Co-Treasurers: Michelle Mauzer and Nicole Wilkin. Mason/Rondello M/S/P

Meeting Dates set for 2019

The 3rd Tuesday of the month at 6pm will be our meeting date for 2019. New Directors were requested to give a brief biography to be used on the website. The Confidentiality and Conflict of Interest forms were signed for 2019 by all Directors present. Directors not able to attend this meeting, will sign next month.

President's Report

President Altschwager gave a sincere thank you and a parting gift to all three (3) of our Directors finishing their terms: Grant Herman, Gary Plouff, and Parker Sterner. Grant was instrumental in establishing a solid relationship with Camp Manito-Wish YMCA and provided great leadership and guidance as the immediate past president. Gary was thanked for all his efforts in keeping our financial books immaculate, and Parker for his work leading the Fundraising committee to several very successful years of meeting our financial goals. A celebration of their service was conducted after the close of our meeting this evening. A thank you was also given to our bookkeeper, Rhonda Sybeldon for all her hard work these last two (2) years.

Altschwager reviewed the 2018 operations calendar for November as well as year end planning and we are on target for all items this month.

All committee chairs should continue to create an operations calendar for their committee by December 31. Committee chairs have all received a blank copy of our current Operations Calendar to pattern off of for committees.

Altschwager asked for commitments for 2019 committees. Tentative committee formation is listed at the end of these minutes. Directors not

present, will be able to decide in December, which committee they wish to serve on.

Committee Reports

.Finance Committee:

- The committee met on Monday, November 5, 2018, resulting in the recommendation listed above under Financial Report.

Grants Committee:

- No grant requests were received in the last month.

Fundraising Committee

- The Fall Fundraising campaign is underway. Materials have been printed and are ready to be stuffed in envelopes and mailed. The stuffing party will be next Monday morning (November 12).
- Promoting the Legacy Circle will be highlighted next year through future mailings as well as the various ways people can donate from an IRA.
- The Foundation will be co-hosting the Chamber's Boulder After Hours (BAH) on December 13 at the home of our president, John Altschwager at White Birch Villages. All Directors are asked to arrive at 4:30. The event begins at 5pm.

Publicity and Community Relations Committee:

- The website has been updated with current events and pictures. New Directors biographies will soon be online. Thank you to Barbara Douglas-Johnson for heading this Committee.
- Committee chair, Douglas-Johnson will call a meeting of this committee to outline plans for 2019.
- An update of the 501(c)3 article for giving featured in the Lakeland Times in December was finalized and turned in.
- This committee was requested to take some pictures and write an article after the December BAH event at White Birch Village.

Calendar Items to Remember

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| ➤ TBA, late November | Publicity & Communications
Committee meeting |
| ➤ Thursday, December 6 | Board Meeting 6pm, Nordlof |
| ➤ Thursday, December 13 | Joint Christmas Party with Chamber
@White Birch Village, arrive 4:30pm |

- Tuesday, January 15 Board Meeting 6pm, Nordlof
- TBA, January Fundraising Meeting

Correspondence (mail & email)

- Thank you letter from CFONCW (Wausau) for an October deposit into our restricted endowment fund.
- Reply letter to John Mundy email

Adjournment

Motion: Meeting adjourned at 7:30pm. Douglas-Johnson/Sterner M/S/P

Respectfully Submitted,
Mary Van Grinsven
m/s/p

NOTE: No December meeting. Next meeting is January 15, 2019.

2019 Committee Members

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

Fundraising Committee: **Beth Rondello, Chair**; John Altschwager, Tom Basting, Jennifer Engstad-Heitz, Susan Govier, Michelle Mauzer, Craig Mason, Parker Sterner, Mary Van Grinsven, and Nicole Wilken

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

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