

**Ninety Seventh Regular Meeting
Boulder Junction Community Foundation Board
Friday, August 23, 2019**

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), Beth Rondello (2020), Mary Van Grinsven (2019), and Adam Zogata (2019). Bookkeeper, Rhonda Sybeldon.
Absent with notice Jennifer Engstad-Heitz (2021), Susan Govier (2021), Michelle Mauzer-7pm (2019), and Nicole Wilkin (2021).

Call to Order and Agenda for the Meeting:

The meeting was called to order by President Altschwager at 4:45 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 July 9, 2019 Meeting:

Motion: Approval of minutes. Mason/Rondello M/S/P

Welcome to Guests

No guests this evening.

Treasurer’s Report

Receipts and Expenditures: Treasurer Wilkin sent a written July financial report, showing the July general checking account beginning balance was \$42,476.92, and end of month balance was \$42,768.87. Also presented to the board was the balance sheet for the first 2 quarters of this year.

The current reconciled balance in our Restricted Endowment Fund at the end of July 31, 2019 was \$326,599.63.

President Altschwager accepted the July financial reports for filing.

The Board of Directors would like to thank our Bookkeeper, Rhonda Sybeldon for her willingness to extend her employment with us until we find a new bookkeeper.

President’s Report

President Altschwager reviewed the 2019 operations calendar for August/September.

Sturm Family Request to partner with the Foundation on Building Project

Altschwager stated the project has begun. We are starting to see donations come in for this project. Van Grinsven reported on a meeting held August 12th with the family, the town, the Lions Club, and the Foundation. To date, the family has received pledges of \$28,000. The Foundation has received \$8220 (\$2500 of this being one of the above named pledges). The family will begin to receive a monthly statement from the Foundation listing the current status of the project account.

Committee Reports

Finance Committee:

- No meeting this past month

Fundraising Committee

- Next on the list of projects is to update the Founders and Legacy Circle booklet.
- The July 24th Mostly Social Event, held in conjunction with Music on Main Street was a great event. The weather, crowd, music and food all helped make it a very well attended event. We presented the Chamber of Commerce with a \$750 grant check during intermission.
- Musky Jamboree: A 50/50 Raffle was held and Foundation information was available in our booth. A total of \$389 was collected and \$290 was awarded to the winning ticket held by Sue Kern. She graciously donated \$150 back to the Foundation. All Foundation volunteers were thanks for working the booth, especially Craig Mason for setting up and taking down our tent.

Grants Committee

- Van Grinsven presented the committee's recommendation for two (2) grant requests from the Boulder Junction Lions Club, Inc.

Motion: Recommend to the Foundation's Board of Directors to approve a \$1500 grant to the Boulder Junction Lions Club, Inc. to contribute to the capital improvement of the Lions Pavillion. Van Grinsven/Rondello/P

Motion: Recommend to the Foundation's Board of Directors to approve a grant to the Boulder Junction Lions Club Colorama Dinner Funding the Future of our Youth of \$1500 for their inaugural undertaking of this event.
Van Grinsven/Zogata P

Payment of these two (2) grants will be requested from our Restricted Endowment Fund, held by Community Foundation of North Central Wisconsin (CFONCW).

Publicity and Community Relations Committee:

- Douglas-Johnson reported press releases were sent after our July Mostly Social Event with pictures of our \$750 grant check presentation to the Chamber of Commerce
- Weekly Facebook and website postings continue. We would like to encourage our Directors, donors, and friends to share our pages to increase our exposure to the public.
- Douglas-Johnson reported the committee will meet again in early September.
- The committee welcomes Dave Osborn and thanks him for his willingness to serve.

Calendar Items to Remember

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| ➤ Friday, Sept 13 | Exec Board Meeting, TBA |
| ➤ Tuesday, Sept 17 | Board Meeting, 5:30pm, Nordlof |
| ➤ TBA | October Exec Board Meeting |
| ➤ Tuesday, October 8 | Board Meeting, 5:30pm, Nordlof |
| ➤ Friday, November 15 | November Exec Board Meeting, TBA |
| ➤ Tuesday, November 19 | Annual Board Meeting, <ul style="list-style-type: none">• 5:30pm, Nordlof |
| ➤ No December Board Meeting | |

Correspondence-

- Thank you note from the Janet Oppenheimer for a successful beginning to our restroom project with the Sturm Family.
- Recognition letter from Tom Tiffany for our \$750 grant to the Chamber of Commerce

New Business

- A job description for contract positions for a Bookkeeper and an Administrative Assistant as well as contractual agreement documents were presented to the board for final approval.

Motion: To approve Bookkeeper job description and contractual agreement documents with modifications at the discretion of the chair. Rondello/Zogata/P

Motion: To approve Administrative Assistant job description and contractual agreement documents with modifications at the discretion of the chair. Mason/Rondello/P

Motion: To approve the Executive Committee to conduct interviews and offer independent contractor agreements to selected candidates. Zogata/Rondello/P

Adjournment

Motion: Meeting adjourned at 5:50pm. Douglas-Johnson/Rondello
M/S/P

Minutes respectfully submitted,
Mary Van Grinsven
M/S/P

2019 Committee Members

Finance Committee: **Michelle Mauzer, Chair**; John Altschwager, Tom Basting, Sr., Gary Plouff, Craig Mason, Mary Van Grinsven, Nicole Wilkin, 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, and Mary Van Grinsven

Publicity and Community Relations Committee: **Barbara Douglas-Johnson; Chair**, John Altschwager, Dave Osborn, 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