

Minutes
Fifth Meeting of the Boulder Junction Community Foundation Board
Monday, January 17, 2011
Boulder Junction Community Center

Present: Dennis Aukstik, Leslie Gauberti, Irene Gravelle, Jim Hornbrook, Gene Klisnick, Barb Konopacki, Craig Mason, Krista Maurer and Amy Wheeler, BJCF Board; and Carol Klisnick, guest.

Call to Order and Agenda for the Meeting:

The meeting was called to order at 6:35 p.m. by President Amy Wheeler. The meeting's agenda was emailed out to the BJCF Board. Upon a motion by Irene Gravelle, second by Barb Konopacki, to add the Conflict of Interest Policy and the President's Report to the agenda, the agenda was approved by the BJCF Board. (See attached agenda.)

Minutes of the December 9, 2010, Meeting:

Upon a motion by Jim Hornbrook, second by Craig Mason, the minutes were accepted as distributed.

The minutes will be filed after noting the date of approval in the footer and mailing to those on the Foundation email list.

Treasurer's Report:

Leslie Gauberti, Treasurer, reported a December 31, 2010, ending balance in the checking account of \$910.37. A \$100.00 donation was received in the BJCF post office box with no instructions for application. A \$450.00 donation was reported directly to the CFONCW. (\$125.00 needs to be distributed to the Community Food Pantry yet.) President Amy Wheeler should receive a carbon copy on donations to the CFONCW, and the Wausau Foundation should make quarterly deductions from our account for fees. Upon a motion by Jim Hornbrook, second by Krista Maurer, the treasurer's report was accepted, and the report will be filed for audit. Motion carried.

President's Report:

Amy Wheeler reported on the summary access available to her from the CFONCW. Our endowment funds will be included in the 70/30 Investment Pool. She also has the password update from the CFONCW for the BJCF.

BJCF Business Plan:

After some discussion and additions, the proposed BJCF Business Plan was approved upon a motion by Barb Konopacki, second by Craig Mason. The complete Business Plan will be emailed out to the BJFCF Board.

BJCF Calendar:

After some discussion, Leslie Gauberti moved, Dennis Aukstik seconded, the approval of the BJCF Calendar. Motion carried.

Local Candidate Forum Sponsorship:

Dennis Aukstik reviewed the IRS notation on the 501(c)(3) application as it applies to us and this sponsorship. Possible dates for the forum were suggested, dependent upon the availability of the moderator, candidates and facilities. (The two-hour forum was actually held on Monday, January 31, 2011, at 6:30 p.m.)

Amy Wheeler agreed to contact all of the candidates; Irene Gravelle and Barb Konopacki agreed to make posters and distribute them; and press releases were to be drafted and distributed. Dennis Aukstik drafted the guidelines for the forum. It was decided that questions from the audience would be written only for either the town chairman candidates or the supervisor candidates. Candidates would be allowed 3 minutes for introductory remarks, 2 minutes to respond to each question and a final 2 minute summary. (It should be noted that equipment was tested and room arrangements were completed the week before the forum.)

Dennis Aukstik moved, Barb Konopacki seconded, the motion that the BJCF sponsor the candidate forum. Motion carried.

Cathy Schneider's Comments on the Charitable Organizational Status:

No action was taken or reported because no one had been able to reach Cathy Schneider.

Website Update:

Work on the website is still underway. Links to the Boulder Junction Chamber, the CFONCW, and the Town of Boulder Junction were discussed and deemed desirable if possible. Leslie Gauberti has been working with Calm Waters on the details of the website.

Boulder Junction Chamber of Commerce Website:

Barb Konopacki agreed to contact the Chamber to include the BJCF on their list of organizations.

Joint Meeting with the Library Board and the CFONCW:

No action was taken on this item.

Sect. 501(c)(3) Application Update:

Dennis Aukstik and Leslie Gauberti reported that they are still working on completing all the forms for this application. The BJCF Board needed to sign a conflict of interest policy prior to application.

A conflict of interest policy was approved upon a motion by Jim Hornbrook, second by Krista Maurer. Motion carried. All Board members signed the document at this meeting.

Letterhead Stationary:

Leslie Gauberti provided the Board with several examples of possible stationary designs. The first sample was approved the Board. Irene Gravelle moved, Amy Wheeler seconded, the motion to approve Design #1. Motion carried.

Donors, like Tom Basting, should receive thank yous. It was decided to add Jim Holperin to the contact list, along with Father Mike Heyden of St. Anne Catholic Church. It was decided to table action on other possible people for the contact list.

Message on the Scholarship Signboard:

Discussion was held on where a BJCF sign should go. Craig Mason agreed to check on the sign as people come into town to see if the BJCF can add their sign there and also find out who made the signs. Dennis Aukstik made the motion, Leslie Gauberti seconded, to pursue this possibility. Motion carried.

Meetings with Other Foundations:

Dennis Aukstik suggested that it might be beneficial for our group to talk with other area foundations. He noted that the publicity was very good for a Manitowish Waters Foundation event over the holidays, but the turnout was disappointing. He suggested meeting with the North Lakeland Foundation and the Minocqua Library Foundation representatives.

Email Contact List and Correspondence:

Irene Gravelle has a current list of email contacts. Others could be added.

A letter of appreciation to Jeff Long for his 38 years of service was suggested by Dennis Aukstik. Irene Gravelle will draft such a letter. Barb Konopacki volunteered to find the address and names for the Vilas County Economic Devevelopment Corporation so that a letter can be drafted congratulating the new executive director.

Leslie Gauberti and Irene Gravelle will work together to establish a "Friends of the Foundation" list. People would not need to be donors for this list.

CFONCW Website Addition:

Amy Wheeler said she will contact the CFONCW to have them add the Colorama Dinner to their calendar of events.

Participation in Other Area Charitable Events:

It was decided to order name tags from Laser Innovations for all Board members. These can be worn at other charitable events and at the candidate forum. Barb Konopacki will make arrangements with Laser Innovations and circulate designs to the members of the Board. (Name tags were finished and available for the BJCF Board to wear at the candidate forum.)

Other Business:

There was no other business to be discussed.

Adjournment:

The meeting adjourned at 9:20 p.m. upon a motion by Amy Wheeler, second by Barb Konopacki.

Irene Gravelle, Secretary
BJCF