

**Seventy First Regular Meeting of the
Boulder Junction Community Foundation Board Meeting
Tuesday, November 15, 2016
Boulder Junction Community Building, Nordlof Conference Room**

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

Present: Dennis Aukstik (2016), Barbara Boston (2017), Leslie Gauberti (2016), Grant Herman (2016), Gary Plouff (2018), Parker Sterner (2016), and Mary Van Grinsven (2016). Absent with notice: Gene Klisnick (2016), Michelle Mauzer (2016), Dave Osborn (2017), and Consultants Tom Basting, Sr and Irene Gravelle.

Call to Order and Agenda for the Meeting:

The November meeting was called to order by President Boston at 5:35 p.m.

Motion: Approval of agenda. Aukstik/Sterner M/S/P

Minutes of the October 17, 2016 Meeting:

Motion: Approval of minutes with name correction (spelling)
Herman/Aukstik M/S/P

Welcome to Guests A warm welcome was extended to John Altschwager.

Thank You to Outgoing Directors:

President Boston and the entire board of Directors gave many thanks and words of appreciation to our outgoing Directors for all they have done for the organization since its inception. Plaques of appreciation were presented to each of the outgoing Directors.

It is mandatory according to our by-laws for Directors to step down after 6 years of service (for at least one year). Terms of office are 3 years. Directors leaving are:

Dennis Aukstik (6 yrs), Leslie Gauberti (6 yrs), Gene Klisnick (6 yrs), Parker Sterner (3.5 yrs) and Lois Smith (3yrs).

Nominations for New Directors:

Motion: Nominations from the floor be opened. Herman/Van Grinsven
No open nominations were received.

Nominations from the floor be closed. Herman/ Van Grinsven M/S/P

Motion: Nominations from the executive board for Director Positions (3yrs)
for John Altschwager and Adam Zogata. Aukstik/Gaubert M/S/P

RESOLUTION SIGNED BY BOARD OF DIRECTORS

Nominations for Executive Board:

Motion: Nominations from the floor be opened. Van Grinsven/Plouff
No open nominations were received.

Nominations from the floor be closed. Van Grinsven/Altschwager M/S/P

Motion: Nominations from the executive board for Executive Director Positions (1yr)

President: Barbara Boston

Vice President: Grant Herman

Secretary: Mary Van Grinsven

Treasurer: Gary Plouff

Van Grinsven/Herman M/S/P

RESOLUTION SIGNED BY BOARD OF DIRECTORS

The Directors thanked all the executive officers for their willingness to lead the Foundation for the next year and warmly welcomed new Directors Altschwager and Zogata to the board.

Treasurer's Report

Receipts and Expenditures: Treasurer Plouff gave the October financial report, showing the general Fund beginning balance was \$26,543.11 and end of month balance was \$25,514.07. He also indicated the \$2,222.07 of Colorama Dinner expenses were the final expenses, leaving a Colorama Dinner checking account end of month balance of \$14,434.57.

Motion: Accept October Financial reports to be placed on file for audit.
Herman/Van Grinsven M/S/P

Director Plouff updated us on the fact that Wipfli was again hired and agreed to do our 2016 financial review as well as review our state and federal tax returns. Wipfli services for a financial review will cost \$2050, an increase of \$100 from 2015.

Neighbors Program: Gauberti reported we have 99 neighbors in 2016. She also informed Board members the annual Neighbor renewal mailing is slated to be mailed out late November by the Fundraising Committee. In the future, all expenses relating to the Neighbors Program will be part of the Fundraising Committee Budget. 100% of the monies raised through our neighbors program go toward our yearly operating expenses.

Bookkeeping Services: Plouff explained that treasurers Gauberti and Plouff have executed a bookkeeping service agreement with Boulder Junction resident Rhonda Sybeldon effective November 1, 2016. Treasurer Plouff will meet with her again on November 17, 2016 to initiate future financial reporting for the Board of Directors.

Endowment Fund: Gauberti confirmed the Restricted Endowment Fund balance stands at \$149,604.04 as of 10/31/16. CFNCW advised Gauberti the next quarterly review will be in January and we will continue to receive a monthly balance statement. By December they will provide the Foundation with sample performance reporting options related to the Restricted

Endowment Fund. At that time, the Foundation can request additional information, if required.

Boulder Junction Community Enhancement Fund:

1. UpShift Bike Repair Station: Gauberti and Van Grinsven reported the account received additional funds and a bill from the town to cover the cost of the stations for \$4084.20 has been submitted for payment. There are additional monies in the account to cover the cost of decals which will be ordered in the spring when the stations are installed.
2. New Funds Discussion: We have had two (2) families and the Chamber office engage us in discussions of possibility for future funds. We will continue to work with each of them toward possible new or existing funds, or for the best solution to meet their requests. The Foundation is always interested in working with any party(s) interested in ideas for Boulder Junction's future.

The entire board extended an enormous thank you to Leslie Gauberti for her 6 years as Treasurer and head of the Finance committee, and for her hard work, willingness to learn new things and visions for the future of the Foundation.

President's Report

President Boston reminded the Board for 2016, the Fundraising Committee's Restricted Endowment Fund goal is \$50,000.00. We are currently at \$14,077.81 for this year. The Board will act on disbursements to the Restricted Endowment Fund from event net proceeds later in this meeting.

The operations calendar items were reviewed and on track for this month. Secretary Van Grinsven will learn calendar procedures from outgoing Director Gauberti.

The Board has a 100% participation goal each year as a Neighbor as well as a contribution to the Restricted Endowment Fund. A wealth of information can be found on our website. www.boulderjunctioncf.org

Committee Reports

Finance Committee: Chair Gauberti reported the committee completed the Net Proceeds Document for review by all Directors to determine how much money can be forwarded to our Restricted Endowment Fund in 2016. The following is their report and recommendation to the board:

- Retain \$10,000 in funds for Operational Expenses in 2017.
- In each of the funds we retained seed money to run the program again next year. Chairs of each committee have been asked for their input as to how much to retain.

- The balance of our proceeds historically are sent to our Restricted Endowment Fund managed by CFNCW (Wausau).
- Distribution available for the Endowment per account: Colorama Dinner: \$12,510.00, Silent Auction: \$980.19, Seasonal Raffle (kayak, jewelry, football tickets): \$6395.00, Undesignated (Operations/Discretionary): \$114.81, thus brings the available amount to \$20,000.00.
- Recommendation to the Board of Directors to forward \$20,000 to our Restricted Endowment Fund.

Motion: \$20,000.00 be sent to our Restricted Endowment fund from 2016 Foundation Fundraising efforts. Herman/Plouff M/S/P

Notable Amount: The Foundation's current 2016 contributions to the Restricted Endowment now stands at \$34,077.81.

The Finance Committee also reported as our Restricted Endowment Fund continues to grow, we have begun work on developing an Investment Policy (in addition to the CFNCW Policies) which will monitor and review our investment assets for the future. It will seek a consultant for the committee as we move forward.

Treasurer Plouff will be the new chair of the Finance Committee. Thank you to Leslie Gauberti for 6 years of excellent leadership.

Publicity and Community Relations Committee: Event information continues to be posted on our website, our Facebook page, and the Chamber website. Thank you to Irene Gravelle for 6 years of excellent leadership for this committee. A new chair is currently being sought for this committee.

December publicity: Information for the Between the Holidays Community Celebration on Wednesday, December 28 from 4:00-6:30pm at Winter Park is being sent out through the papers, website, Facebook and Chamber. Thank you to Chamber Executive Director and publicity and community relations committee member, Theresa Smith.

Grants Committee: No report this month. Thank you to Lois Smith for her 3 years of excellent leadership for this committee. Director Van Grinsven will be the new chair.

Fundraising Committee: Committee Chair Sterner reported a renewal letter and donor card will be sent to approximately 200 people shortly after Thanksgiving for 2017 neighbor membership. The neighbor membership fund is our primary source for our Operating Budget.

The Committee had a round table discussion for fundraising ideas for next year. The boat raffle seems to bring in about the same amount of proceeds

yearly. Ideas to expand fundraising efforts during Colorama Dinner were presented as well as ideas for a possible Appreciation Dinner for our Neighbors early next summer.

A workshop on December 1 & 2 is currently being organized with a presentation of Fundraising ideas and strategies by Meghan Dennison, Affiliate Officer of the Duluth- Superior Area Community Foundation. Sterner has agreed to continue to chair this committee.

Colorama Dinner Committee: Chair Boston stated the wrap up meeting went well with many committee volunteers expressing willingness to continue again next year. This has become our premier event and sponsorship for this event to date, is our best way to raise funds to enable us to substantially increase our Restricted Endowment Fund on a yearly basis. New ideas of expanding the silent auction and possibly running a 50/50 raffle were presented. Also, consideration is being given to hiring kitchen staff from Camp Manito-wish during the event so all Directors can be working the dining room as Foundation Ambassadors to “tell our story” and continue to build relationships. Boston has agreed to chair the committee for 2017 and is looking for a Co-Chair.

Save the Date: Colorama Dinner will be September 23, 2017.

Between the Holidays Community Celebration: Chair Boston reported on the groups and activities organized thus far. Weather permitting, the Foundation will sponsor this event to enhance and support our community during a season when we welcome activities that bring us all closer together – winter. We will provide a festive atmosphere and assistance to other organizations in attendance. The town will provide fireworks at 6pm, an ice skating rink, a sledding hill and the warming hut.

The Celebration is planned for Wednesday, December 28, 4:00-6:30pm at the Winter Park complex.

Website and Facebook Updates are to be sent to both Gauberti (website) and Osborn (Facebook) to help keep these media avenues vibrant and current. Director Herman will work with outgoing Director Gauberti to learn how to update the website in the future.

Calendar Items

- Tuesday, December 13, 2016: Regular Board Meeting @ 5:30pm
- Wednesday, December 28, 2016: Between the Holidays Community Celebration. 4:00-6:30pm @ Winter Park
- Tuesday, January 17, 2016: Regular Board Meeting @ 5:30pm

Correspondence: None.

Other Business:

Future scheduling of monthly board meetings. A discussion ensued about changing the day of the week and time of our monthly meetings to better accommodate our current Board of Directors.

Motion: Monthly board meetings be held on the 2nd Tuesday of the Month, beginning at 5:30pm. Herman/Plouff - Discussion presented the question of if this gave enough time for the bookkeeper to create monthly reports for the Executive Meeting the week prior to the Board Meeting.

Amended Motion: Monthly board meetings to be held on the 3rd Tuesday of the Month, beginning at 5:30pm. Herman/Plouff M/S/P

Note: November and December 2017 meetings will be held on the 2nd Tuesday of the month to avoid conflict with Thanksgiving and Christmas.

Good of the Order

Outgoing Director Gauberti discussed the creation of the mailing labels for the upcoming Neighbors renewal mailing. She also presented a list of activities she was responsible for that needed to be covered by current Directors.

The Foundation is now 6 years old. With time, comes a plethora of accumulated documents and files. Discussion ensued on how to properly store archived information, both digital and paper. Gauberti, Plouff, Van Grinsven and Boston will continue to work on a comprehensive plan.

Committee Members: All current committee members will be contacted in the next few weeks to finalize the make-up of each committee for 2017. Final committee composition will be reported at the December 13, 2016 regular board meeting.

Before the meeting adjourned, President Boston extended a big thank you once again to all outgoing board members for their years and hours of service, current board members for their willingness to continue to serve and a warm welcome to our two new board members as they begin their service to the Foundation.

Adjournment

Motion: Meeting adjourned at 7:25 p.m. Herman/Altschwager M/S/P

Respectfully Submitted,
Mary Van Grinsven
Boulder Junction Community Foundation Secretary
m/s/p

2016 Committee Members

Finance Committee: Leslie Gauberti, Chair; Dennis Aukstik, Barbara Boston, Craig Mason, Gary Plouff, Lois Smith, Mary Van Grinsven, and Tom Basting, Sr. (Advisor)

Fundraising Committee: Parker Sterner, Chair; Barbara Boston, Grant Herman, Michelle Mauzer, Craig Mason, Dave Osborn, and Tom Basting, Sr. (Advisor)

Publicity and Community Relations Committee: Irene Gravelle, Chair; Barbara Boston, Leslie Gauberti, Gene Klisnick, and Theresa Smith.

Grants Committee: Lois Smith, Chair; John Ader, Barbara Boston, Leslie Gauberti, and Mary Van Grinsven.

Colorama Dinner Committee: Barb Boston, Chair; Barb Konopacki, Past Chair; Dennis & Lori Aukstik, Leslie Gauberti, Grant Herman, Craig Mason, Dave Osborn, Olivia Soltow, Therese Safford, and Parker & Sandy Sterner.