

Minutes
Nineteenth Meeting of the Boulder Junction Community Foundation
Board

Monday, April 16, 2012
Boulder Junction Community Building

“The mission of the Boulder Junction Community Foundation is to develop and promote efforts to preserve and enhance the strength and vitality of the area for present and future generations.”

Present: Dennis Aukstik (2013), Leslie Gauberti (2013), Irene Gravelle (2012), Gene Klisnick (2014), Barb Konopacki (2012), Craig Mason (2012), Krista Maurer (2014), Dave Osborn (2014), Jim Tait III (2013) and Amy Wheeler (2013) of the BJCF Board.

Call to Order and Agenda for the Meeting:

The April meeting was called to order at 6:33 p.m. by President Amy Wheeler.

The meeting’s agenda was emailed out to the BJCF Board. Jim Tait III moved, second by Krista Maurer, to approve the agenda. Motion carried. (See attached agenda.)

Minutes of the March 19, 2012, Meeting:

Upon a motion by Leslie Gauberti, second by Jim Tait III, the minutes of March 19, 2012, meeting were accepted as distributed. Motion carried.

The minutes will be distributed by the secretary to the Foundation email list.

Treasurer’s Report:

Leslie Gauberti began her report by explaining the differences between an “actual” and an “accrual” basis for reporting financials. Quickbooks, which she is now using, uses the “accrual” basis. Hence, she presented a corrected February, 2012, report with the explanations in the footnotes. She gave an oral report on March statistics because of printer problems. The March report will be presented for approval in May.

The First Quarterly Report on the BJCF Restricted Endowment at CFNCW, Wausau, showed a beginning fund balance of \$4,229.94. Revenues totaled \$950.32 for the quarter. Expenses totaled \$40.59, leaving an end fund balance of \$5,139.67.

Jim Tait III moved, seconded by Dennis Aukstik, that the treasurer’s written report for March will be presented to the Board in May. Other reports are approved as presented and filed for audit. Motion carried.

President's Report:

Amy Wheeler reported that she had not heard back from the guest for tonight's meeting. She also reminded the Board that the Business After Hours meeting will be held at Citizens Bank on Tuesday, April 17, from 5 to 7 p.m. The Boulder Junction Town Annual meeting will follow at 7 p.m. at the Community Building.

She noted that Dave Osborn's photos of the canoe are on Facebook now and that the Little Lakes Canoe Restoration, Dave Osborn's company title, should be noted on all publicity for the raffle.

She also circulated the NLES Foundation form as a sample of a way to keep track of donors and supporters.

Committee Reports:

The Fundraising Committee of Dave Osborn, Dennis Aukstik, Jim Tait III, and Amy Wheeler held their monthly meeting on April 12, and Wheeler shared the minutes of that meeting. Highlights included plans for the Microbrew Sampler. Upon a motion by Dennis Aukstik, second by Amy Wheeler, the official name of the event will be the Microbrew and Wine Sampler. Motion carried. (See attached minutes as distributed.)

That committee report also included the plans for a mailing in July, announcing the formation of a "Neighbors of the BJCF." The Publicity Committee was assigned to assist with this mailing. Jim Tait III offered to provide the envelopes. The form will need to have a return to the BJCF. Upon a motion by Leslie Gauberti, second by Jim Tait III, the formation of a "Neighbors of the BJCF" and the mailing were approved.

The Finance Committee and the Publicity and Community Relations Committee did not meet and had no reports.

All committee members were reviewed and chairmen were indicated as follows:

Fundraising Committee: Amy Wheeler, chairman; Jim Tait III, Dave Osborn, and Dennis Aukstik

Finance Committee: Leslie Gauberti, chairman; Craig Mason and Cathy Schneider

Publicity and Community Relations Committee: Dennis Aukstik, chairman; Leslie Gauberti, Gene Klisnick, Barb Konopacki, and Irene Gravelle. Jim Tait III is willing to be a resource person to the committee.

Note: Amy Wheeler, President, will serve on all committees.

Stock Brokerage Account:

Dennis Aukstik reported that the stock brokerage account is now open and available to handle such donations. The standard language on the account can be used on brochures and press releases but may not be used on the web site because of regulations affecting wording on the Internet.

Strategic Business Plan Report:

Irene Gravelle briefly reported on the April 4th Strategic Planning Meeting which was held from 9 a.m. to 1 p.m. Karen Stanley acted as the facilitator for the Strategic Planning meeting. Minutes of the meeting were emailed out to Board members as well as the tables which listed goals and the two objectives that were developed at the meeting. (See attached minutes as well as the tables.) Letters of thanks have gone out to Karen Stanley, John Ader, Barb Boston, Jim Hanson, Jeff Long, and Dennis McGann. Everyone agreed it was a productive meeting. Gravelle will also send a letter of thanks to the church for the use of their facility.

Status on the Community Center Project:

Gene Klisnick explained the need for scheduling another meeting because the posting of the last meeting of the committee was not legal due to a posting of the incorrect date. He did not have any timelines for possible voter action when questioned about it.

Brochure Update:

The brochure was referred to the Publicity Committee for work on it.

Status on the Sales/Use Tax Exemption:

Leslie Gauberti reported that the Certificate of Exempt Status (CES) has been received and is on the BJCF's website now under "Organizational Documents." To obtain an exemption from the sales tax when making purchases the BJCF representative must present a form (S-211) that contains BJCF's CES number to the business. Contact Leslie for a copy of the S-211 form.

Invitation to Mark Westphal:

Dennis Aukstik will follow up on the invitation to Mark Westphal, insurance agent, to attend the May Board meeting to answer questions about our coverage as a non-profit.

Assistance to Civic Organizations:

A sign up slip will be presented to Board members at the May meeting so that those wishing to help at the July 4th Fireworks and the Fire Department sponsored July 7th Chicken BBQ can do so. Dennis Aukstik shared that volunteers would probably be appreciated by a number of community organizations.

Recruitment of Board Members:

The Board will continue to dialog with two potential candidates for the Board and/or committee work on behalf of the BJCF.

Calendar Items to Remember:

- April 17, 5-7 p.m.: Business after Hours at Citizens Bank
- May 10, 5:30 p.m.: Discover Wisconsin Premiere Party at Headwaters
- May 21, 6:30 p.m.: BJCF Board Meeting
- 2012: Continue meeting on 3rd Monday (June 18, July 16, Aug. 20, Sept. 17, Oct. 15, Nov. 19, and Dec. 17)
- Committee meetings as scheduled for committee members

Other Business:

The Chamber has notified the BJCF where their booth will be for Musky Day (across from the Outdoorsman Restaurant).

Barb Konopacki shared that the Chamber Membership meeting will be held on Wednesday, May 16, at the Boulder Junction Community Building. A speaker from Nicolet College will present a free workshop on customer care training from 4-6 p.m. with the meeting to follow at 6:30 p.m.

The Chamber's Volunteer Thank You Breakfast will be held at the Granary on May 19 at 8:30 a.m. Invitations will be mailed.

Adjournment:

The meeting was adjourned by Amy Wheeler at 8:01 p.m.

Irene Gravelle, Secretary, BJCF