

Ninety Sixth Regular Meeting
Boulder Junction Community Foundation Board
Tuesday, July 9, 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), Jennifer Engstad-Heitz (2021), Craig Mason (2020), Michelle Mauzer-7pm (2019), Beth Rondello (2020), Mary Van Grinsven (2019), and Nicole Wilkin (2021).
Bookkeeper, Rhonda Sybeldon.
Absent with notice: Susan Govier (2021), and Adam Zogata (2019).

Call to Order and Agenda for the Meeting:

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

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

Minutes of the June 18, 2019 Meeting:

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

Welcome to Guests

No guests this evening.

Treasurer’s Report

Receipts and Expenditures: Treasurer Wilkin presented the June financial report, showing the June general checking account beginning balance was \$41,100.82, and end of month balance was \$42,476.92. Also presented to the board was the balance sheet for the first 2 quarters of this year. It will be finalized when CFONCW completes their 2nd Quarter report.

The current reconciled balance in our Restricted Endowment Fund at the end of June 2019 was \$325,815.73

Motion: Place the June financial reports on file.
Wilkin/Rondello M/S/P

Co-Treasurer Mauzer reminded us to fill out a new signature card now that Associated Bank has replaced Huntington Bank. A copy of these minutes are required for this transaction.

Motion: New signature card on account will have Altschwager, Van Grinsven, and Wilkin as signatures.
Mauzer/Douglas-Johnson M/S/P

PayPal account will also need to be updated with new bank information.

President's Report

President Altschwager reviewed the 2019 operations calendar for July/August. Several additions to the calendar were noted and will be in effect for 2020.

Sturm Family Request to partner with the Foundation on Building Project

Altschwager continues to be in contact with the family as planning moves forward. The next step is for the family to contract with the town of Boulder Junction. Once that contract is signed, then the BJCF will contract with the town for the project. The next town meeting is July 23, when the contracts will hopefully approved so the project can move forward. We will hold all pledge cards/checks received until contracts are signed.

Committee Reports

Finance Committee:

- The final bill from Peterson Metz, LLC has now been paid. The Financial Review cost was \$2670.00 and the filing of all tax documents \$1230, for a total cost of \$3870.

Fundraising Committee

- Our Rack Card is completed and Van Grinsven will distribute to Chamber, Town Office, Library. Cards will be available for Mostly Social events and our booth at Musky Jamboree. A BIG thank you to Beth Rondello for creating this tool for us.
- Next on the list of projects is to update the Founders and Legacy Circle booklet.
- Report on the 4th of July parade: 8 participants, a big banner, lots of candy, and red, white, and blue bead necklaces were distributed to many smiling faces.
- Musky Jamboree: a sign up sheet for booth workers was distributed and supplies needed for the booth as well as the 50/50 Raffle were discussed.

Grants Committee

- Van Grinsven presented the committee's recommendation for a grant request from the Boulder Junction Volunteer Fire Department.

Motion: Approve grant request to Boulder Junction Volunteer Fire Department for the purchase of a Groves personal protective equipment (PPE) Extractor/Washer for \$4403. Van Grinsven/ Engstad-Heitz M/S/P (abstention: Douglas-Johnson)

Motion: Grant money disbursement be taken from our restricted endowment fund at CFONCW. Van Grinsven/Mauzer M/S/P

Publicity and Community Relations Committee:

- Douglas-Johnson reported the next press releases will be on the July 24 Mostly Social Music on Main Street and a check presentation to the Boulder Junction Volunteer Fire Department.
- 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. Please send photos of people engaging in outdoor activities. Photos of children & animals also get a lot of attention.
- Douglas-Johnson reported our listing for the 2020 Visitors' Guide is complete and was sent to the Chamber.

Calendar Items to Remember

- | | |
|----------------------|--|
| ➤ Monday, July 15 | Exec Board Meeting, TBA |
| ➤ Wednesday, July 24 | Music on Main Street Mostly Social |
| ➤ Sunday, August 11 | Booth at Musky Jamboree Arts & Crafts Fair (8am-4pm) |
| ➤ Monday, August 12 | Exec Board Meeting, 7am |
| ➤ Tuesday, August 20 | Board Meeting, 5:30pm, Nordlof |
| ➤ Tuesday, Sept 17 | Board Meeting, 5:30pm, Nordlof |

Correspondence- None

New Business

- A letter of resignation (effective August 31) was received from contract employee Rhonda Sybeldon due to changing family needs. The Executive Committee will review and update the job description and begin the process of finding a replacement bookkeeper.
- A job description for a contract position for administrative work is also being created. These positions may remain separate or possibly be combined.

Adjournment

Motion: Meeting adjourned at 7:21pm. 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