

**Ninety Eighth Regular Meeting
Boulder Junction Community Foundation Board
Tuesday, September 17, 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), Susan Govier (2021), Craig Mason (2020), Beth Rondello (2020), Mary Van Grinsven (2019), and Nicole Wilkin (2021).
Bookkeeper, Rhonda Sybeldon.
Absent with notice, Michelle Mauzer (2019) and Adam Zogata (2019).

Call to Order and Agenda for the Meeting:

The meeting was called to order by President Altschwager at 5:45 p.m.

Motion: Approval of agenda with meeting date correction and order of items at the discretion of the chair. Douglas-Johnson/Rondello M/S/P

Minutes of the August 23, 2019 Meeting:

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

Welcome to Guests

No guests this evening.

Treasurer’s Report

Receipts and Expenditures: Treasurer Wilkin presented the August financial report, showing the August general checking account beginning balance was \$42,768.87, and end of month balance was \$50,131.67.

The current reconciled balance in our Restricted Endowment Fund at the end of August 2019 was not available at the time of our meeting. \$423.50 was sent to the Endowment account this month.

President Altschwager accepted the August financial reports for filing.

The Board of Directors would like to thank our Bookkeeper, Rhonda Sybeldon for her willingness to extend her employment. We are no longer looking for a bookkeeper.

President’s Report

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

Sturm Family Request to partner with the Foundation on Building Project: The Foundation has received \$9035 by August 31st toward this project. The family will continue to receive a monthly statement from the Foundation listing the current status of the project account.

The amount of information available to the Project Manager was discussed and our by-laws were reviewed.

Motion: The Sturm Family Restroom Project Manager needs to sign the Foundation's confidentiality statement. The Manager will provide the Foundation with a prospective donor list and we will confirm the names of those from whom we have received a donation. Rondello/Wilkin/
RESCINDED

Motion: The Sturm Family Restroom Project Manager needs to sign the Foundation's confidentiality statement. After signing, a list of donors' names will be made available. Rondello/Douglas-Johnson/P

The Executive Committee continues to work on an upcoming independent contractor position to help alleviate the paperwork load.

Committee Reports

Finance Committee:

- No meeting this past month, but will schedule a meeting early in October to prepare the proposed 2020 budget for presentation at our next board meeting.

Motion: Fundraising committee requests a 2020 budget of \$6500 (\$500 increase over 2019). Rondello/Govier/P

Fundraising Committee

- Update of the Founders and Legacy Circle booklet has begun.
- Chair Rondello reported on the September 16th meeting. Three Mostly Social events have been scheduled for 2020 and a proposed budget was detailed. Dates will be posted, once confirmed with town calendars.
- The Foundation will continue participating in the 4th of July parade and will review the effectiveness of having a booth at the Musky Jamboree.
- Our November major campaign mailer is set to be mailed on November 21.

Grants Committee

- Two grants were dispursed in August and no requests have been received to date this month.

- A committee meeting will be scheduled in early November to review current by-laws as they relate to grants and suggest possible updates.

Publicity and Community Relations Committee:

- Chair Douglas-Johnson reported the committee met on September 10th and mapped out duties and reports for the upcoming months.
- Douglas-Johnson reported there will be 3 upcoming press releases.
- 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.

Calendar Items to Remember

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|-----------------------------|------------------------------------|
| ➤ Tuesday, Oct 1 | October Exec Board Meeting 10:15am |
| ➤ Tuesday, Oct 1 | Finance Budget Meeting 9:30am |
| ➤ Tuesday, October 8 | Board Meeting, 5:30pm, Nordlof |
| ➤ TBA, November | Grants Committee Meeting |
| ➤ Friday, November 15 | November Exec Board Meeting, 8am |
| ➤ Tuesday, November 19 | Annual Board Mtg, 5:30pm, Nordlof |
| ➤ TBA, December | Executive Board Meeting |
| ➤ No December Board Meeting | |

Correspondence-

No correspondence this month.

New Business

President Altschwager, Director Van Grinsven, and Director Rondello discussed the need for a donor software program. The success of the Foundation to date indicates it is time for us to advance to a new level of donor documentation. Tracking lifetime donations, Founders and Legacy Circle members, Endowment, Enhancement and Project Funds, are a few of the items made easier by a professional program created for this purpose.

Motion: Purchase a year's subscription to NETWORK FOR GOOD. Douglas-Johnson/Wilkin/P

Adjournment

Motion: Meeting adjourned at 7:20pm. Douglas-Johnson/Wilkin 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, Sr., 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