

MINUTES

Boulder Junction Community Foundation Board Meeting Board Meeting

Monday, March 15 @ 4:00 p.m.

ZOOM MEETING

“Our mission is to preserve and enhance Boulder Junction for present and future generations.”

PRESENT:

John Altschwager (2022), Barbara Douglas-Johnson (2023), Susan Govier (2021), Craig Mason (2023), Beth Rondello (2023), Bill Spear (2022), Mary Van Grinsven, (2023), Nicole Wilkin (2021). Janie Geiger (2022) Absent with Notice Bookkeeper: Bruce Greenhill Absent

CALL TO ORDER AND AGENDA FOR THE MEETING:

Meeting called to order by President Altschwager at 4:00 p.m

MOTION: Approval of agenda at the discretion of the Chair: Douglas-Johnson /Spear M/S/P

WELCOME TO GUESTS:

None

APPROVAL OF MINUTES OF FEBRUARY 15, 2021 MEETING

MOTION: Approval of minutes: Van Grinsven/Wilkin M/S/P

TREASURER'S REPORT:

February Checking account beginning Balance: \$86,183.85

February Checking account ending Balance: \$147,862.60

Community Foundation of North Central Wisconsin Restricted Endowment Fund

February 28, 2021 Balance \$504,598 (unreconciled)

MOTION: Place the January financials on file: Wilkin/Govier M/S/P

PRESIDENT'S REPORT:

Operations Calendar

President Altschwager reviewed the 2021 operations calendar for March and April. Board members were reminded to review the Donor Privacy, Records Retention Policies and the Bylaws. Van Grinsven and Rondello are collaborating for the report to the Town of Boulder Junction at its annual meeting on Tuesday, April 20, 2021.

Foundation Funds

Altschwager cited that in all our Fiduciary contracts it clearly states that donations to the Foundation belong to the Foundation and reminded the Board there are only two ways that funds leave the Foundation: 1. Give Grants 2. Paying bills.

Administrative Assistant Independent Contractor

Altschwager, Rondello, Govier and Van Grinsven will review and finalize the job description, and fiscal agreement prior to discussing the details with the prospective candidate. If everything is acceptable to both parties, the position will be offered.

Town of Boulder Junction – Broadband Project

Board Member Van Grinsven as the Foundation liaison will present a fiduciary report to the Town at the Tuesday, April 27, 2021 meeting. Nothing further to report.

Town of Boulder Junction - North Creek Trail Loop Project

Board Member Van Grinsven as the Foundation liaison will present a fiduciary report to the Town at the Tuesday, April 27, 2021 meeting. The Fundraising Committee for the project has reported they launched a \$65,000 matching campaign with mailings to 470 people. The Phase 1 goal is to raise a total \$155,000 by May 1 to allow the Town to know the funds are in place and make an informed decision to commit to the project this summer. The project has raised \$8,700 to date; together with the \$65,000 match funds the project is nearly halfway to the goal of \$155,000 for Phase 1. North Creel Loop Trails funds remaining after Phase 1 of the project will go toward Phase 2.

COMMITTEE REPORTS

Finance Committee

Chair Wilkin informed that the accounting firm of Peterson Metz continues to experience delays for completing financial statements relative to COVID-19 resulting in their ability to provide the financial statements, and will be delayed until May. President Altschwager will contact the firm to ensure the availability of the reports are as quick as possible, as the timing of the Foundation's Annual reporting processes rests on this. The committee will review the financial statements as quickly as possible upon receipt in May.

Fundraising Committee

Chair Rondello reported the 2020 Annual Report preparation has begun. The report will be finalized following the Petersen Metz review of our financial statements.

Grants Committee

Chair Van Grinsven stated that inquiries about grants have been received in response to the recent publicity on the Grant Policy Statement stating the application deadlines of April 10 and September 10 each year. The Grants committee will meet in April to review grant applications, and provide a report at the April 26 Board meeting.

Publicity and Community Relations

Chair Douglas-Johnson reported that the committee met on March 4, 2021. Facebook posts are planned into May. The Grant Policy Statement was shared through a variety of media communication platforms such as Facebook, the Boulder Junction Chamber of Commerce, and newspapers. There will be a reminder post for the April 10 grants deadline. The Board is reminded to check, like and share Facebook posts. The next meeting is May 4.

Van Grinsven reported that the updates to website include the By-Law update and Grant deadlines are completed. The website is reviewed on a regular basis to ensure that the content is current.

CALENDAR ITEMS

- Monday, April 26 Executive Board Meeting, 3pm ZOOM
- Monday, April 26 Board Meeting, 4pm, ZOOM
- Monday, May 3 Publicity Committee Meeting, 5:15pm, Location TBD
- Monday, May 10 Executive Board Meeting, TBD
- Monday, May 17 Board Meeting, TBD

CORRESPONDENCE (MAIL & EMAIL)

None.

OTHER BUSINESS

None.

Adjournment TIME: 5:05 PM Douglas-Johnson/Spear M/S/P

Minutes respectfully submitted,

Beth Rondello

MOTION: Approval of minutes: Van Grinsen/ Govier, M/S/P

2021 Committee Members

Finance Committee: **Nicole Wilkin, Chair**; John Altschwager, Gary Plouff, Craig Mason, Mary Van Grinsven, Michelle Mauzer, Bill Spear, and Mark Hilgendorf, Consultant

Fundraising Committee: **Beth Rondello, Chair**; John Altschwager, Susan Govier, Michelle Mauzer, Craig Mason, Bill Spear, Parker Sterner, and Mary Van Grinsven

Publicity and Community Relations Committee: **Barbara Douglas-Johnson; Chair**, John Altschwager, Janie Geiger, Dave Osborn, Beth Rondello, Theresa Smith, and Pam Muenzner

Grants Committee: **Mary Van Grinsven, Chair**; John Ader, John Altschwager, Barbara Douglas-Johnson, Sue Fehlandt, Susan Govier, and Beth Rondello