

Minutes

Regular Board Meeting

South HS Media Center

June 10, 2008

1. **Call to order**

Harold Benson called the meeting to order at 7pm. The following members were present:

- Harold Benson, Steve Lindquist, Judy Pihlstrom, George Dahl, Judy Ayers, Rod Hemstreet, Elmer Koch, Marlys Schluck, Vonda Gluck, Dennis Fazio, Warren Schluck, and Jim Bloom

Guests & Others Attending: Carol Peterson

2. **Agenda** – Reviewed with no additions.

3. **Introductions**

Carol Peterson distributed binders containing board reports, documents, and other relevant information. A review was done on each section. Minutes, Treasurer and Committee reports will be distributed as available for inclusion in the binder. Board members are asked to use these binders to keep information handy, and collect notes and information that would be beneficial to the work.

4. **Minutes**

The minutes of the May meeting were approved as read. Motion by Judy Ayers, second by Steve Lindquist to approve. CARRIED.

5. **Treasurer's Report** – Rod Hemstreet

- Checking: \$89,988
- Investments: \$272,218
- Reserved/Restricted: \$353,817
- Available Funds: \$8,389
- Rod will be meeting with the CPA on Wednesday. This may result in more available funds.
- MOTION by George to accept the Treasurer's report. Seconded by Marlys. CARRIED.

6. **Reports:**

A. **Administration:** No Report

B. **Committees:**

- **STRATEGIC PLANNING** – Harold Benson: The Entrepreneurship Program is what the committee has been working on. The school is excited, as are George, Chuck, and Rod. We will be meeting again in September. The first meeting will be spent going over specifics of the program and reviewing the curriculum.
- **COMMUNICATIONS** – Judy Pihlstrom: Spoke with the new southerner supervisor, and requested permission to audit a class. Also talked about how we can serve each other. Spoke with Carol P. briefly on contacting junior high schools and providing them our new pamphlet in order to inform new parents coming in about the Foundation. Also thinking about a message board provided for alumni to stay in contact.
- **FINANCE/BUDGET** – Rod Hemstreet: The market is up and down, but trending down. The Finberg fund for scholarships is good for next year, but somewhere we may need to drop down to one or no scholarships if the funds continue to decline. The overall fund is set up to be somewhat protected in a bear market.
- **FUNDRAISING** – Rod Hemstreet: The 2007 spring Newsletter returns were \$11,135, and 2008 to date is \$2,335. We've fallen behind. The Athletic Field drive has reduced available funds from individual donors. Holiday and special letters combined raised \$13,405 in 2007, \$33,713 in 2006. We need to double our solicitations to individual contributors somehow. The special letters need to be out in a timely manner this year. Rod will call Brian Thomson to follow up.

Harold reported on two grants written by Mary Bock, to the McKnight and General Mills Foundations. We did receive denials from both, but at least this is a start in rebuilding the grant-writing function of the Foundation.

- GRANTS – George :
 - (1) Entrepreneurship Class - \$20,000 – This class is the same as the Stock Market Class created previously. We have already received \$16,000 of the amount needed as a gift. So the request was really for \$4k.

MOTION MADE by George Dahl to **approve the grant**, seconded by Elmer Koch.
DISCUSSION: The two teachers will attend the September meeting to review the curriculum with the Strategic Planning Committee. The partnership is with Dunwoody Institute. This will be promoted in the local papers. The school is covering one of the positions. MOTION CARRIED.
 - (2) Student Planners - \$2,642 – We believe the students do use these, and they look very nice.

MOTION MADE by George Dahl to **approve the grant**, seconded by Marlys Schluck.
DISCUSSION: The planners are provided to freshman and new students. George will follow up on whether something can be added to the planner that indicates the Foundation was the provider. MOTION CARRIED.
 - (3) Adobe Acrobat Pro License - \$4,500 – Request is on behalf of the Southerner, by the advisor. The license will allow the class to use the computers in the school's computer lab. The restrictions on use are from MAC. Next year the journalism class will cover this, but currently the class/work is done as an extra-curricular activity.

MOTION MADE by George Dahl to **approve the grant with the stipulation that the money is not provided until funds are available**, seconded by Marlys Schluck. DISCUSSION: The group will be returning up to \$1,000 if we do this. The license covers 300 computers, so it will be available to the entire school. Low visibility of South High in local papers was reviewed and discussed with the advisor. She will follow up. MOTION CARRIED.
- SCHOLARSHIPS – Elmer Koch: Marlys provided a number of student thank yous for the scholarships. These will be forwarded to the givers.
- MEMBERSHIP – Rod Hemstreet: Report by Harold. Art is working. The brochures are at the printer, and will be available shortly for distribution. These will be instrumental in defining for people what the Foundation is about. It will bring more attention to the work of the Foundation, and also the web site. Marlys stated that she is getting calls from people who are hitting the web looking for class reunion information, so they are going to the web site.
- SPECIAL:
 - (1) Athletic Field House - Jim Bloom: We have not received the funds committed from 807. Harold spoke with Clyde and the agreement has caveats for which we were not aware. We believed the agreement was for \$46,000. However, the commitment was actually for 23% of what we raise. That is, if we raise \$100,000, then the District will kick in \$23,000; if we raise \$150,000, they will kick in \$46,000, and so on. Met with Ellen Luken, who was authorized to do the architectural work. Conceptual drawings were created by a South High student, based on Ellen's work, and passed for review of the board. The original proposal was to build a concession stand and ticket booth, then we added storage and bathrooms. The bathrooms were an 807 request. This is what drove the cost up to \$200k. The big change from the 807 standpoint is that we are changing from a block building to a garage-type building. Significantly less in cost, but still with plumbing. A plumbing permit will be required, which was missed on initial estimates. Jim Bloom's research estimates this cost at about \$5k. Ellen believes the permits could go as high as \$20k. We will not be sure of the cost until the layout is actually measured. Don Swanson will be touching base with his trade union contacts to solicit assistance. Ellen has asked her associate to stake out the field and ensure the building fits, but otherwise will be waiting on our direction to finalize drawings. To date, there is approximately \$90,000 collected. Plus the 23% from the District, puts our available funding at \$110,000. Ellen informed us that the board will need to provide \$115k to complete the project. Per Ellen, we can save money by providing the labor, under District requirements. She has a general contractor willing to do this. We are still attempting to contact individual donors. Our goal is to have the building up by homecoming on November 19. The project competes with the board efforts to raise general funds, so the sooner this is completed, the better. We will be approaching the board for a contribution once we have more solid information.

7. **Old Business**

- A. **Newsletter Articles:** Articles are requested for the Entrepreneurial Class (Rod), Membership (Art), Athletic Field (Brian & Jim), Foundation Status (Harold), Pancake Breakfast (Warren & Marlys), Golf Tournament (Jim), Luncheon (Bill M), State of Schools (Linda Nelson), Grants (Rod), and Scholarships (Elmer). Elmer and Warren have already provided their articles. Carol P. will follow up with Bill McMoore, and Harold will contact Linda Nelson. Articles are due by June 28 to Carol. Carol will provide them to Cheryl Ravirez by July 1.
- B. **Committee Meetings:** The committees should be planning to meet in August to work on formulating goals and tasks so the board has an overall picture of what the committees are working on and toward. Chairs need to identify a date and time for their meeting with committee members, and inform Carol P. It is the responsibility of the committees to identify who is actively involved in committee work. Our membership is our participating people.
- C. **Board Contact Information:** Forms were distributed for completion by board members to compile a roster with up to date information on each member.

8. **New Business**

- A. **Grants (incoming):** A new group will be formed to begin work on identifying grants that the Foundation can solicit on behalf of the programs at South. The initial group will consist of: George, Judy, Carol, Linda Nelson, and Harold Benson.
 - B. **Minnesota Council of Non-Profits:** Carol reviewed the work of the MCN and Minnesota Council on Foundations for the board, and provided hand-outs with information from their web sites. Both provide classes to non-profits on grant making and writing, fundraising, marketing, and board development. A membership to either would be accessible by all board members. **MOTION by Elmer to pay for a membership to MCN not to exceed \$150.** Seconded by Rod. **CARRIED.** Carol will follow up and provide Rod with the information.
 - C. **Administrative Support Invoice:** Carol's invoice was reviewed by the board. **MOTION by Rod to pay Carol's invoice, seconded by Judy P.** **DISCUSSION:** This should not come before the board, because it has been approved through the budget. Carol should provide the invoices to Harold for approval, then forward to Rod or Steve for payment. **CARRIED.**
 - D. **Server Software:** Dennis Fazio: Needs to be upgraded. Cost will be \$450. **MOTION by Elmer to purchase the server upgrade.** Seconded by Steve. **DISCUSSION:** This is actually budgeted for next year. **CARRIED.**
9. **Good of the Order:**
- A. Wanda Glock – wrote letters to the tribal chairs on behalf of the Foundation. She passed them around for board review. The Foundation has received gifts previously.
 - B. Dennis Fazio – Graduation went very well. The board should consider getting involved with the senior year-end party. There were about 50 parent volunteers. It would be a way to tap into the parent pool, and get exposure and free marketing, by way of presence.
10. **Adjournment:** The meeting was adjourned at 8:40 PM. The next meeting will be held at 7pm on Tuesday, August 12.

Respectfully submitted,
Judy Pihlstrom, Secretary / cbp

By Order of:
Harold Benson, Chair

HB_____ JP_____