

Minutes

Executive Board Meeting

South HS Media Center - September 9, 2008

1. **Call to order**

Harold Benson called the meeting to order at 7:05pm. The following members were present:

- Harold Benson, Elmer Koch, George Dahl, Vonda Gluck, Jim Bloom, Bev Dahl, Art Lakoduk, Judy Ayers, Rod Hemstreet, Marge Harris, Marlys Schluck, Warren Schluck

Guests & Others Attending: Carol Peterson, Linda Nelson

2. **Overview and Welcome Back:** Harold Benson: Report attached. *Highlights:* Building on our success. Continue work to enhance revenue, education and development of board for more effective fundraising, increasing membership, strengthening communications with the inner and outer communities, Committee meetings and reports.

3. **Introduction of Guests:**

A. Linda Nelson, Principal, South HS: Enrollment is up, currently about 2030. Not as many students left as was anticipated. Staffing is tricky, we have some larger classes. Hoping for more support from the District. Don't have the numbers on the Entrepreneur Class, it is up and running. Will have John & Jessy come speak to the Strategic Planning Committee in October about the class. Will send Harold a date that he can come and meet with the staff. Stock market class has low numbers. It's a challenge to keep the classes with low numbers going. We can only offer it at one time of day, so it's difficult for students to add it to their schedule.

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

5. **Communications:**

A. Donation Received - \$1,000 from the Mille Lacs Band of Ojibwe, due to Vonda Gluck's efforts.

B. 2008 Senior Party – Thank you

C. 2008-2009 Planners – Harold showed the planners, which include an attribution to the Foundation.

6. **Minutes** - MOTION by Elmer Koch to approve the minutes of the June 10 meeting, with a correction to the spelling of Vonda Gluck's name, second by Marlys Schluck. CARRIED.

MOTION by George Dahl to approve the minutes of the July 9 special meeting, second by Judy Ayers. CARRIED.

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

- Checking: \$456,481
- Investments: \$333,175
- Reserved/Restricted: \$405,806
- Available Funds: \$ 50,675
- Athletic Field is up, at \$121,563. Steve has checks for several thousand dollars that he just deposited. Was able to come up with another \$5,000 for the SH Foundation Scholarship. We will purchase a 6 month certificate, so the money will become available when the time comes to award. There are outstanding scholarship checks out there, so the \$50k availability is deceiving. Those checks will show up in September. The Investment account is doing okay, we are outperforming the market. Hopefully we will begin to see some nice gains by the end of the year.
- **MOTION by George to accept the Treasurer's report. Seconded by Elmer. CARRIED.**

8. **Reports:**

A. **Committees:**

- GOLF TOURNAMENT – Jim Bloom: The Golf Tournament netted \$10,903 for the Foundation. We could have made more. We would like to make more next year. Next year we will be at Crystal Lake Golf course on Monday, June 22. It is located about 3 miles from Buck Hill. Detail report attached.
- ATHLETIC FIELD HOUSE – Jim Bloom: We have been busy on the building. We have received a few bids back. We sent out requests for more information from the companies bidding. We should be able to make a selection over the next few days. The specifications and drawings are final. They are being reviewed, and I am very confident that we will come in within budget.

In the specs, there is a specification for a slab with a trench and footings, the plumbing would have to be done with flexible tubing. As an alternate, we could build a foundation 42" down, to stay away from the flexible tubing. Does the board wish to make this decision? *[By consensus, the Board has determined that Jim should make all decisions of this type moving forward. See motion at July 9 meeting by board to allow Harold and Jim to make decisions.]*

Harold presented copies of a banner done by Dick Flor ('52) to go over the entrance of the field. Size is 4' x 8'. Verbiage: "Les Barnard Field – Home of the Gallant Tigers". The new fencing is going to be coated black (just in the corner).

- STRATEGIC PLANNING – Harold Benson: September 2 Committee Meeting Report attached. George mentioned the diversity of the school. Rod brought up the work of the Foundation and how it has reached a milestone in that the District won't penalize the school because of Foundation support.

Presented the committee meeting schedule, and the revised list of the committee members.

Each Committee needs to make sure that Carol has all the information. We need to keep communicating in order to keep things going. Committees need to meet on a regular basis.

- FINANCE – Rod Hemstreet (*for Steve Lindquist*): Reviewed the 2009 Budget (copy attached)

This budget is a work in process. We have not done this type of work before, so there is a fair degree of guesswork involved. Some of the categories will be changed over the course of the year, in order to make it more readable. Carol can work with the committee on streamlining.

MOTION by George to approve the Budget as presented. Second by Elmer. DISCUSSION: Rod explained the grant expense of \$36,000 represents the sum total of checks written for the year. This number was based on 06-07. We had an increase this last year and had a high cost. Scholarship expense is located un non-operating expense. Facilities use fees are for such things as the golf tournament. "Save The Tiger" funds are collected through the office, but deposited to the Foundation account. The Foundation is simply overseeing the funds, they are not Foundation funds. (*public/parent solicited funds can not be controlled by the school, the FoSHF provides 501c3 tax benefits*). **CARRIED.**

- GRANTS – George Dahl: Reviewed the Decision Making Criteria and Funding Application with the Board. The information is available in the Board Planners and at the Web site. Requests need to be timely, among other things. **MOTION by Judy Ayers to approve the Funding Application and Guidelines. Second by Marlys Schluck. No Discussion. CARRIED.**

- SCHOLARSHIPS – Elmer Koch: We put out about \$30,000 this past spring in new scholarships. In addition there were ongoing awards. So when we add everything up, we put out \$62,000 last year.

Our first purpose is to maintain and establish better record keeping of the scholarship information. Different people have had different pieces. We are going to do a better job of pulling everything together. I have been working on developing a chart that will help keep track of what is going on.

We will be working with the counseling department. None of the counselors previously took this on. The career center person worked on it, and she was good, but it isn't her job. It will be someone new this year.

We will be recapturing the orphan funds. Continue monitoring the Finnberg scholars. Better follow-up on Scholarship winners. Explore the possibility of and implement a recognition program for recipients of awards. The past two years the school has not done any recognition of the award recipients other than a printed list. Focus on the grants being given under the direction of the Foundation, which will be granted for the first time in spring 2009.

Committee minutes are in the Board planner.

- COMMUNICATION – Harold Benson (*for Judy Pihlstrom*): We need Committee members that like to write or speak/represent the Foundation. Anyone interested should contact Judy. Trying to identify members for the committee. This is something we should look to the general membership for. There should be someone out there who has a talent for this. Carol is currently updating the web site and will meet with Judy & Harold to review changes. Also, Carol put together an email to be sent to our 550 contacts, announcing the newsletter and other matters. Aim is to do this on a monthly basis.
- MEMBERSHIP – Art Lakoduk: Provided copies of the completed brochure. Decided to go with white paper. Budget was \$1500 for 7500 brochures. We also have tickets for the 50th reunion on September 20 to attend athletic events. We printed 1,000 of these tickets to use.

9. Old Business

- FUNDRAISING – Harold Benson: This was discussed at the Strategic Planning Committee. Four people have volunteered to provide leadership to this committee: Vonda Gluck, Loyd Schanke, Don Swanson, Bill

HB _____ JP _____

McMoore. Harold would like to appoint Loyd Schanke as Chair of the Committee. We are looking for other members to join this committee as well. Rod's point is well-taken that there are members out there with a financial or fundraising background who could contribute their talents.

10. New Business

Filemaker Pro Upgrade: Dennis Fazio upgraded the server software, and inadvertently, the Filemaker Pro software needs to be upgraded in order to work. Cost is \$120.

MOTION MADE by George to upgrade the Filemaker Pro software. Seconded by Elmer. CARRIED.

- Online Newsletter/Announcement: Carol provided a draft copy of an announcement that would be emailed to our list. Plan is to have an email go out monthly. Content would be overviews or short copy. Goal is to guide people to the web site and elicit responses to our projects and programs. **NO ACTION**
- Minnesota Council of Nonprofits Annual Conference: There are many good classes being offered this year that are germane to the current work and focus of the Foundation. Members are encouraged to review the brochure and course descriptions. Perhaps the Grant Committee would consider attending the Grantwriting Clinic on November 6. Also, there is a class on Web Site development also, on December 4, that targets obtaining members and collecting donations, information on attracting donors.

MOTION MADE by Elmer to cover the registration for Carol's attendance. Seconded by Marlys. CARRIED.

- NetworkforGood: Provide bank information to the Guidestar/Network for Good organization, so that revenues from patrons making online donations can be directly deposited into our account, rather than held and mailed as a check. Concerns were raised regarding allowing access to the bank account. Perhaps setting up a separate account strictly for the purpose of this type of transaction. Should be discussed by the Finance Committee.

TABLED by Harold Benson

- South HS Community Band: The South High Community Band has requested permission to have a page or two on our web site. What happens if every organization wants a page? The athletics, for instance, were not created by the Foundation. There is a difference between the South HS Band, and the Community Band.

CONSENSUS to allow the South High Community Band to have pages at the Foundation's web site.

11. Good of the Order:

- A. Harold Benson – **Board Development**: All members are encouraged to take opportunities to educate themselves and register for events that would enhance and support the work of the Foundation. We would like to make it a standing procedure that the Board cover the costs incurred. Rod: Will discuss with the Budget committee, as this item will have to be added (Board Development). **NO ACTION.**
- B. Carol Peterson – **Board Development**: We have access to a Development consultant who can help the board focus and more clearly define goals and strategies, more clearly define the mission. He has reviewed the by-laws and other documents of the organization, and feels that two three-hour sessions would be enough to help move the Foundation to the next level of development. Will be discussed at the next Strategic Planning Committee. **NO ACTION.**
- C. Carol Peterson – **Accepting Credit Cards**. Since the Board is already using Quickbooks for its financial records, obtaining a merchant account which would allow the Board to accept credit card transactions would be the next logical step. Cost would generally be \$17.95 per month, plus transaction fees (min of \$20). Would be very handy for the Golf Tournament registrations, pancake breakfast purchases, online donations, etc. **NO ACTION.**
- D. Rod Hemstreet – **Edy Estate Bequest** – Daughter-in-law sent a letter requesting disbursement information on the funds. As Rod reviewed the areas where the money was distributed, he noted that all these areas were areas of focus for Kay when she was attending South High as a very active student.
- E. Marlys Schluck – **Foundation Representation** – Will represent and speak on behalf of the Foundation at the Class of 1958 50th Class Reunion.

12. Adjournment: The meeting was adjourned at 8:45 PM. The next meeting will be held at 7pm on Tuesday, October 14.

Respectfully submitted,
Judy Pihlstrom, Secretary / cbp

By Order of:
Harold Benson, Chair

HB_____ JP_____