

# BOARD MINUTES



**Date:** 7/15/24

**Location:** Greenwood Administration Building

**Attendance:** Tiffany Woods (President), Peter Goerner (Treasurer), Amy Jones (Secretary), Megan Zaborowsky (Vice President), Dawn Arnold, Julia Reynolds, Joe Harding, Michael Zafiroff, Tracie Rhynearson, Phil Strack, Chloe Moton, Shawn Bauer, Mark Wallischeck, Jill Griffith, David Dean, Dr. Terry Terhune (*ex-officio*)

1. Call to Order: 7:02 p.m.
2. Welcome and Introduction - first meeting of the new term; all board members shared affiliation with GEF, connection to community and basic personal information
3. Treasurer's Report:
  - a. Peter invites all board members to ask him personally about any questions there are related to understanding GEF's budget and the contents of the financial report
  - b. Reviewed financials since the May meeting:
    - i. Peter does broad review of what each page of the financial report represents; CD growth continues at Raymond James; Bagby annuity continues to grow
    - ii. Two notable transactions in June:
      - a. \$2000 check from INAPEF (food insecurity, will be set aside as restricted funds for Cares)
      - b. \$2000 donation from Sertoma Club
    - iii. The changeover of our banking institution to Everwise is underway, around \$33K moved to date; there are funds still at 5/3 and 2024 scholarship payments were written from the 5/3 account; will close 5/3 account as soon as feasible
    - iv. Peter asks the board vote to spend \$10K on a CD at Everwise (7 mos. term, can roll over, 4-5% yield); this will offset the cost of the positive pay services (fraud prevention measure) we pay for at Everwise
      - a. **Motion to open \$10,000 CD at Everwise made by Megan Z., Second made by Mike Z. Board Approved.**
    - v. Peter advises that GEF will have an employee as of August 1, 2024 (the date Tiffany starts as the Executive Director), and the foundation needs to obtain Workers Compensation insurance; quote from NFP (insurance carrier for all other insurance *except* for the bus) is \$442/year
      - a. **Motion to purchase WC insurance from NFP for \$442/year made by David D., Second made by Dawn A. Board Approved.**
    - vi. **Motion to approve Treasurer's Report made by Julia R., Second made by Shawn B. Board Approved.**

4. Review of the Minutes from May's meeting:
  - a. Tracie's name misspelled; no other changes noted
  - b. Motion to Approve May Minutes by Joe H., Second by Dawn A., Board approved.**
5. Mission Moment Question – Can you tell a story of the exact time when you realized how deeply committed you were to GEF and the mission?
  - a. Small group discussion and sharing
6. Binders/Documents – each board member was provided with a GEF binder; Tiffany goes through the contents (bylaws, directory etc.)
  - a. Amy gives a brief description of the purpose of the bylaws and conflict of interest form, asks members to please review and return Cofl form asap
7. Breakout Activity: "GEF Programs – What do we offer?" - small group activity to identify the awareness and gaps in current GEF programming in the following categories: educational grants, scholarships, and Cares; will hold onto the results of this activity to use at the August retreat
8. Committees:
  - a. Special Events (report from Dawn):
    - i. New co-chairs (Dawn and Chloe)/team met before the board meeting
    - ii. Swing for the Green Event: Saturday 11/2/2024 2pm-5pm; working on marketing and sponsorships for event; will follow up regarding invoice; considering making the event more family oriented; have obtained the gaming license for the event
    - iii. Peter explains the status of our gaming license and that we currently have one gaming license and one festival license (Monte Carlo and SFG covered; Bingo event (4/16/25) does not yet have a gaming license); brief discussion on the cash rule for gaming; all board members names will be added to licenses
  - b. GEF Cares (report from Julia):
    - i. School supply drive (for second semester) underway; donation bins are in 9 locations; thankful for all the FB shares and activity to spread the news; story about the drive covered by Fox 59 and the Daily Journal; some specific supply needs include heavy duty back packs for middle schoolers and high schoolers, headphones, and art boxes (will take all donations of any supply items)
    - ii. Fast Track event 7/24/24; have secured 12 barbers/stylists
    - iii. Coats, Cuts, and Cookies event this fall tentatively scheduled for Wednesday 11/6/24 in the evening
    - iv. Highlight Mental Health – full week of events leading up to home football game; tentatively scheduled for 9/6/24
    - v. CBDG (Community Development Block Grant *via HUD resources*) (report from Tiffany): Tiffany and Peter met with the Auditor and are working on small technical pieces regarding language and policies that they require; GEF submitted documentation and they want more; this will require the approval of a board vote to approve policy; Tiffany working with Amy to get this completed and plans to circulate the finished policy to the board via email for a vote asap
      - a. Got approval for \$5000 (program will be for DBT therapy/ Generations Counseling for MS/HS students); will file an amendment requesting an

extension of time to spend the leftover funds from this past year's grant)

- vi. Tracie – reminder that linking your Kroger Plus Card to GEF goes directly to funding Cares initiatives
  - c. Monte Carlo (report from Megan): first team meeting is forthcoming; have secured gaming license and want to start soliciting sponsors as soon as possible; reminder that this year the event will be at Crane Bay in Indianapolis, Megan plans to arrange for a site visit for anyone interested; considering adjustments to sponsorship levels/types
  - d. Grants (report from Amy)
    - i. LJC Youth Leadership Academy – Grants team was asked to give tuition assistance to a high school student attending the 2024-2024 YLA program, however there are no funds designated for this use; Grants team wants GEF to fund \$1200 annually that can be used by GHS students who are selected for YLA; YLA is a 5 month training and leadership program for high school juniors and seniors from all high schools in Johnson County; Greenwood has a lower turnout; tuition is around \$400/student; dollars would be split evenly between all qualified students; hoping to use this to encourage more Greenwood students to apply and participate in the program; Grants team will coordinate with LJC and GHS guidance to determine best route to market the assistance and distribute funds; if more money is needed to cover the cost of tuition down the road the Team may come back to revise the dollar amount
      - a. **Motion made by Amy J. on behalf of Grants Team to designate \$1200 towards YLA tuition each year, Second by Megan Z. Board Approved.**
    - ii. Grant Marketing – Grants team is developing marketing ideas to get deadline reminders and grant information out to more staff; mouse pads (to be handed out at staff meetings), posters for teachers lounges and cards (to be used in TFT campaign and elsewhere) are being made to market the annual deadlines; Team will continue to develop additional ideas including weekly themed FB posts
    - iii. 2025 Super Grant theme - "Choose Your Own Ed-venture" - open idea concept; Amy worked with Dr. Terhune to define restrictions and Grants team will publicize soon
  - e. Scholarships (report from Peter): \$22,500 of checks were written for 15 scholarship recipients
9. Old Business:
- a. JCCF Grant update: Matching grant with \$850k in available funds to be awarded to local non-profit organizations; grant opened 6/1 and we applied for a total of \$162,000 (our portion to raise is \$81,000); 3 components to the application:( 1) endowment, (2) 1/3 of the ED's salary for 3 years, (3) hire a consultant to help organize a capital campaign; should hear if we are still in the running by 7/22
10. New Business:
- a. Donor Data – the board reviewed the worksheets in the binders and discussed donors and retention rates; board was asked to set goals for 24-25
    - i. Shooting for a 75% donor retention rate

- ii. Shooting for 16% of “new to this year” donors (this includes parties from the list of donors who previously donated/sponsored but did not in 23-24)
- b. Leadership and Transitions:
  - i. Joe shared his thoughts on the upcoming transition of leadership (effective 8/1 Joe is President and Tiffany starts as the ED); Exec. Committee members share additional thoughts about excitement for the future and the need for patience as we move into the new leadership roles
- c. Mini Grants – Tiffany reminds the board that we need to approve funding of the \$1000 in mini grants that are given at the start of the year staff meetings for all 6 schools
  - i. **Motion to fund \$1000 in mini grants made by Dawn A.; Second by Joe H. Board Approved.**
- d. Retreat: 8/17; to be facilitated by Carolyn Goerner; will meet and discuss vision for building off what we learned at the 2023 retreat; will discuss fundraising
- e. Future small group activities: Tiffany asks about the board’s interest in utilizing future small group activities in board meetings
  - i. Overall agreement that this was a positive way to be engaged, effective way to break up the meeting, may not want to have an activity at a board meeting with a full agenda so we can honor the 9 p.m. end time for board meetings

**11. Meeting adjourned: 9:05 pm**

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**Next Regular Meeting: September 9, 2024; Board Retreat August 17, 2024**