

# BOARD MINUTES



**Date:** 10/21/24

**Location:** Greenwood Administration Building

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

1. Call to Order: 7:02 p.m.
2. Treasurer's Report:
  - a. **Motion to Approve Treasurer's Financial Report by Amy J., second by Jen W., Board approved**
3. Review of the Minutes from the September meeting:
  - a. Amy to add Shawn's vote to the minutes from last meeting (Electronic Vote Acknowledgment section 2 regarding \$3100 Cares Team request); also will reflect that Jen W. was in attendance at the Sept. Meeting (was not originally included in the list of attendees)
  - b. **Motion to Approve September Minutes by Megan Z., Second by Dawn A., Board approved.**
4. Monthly Icebreaker – Expanding the conversation on bringing friends into GEF
  - a. handout – Features/Benefits v. Statistics - can be used as a springboard for talking points; discussed incorporating statistics into conversations with donors to strengthen our pitch
5. Committees:
  - a. Special Events (report from Dawn):
    - i. Swing for the Green Event: Saturday 11/2/2024 2pm-5pm; we have early access, same day as Taylor Swift concert so we will circulate information about an alternate route; Team met before tonight's board meeting and plans for the event are moving along – 64 golfers so far and around \$7800 raised so far; still do not plan to do this event in 2025
    - ii. Grateful for Greenwood - starts 10/30; reaching out to all the same businesses as last year and adding cards for Chicago's Pizza as an additional item
      - a. Jen will run the admin side, Dawn and Lissi will deliver, rest of team to help as needed
    - iii. Giving Tuesday will be in the month of December – more details to come
    - iv. Halloween Events -

- a. Halloween parade, 10/26 5 p.m., donations brought to the meeting and candy still left over from Hoco parade; Mike in charge of decorating bus and details; will need some people to help set up bus and to volunteer to walk in parade, kids welcome
  - b. Trunk or Treat - Trunk or Treat, 10/30 6-8:30 pm, just need to be there, don't need donations, Raptor Restoration sponsoring
- b. GEF Cares (report from Julia):
  - i. Highlight Mental Health – successful event, worked with multiple clubs at HS, daily Powe Hour activities were a success, distributed twice as many t-shirts as last year, over 11K of donations
    - a. Notes for next year – tailgate positioning was difficult, but vendors were set up well and in a good place; additionally, there is room for growth regarding communication with staff in the building who are participating in the event
  - ii. Coats, Cuts, and Cookies – Tracie gives update - event scheduled for Wednesday 11/6/24; so far 249 kids registered, 138 kids signed up for haircuts; registration ends 10/30; we have a lot of stylists and barbers volunteering; Rotary Club and Community Health supplying some volunteers, will also need a few GEF board members; Kroger (135 and Smokey Row Rd.) donating cookies; Tracie worked with Jennie Brinker on logistics of the space being used at GMS
  - iii. Classroom Snacks (food insecurity grant update by Tiffany)
    - a. Funding sources - \$2000 from INAPEF and \$2000 from GEF Cares fund
      - a. Hopeful that the INAPEF funds will be renewable and may know more after the 11/6 INAPEF event
    - b. Healthy high protein snacks will be delivered once a month through the end of April 2025; around 300 snacks per school
    - c. Tiffany worked with school nurses and SSAs on logistics
  - iv. Tracie explains that there is a tally sheet for the bus inventory to track books; the sign has been made in the 10 most frequently used languages in the school corporation that explains that each child should only take one book from the bus
- c. Monte Carlo (report from Megan): reminders for board – 1) each board member is expected to attend the event/set-up for event and needs to get their own ticket for the event 2) each board member is responsible for acquiring one silent auction item and one sponsor 3) board members donate 2 bottles of alcohol/mixers for the wagons
- d. Grants (report from Amy)
  - i. General update – applications: 8 fall grant, 1 WWSG application, being scored by outside reviewers and due back to Grants Team 10/29; Grants Team meeting 11/6 to go over results and recommendations to board for November meeting
  - ii. New Teacher Grants – 31 applications, 29 qualified; **Amy J. makes motion for approval of \$8700 in NTG funds for the 29 qualified applicants; Second by Tracie R., Board approved.**
- e. Scholarships (report from Peter): Peter forwarded the scholarship request form by email to board in advance of tonight's meeting for review; some highlights include, \$500

minimum, naming rights, how money is handed out, scholarship representatives, how to handle if funds are low, etc.; Peter shares that he was just approached by someone who asked about establishing a scholarship, so the timing of this form is important; **Peter G. makes a motion to approve the scholarship request form (as emailed); Second by David D. Board approved.**

6. Old Business:

- a. Peter previously asked Compass Pointe what the implications are of changing our fiscal year to match our program year (June 30<sup>th</sup>) and they will not make a serious inquiry about the IRS implications unless the board formally acknowledges the interest in changing the end of the fiscal year; no new update, should have something soon
- b. JCCF Grant – Tiffany shares that we have already raised our portion (\$81K) of the funds required by the matching grant we received from JCCF; first financial report was due to JCCF in September and the report reflects that we met our obligation; next step is for us to hand over \$81K to JCCF, they hold for around 6 weeks and then we get the total \$162K back from them (our original amount raised and JCCF's match); need board action to write a check to JCCF for our portion; **Motion by Peter G. for GEF to write a check for \$81,000 to JCCF for our half of the Lily Grant Program, Second by Dawn A. Board approved.** Once we get the \$162K back, Peter will set up a new line in the budget for those restricted funds

7. New Business:

- a. 2025 Budgets -Peter asks all team chairs to prepare 2025 budgets by the next board meeting – assume a 12-month budget, but break it into 6 months and 12 months in the event that we get the calendar changed; budgets should include what your team will raise and what your team will spend/what money is spent on
- b. GEF Playbook – Joe asks that as programs are put together/organized, documentation is being maintained on what we do and how we do it so that future board/team members have reference materials; these are guidelines and procedures
- c. Investment Policies – as we start to live into the establishment of an endowment fund, the board needs to start thinking about what the investment plan is for these dollars; Peter uses JCCF as an example and their 4% rule for spending
  - i. Jill G. has someone on her team who has experience establishing endowment funds and the related investments to those fund
- d. Current Investment Strategy - our CDs are coming due, and rates are going down, we are not yielding enough with the current investments. It is worth looking at Enhanced Savings at Raymond James as our next option; must invest \$100K and it works like a money market fund to invest the money we currently have in CDs.; with the Enhanced Savings, we can access money within a day without penalties; **Peter G. makes a motion for approval to move forward with investing GEF funds into Enhanced Savings; Second by Angie G. Board approved.**

8. Executive Director Report – written report attached to agenda; Tiffany discusses and highlights:

- a. Milestones and Memories 10 Year Anniversary – event is scheduled for 11/13 from 4:30-6:30 at GHS; short and sweet celebration event that gives us a chance to engage people and make connections; Board members have been asked to identify 10 invitees and update the google doc, responsibility of board members to send invites; Raymond

James sponsorship for \$700; will highlight grants that have been previously awarded;  
short discussion on how to retain large file from Jason W. - David will try to help Tiffany;

**i. Motion by Julia for approval to spend the \$700 RJ sponsorship on the  
Milestones and Memories event; Second by Jen W. Board approved.**

b. Discussion about acknowledging Robert at C-9 and all of the free printing he does for us

**9. Meeting adjourned: 8:09 pm**

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**Next Regular Meeting: November 11, 2024, 7 p.m.**

**Electronic Vote Acknowledgements:**

- 1) November 3, 2024 – Need quick action because we will need to file taxes by 11/15 if we change the fiscal year per the previous board discussion. Email Motion by Joe H. requesting board approval of changing GEF's fiscal year from January 1<sup>st</sup> to June 30<sup>th</sup>
  - a. Email yays – Joe, Jen, Megan, Amy, Peter, Angie, Mike, Phil, Mark, Dawn, Shawn, Julia, Chloe, Jill, David
  - b. Majority vote, **approved**