

**Anoka-Hennepin Educational Foundation
Board of Director's Meeting
August 23, 2017**

Members Present: Nancy Braastad, Mike Broos, Sheryl Carlson, Marlene Colvin, Doug Edson, Shawna Feist, William Harvey, Conner Johnson, Julie Klund-Schubert, Carter Masloski, Lynn Montgomery, Kim Pavlovich, Mark Scheller, Suzy Scheller, Jacob Schimetz, Ann Sievers, Kimberley Starling, Joel VerDuin, and staff: Tess DeGeest, Karen Westensee.

Members unable to attend: Clara Novak, Alexa Sullivan

Meeting called to order by Chair Mike Broos at 5:35 pm. Mike welcomed everyone. Mike also welcomed Superintendent David Law to the meeting.

Superintendent David Law discussed the November 2017 referendum. Four main points were discussed: The need for safe and secure learning environments; space for students; maintaining quality schools; and addressing class size. Superintendent Law answered questions and encouraged everyone to be informed and to vote.

Agenda was reviewed and approved. Board members were reminded to sign their board member agreement and conflict of interest agreement and return them to Tess DeGeest. Nomination of new board members was added as the first item of the agenda under new business. Marlene Colvin moved to amend the agenda. Shawna Feist second. Motion passed. Motion was made by Nancy Braastad and seconded by Lynn Montgomery to approve the agenda. Motion passed.

Chair Mike Broos called for the consent agenda to be reviewed. Secretary's report was accepted with no corrections or additions. Tess DeGeest added clarification to the Director's report concerning the employee giving campaign. Marlene Colvin moved to accept the consent agenda. Shawna Feist seconded. Motion passed.

Julie Klund-Schubert and Mark Scheller (representing Champlin Park HS) were introduced as nominees for the Board. Bill Harvey moved to accept the slate of candidates for board membership. Lynn Montgomery seconded. The motion passed.

Treasure's Report: Suzy Scheller provided a balance sheet and a profit and loss sheet for the period from July 1, 2016 to August 23, 2017. No formal report was presented since actual figures for salaries and grants paid out were not available in time to disseminate the information to the board. The full report will be presented at the September 27, 2017 meeting.

Old Business

A. Board Retreat

The October 7, 2017 selected will not work for many of the board so the date of November 4th or 18th was discussed. A venue has not been selected. The planning committee is looking for speaker to facilitate endowment campaign discussions.

B. Website Committee recommendations.

The discussion was tabled until the September 27, 2017 meeting.

New Business

A. Strategic Plan review on top priorities

Mike asked the board to break into 3 groups and discuss points 4 and 5 in the handout he gave the board. The groups discussed “Increasing community connections” and “Grow fundraising to meet other goals and ensure organizational sustainability”. The consensus from the board is improvement can and should be made to increase community connections. The board felt fundraising events meet the foundation goals. Tess DeGeest will compile the comments.

B. Giving moment for Northern Stars Celebration.

Superintendent David Law suggested the giving moment be used to fund music and the arts. The board agreed to the idea of music and the arts as the giving moment purpose.

C. Review of meeting dates.

Chair Mike Broos asked for the June 20, 2018 meeting date to be changed to June 13, 2018 because of a conflict. The board agreed to the date change.

D. Opportunities for board engagement.

Tess DeGeest called for additional volunteers for the Golf Tourney on September 9, 2017.

Meeting was adjourned at 7:22 pm.

Respectfully submitted by Douglas Edson

Board member name and end of term:

Nancy Braastad 2018	Mike Broos 2019 +	Sheryl Carlson 2020
Marlene Colvin 2018	Doug Edson 2020	Shawna Feist 2020
William Harvey 2020	Julie Klund-Schubert 2020+	Lynn Montgomery 2020
Kim Pavlovich 2019	Suzy Scheller 2019	Ann Sievers 2018
Kimberley Starling 2019	Joel VerDuin 2019 +	
Connor Johnson 2019*	Carter Masloski 2018*	Clara Novak 2019*
Mark Scheller 2020*	Alexa Sullivan 2019*	

* Student board member

+ Eligible to renew for 2nd three year term

**Executive Session of the Board to discuss funding medical/dental benefits for AHEF Executive Director
August 23, 2017**

Executive Session called to order by Chair Mike Broos at 7:23 pm.

The Executive Director (ED) has requested medical benefit from the AHEF Board of Directors due to a need for the benefits.

The board discussed the positive and negative impacts of providing medical insurance to the ED. The board decided health and dental insurance should be provided under the same terms and conditions of any full time ISD #11 employee.

Suzy Scheller made a motion to provide the Executive Director of AHEF medical and dental insurance benefits following the requirements and restrictions of ISD #11 and for line 608 of the 2018 budget to be amended to the actual incurred costs of the insurance coverage. Lynn Montgomery seconded the motion and the motion passed.

The meeting was adjourned at 7:47 pm.

Respectfully submitted by Douglas Edson

**Anoka-Hennepin Educational Foundation
Board of Director's Meeting
September 27, 2017**

Members Present: Mike Broos, Sheryl Carlson, Marlene Colvin, Doug Edson, Shawna Feist, William Harvey, Julie Klund-Schubert, Carter Masloski, Lynn Montgomery, Clara Novak, Kim Pavlovich, Mark Scheller, Suzy Scheller, Kimberley Starling, Alexa Sullivan, Joel VerDuin.
Staff in attendance: Tess DeGeest, Karen Westensee.

Members unable to attend: Nancy Braastad, Conner Johnson, Ann Sievers.

Meeting called to order by Chair Mike Broos at 5:37 pm. Mike welcomed everyone. Introductions were done for new board members.

Agenda was reviewed and approved. One addition was made to the agenda to add item 7G under new business to consider additional funding for the 2016-17 grant for Google Expedition at University Avenue. Motion was made by Marlene Colvin and seconded by Lynn Montgomery to approve the amended agenda. Motion passed.

Chair Mike Broos asked for the nomination and election of Alexa Sullivan. Sheryl Carlson moved to accept Alexa Sullivan as a student board member and Joel VerDuin seconded. Motion carried.

Chair Mike Broos called for the consent agenda to be reviewed. Suzy Scheller moved to accept the consent agenda. Kim Pavlovich second. Motion passed.

Tess DeGeest highlighted several items in the Director's Report. Welcome back notes are being sent to all staff donors and Tess asked for the board's help in writing the notes. Tess also gave a quick update on how she is increasing marketing and visibility of the foundation. There was no discussion about the report.

Treasure's Report: Suzy Scheller provided a balance sheet and a Profit & loss sheet for the last Fiscal Year (July 1, 2016 to June 30, 2017). A balance sheet for the current fiscal year to date (through September 20, 2017) was presented. Suzy also explained the Profit & Loss budget versus the actual budget. Sheryl Carlson moved to accept the treasure's report and Lynn Montgomery seconded. Motion carried.

Old Business

A. Board Retreat

The board retreat will be held November 4th from 8 am until Noon. No location has been selected, but that information will be forthcoming.

B. Website Committee recommendations.

The website committee reviewed options from several vendors and recommended purchasing a new site from Firespring. The first year cost will be \$2,788 for launch and year One and the board had approved up to \$4,500. The new website will be compatible with Bloomerang (donor tracking system). Kim Pavlovich moved to accept the committee's recommendation. Shawna Feist seconded. Motion was approved.

C. Northern Stars Celebration (NSC)

Northern Stars Celebration's Giving Moment will focus on Music and the Arts. No alternatives have emerged.

D. Strategic Planning review of top priorities.

Four points were discussed. It was agreed that some may benefit from committee work while others could benefit from a board survey to gather ideas to increase progress.

1. How to reach out to and connect with retired employees.
2. The current round of Bloomerang updates should be completed by Thanksgiving.
3. Schools are positively responding to Mike Broos and Tess DeGeest's presentations.
4. The Marketing Plan needs input from the board. Tess DeGeest asked for board members to volunteer to help her review and implement the marketing plan.

New Business

A. Review of Perennial Grants.

Based on conversation with the high school activity directors, the foundation will fund the Chance Fund grants in the fall and then recipients will write thank you notes to AHEF. A similar approach will be taken with the Athena Award recipients.

Tess DeGeest suggested that the recipients of the Chance Fund and Athena Fund should write a short note to the AHEF board and by funding these grants in the fall the students could do this during the school year and not the last month of the year.

The board also discussed increased exposure for the foundation if the perennial funds are granted and what that would look like. Mike Broos and Tess DeGeest will discuss how this should be done.

B. Diversity and Inclusion discussion.

Tess DeGeest provided the board with two handouts to lead a diversity and inclusion discussion. The board discussed ideas on how to identify, recruit, welcome and retain potential board members of diversity. [See notes below.](#)

C. Kindness poster contest funding.

Chair Mike Broos stated that another source of funding had been secured so the foundation did not need to act on this funding request.

D. Review of updated board member job description.

Tabled until October 25th meeting.

E. Fundraising

Tabled until October 25th meeting.

F. Opportunities for board engagement

Tabled until October 25th meeting.

G. University Avenue Elementary Funding Request.

University Avenue Elementary School has received a grant from AHEF to purchase Google Expedition goggles for use by all kids K-5. The foundation provided \$6,000 of the \$10,000

initial request with the understanding that the school would pursue external grant funds. At this time the school still has a gap of \$2,000. The school may not need additional funds from AHEF but in case they do, the board was asked to authorize up to an additional \$2,000 if needed.

Lynn Montgomery moved that AHEF foundation provide if needed to bridge the funding gap. Shawna Feist seconded and the motion carried.

Meeting was adjourned at 7:43 pm.

Respectfully submitted by Douglas Edson

Board member name and end of term

Nancy Braastad 2018	Mike Broos 2019 +	Sheryl Carlson 2020
Marlene Colvin 2018	Doug Edson 2020	Shawna Feist 2020
William Harvey 2020	Julie Klund-Schubert 2020+	Lynn Montgomery 2020
Kim Pavlovich 2019	Suzy Scheller 2019	Ann Sievers 2018
Kimberley Starling 2019	Joel VerDuin 2019 +	
Connor Johnson 2019*	Carter Masloski 2018*	Clara Novak 2019*
Mark Scheller 2020*	Alexa Sullivan 2019*	

* student board member

+ eligible to renew for 2nd term

Anoka-Hennepin Educational Foundation (AHEF)

Board of Directors Meeting, September 25, 2017

Conversation around Diversity, Equity and Inclusion as it relates to AHEF's Board and Staff and the impact of AHEF funding on the Achievement Gap among students in the Anoka-Hennepin School District

For Context: AHEF Clients

District Student Demographic Data (2016)

37,200+ students in K-12 grades across 13 communities and two counties. Five traditional high schools, six middle schools and 24 elementary schools plus more than a dozen programs that include early childhood, special education and alternative education settings.

1.5% Native American	35% Free or Reduced Lunch
8.3% Asian	25% Free lunch
5.1 % Hispanic	10% Reduced lunch
12.6% Black/African American	6% ESL (English as a Second Language)
27.5% non-white	
72.5% white/Caucasian	

In preparation of the Board's conversation around Diversity, Equity and Inclusion (DEI) the Board received in advance and reviewed *BoardSource's Five Questions for Board Diversity* in response to the findings of BoardSource's study, *Leading with Intent: 2017 National Index of Nonprofit Board*

Practices (attached).

Board Discussion:

The Board reviewed the Board demographic data noting that the Board is diverse in most aspects (geographic distribution across the district, gender, age, skill-sets, and stakeholder perspective (i.e. parents, district employees, retirees, community members, and students). Having student's from each of the district's five traditional high schools on the AHEF Board as full voting members is an intentional and effective way to engage the voices and perspectives of the students AHEF serves.

However, the Board agreed it does not currently reflect the diversity of the students served (nor does AHEF staff) in regard to race or ethnicity. It was noted that this is true of district staff, too and of most of the area's non-profits. Despite concerted efforts to increase racial diversity of the Board over the past several years, and some occasional progress, racial diversity of the Board has not exceeded 15 percent since AHEF began gathering data in 2011.

The Board agreed that having the Board reflect the diversity of our students is a value of the organization and that reflecting student diversity was a goal worth pursuing. To this end, board members committed to (1) have conversations with people of color in their networks to assess whether there was interest in learning about AHEF, volunteering and if so, serving on the Board, and (2) agreed not to simply have one person of color to meet the goal, but to create an expectation where the Board actively recruits with diversity in mind and a culture that is welcoming to all. Through these goals, the Board will intentionally and persistently work to increase board racial and ethnic diversity to better reflect the diversity of students served.

Although not part of the planned conversation, board members suggested that when reviewing the perennial grants (grants that are consistently awarded year after year for the same programs), we should again consider Diversity, Equity and Inclusion as a lens for grant impact. The Board engaged in a conversation around whether these grants are closing or widening the achievement gap among students for students of color and whether there were better communication processes that could be implemented to ensure that the opportunities for financial support and engagement were shared with all students, and again, with particular focus on students of color.

It was agreed that the staff would work with schools to assess how funding opportunities (like after school activity grants for middle and high school students or need-based Advanced Placement and International Baccalaureate testing grants, for example) and engagement opportunities like participating in the Science, Technology, Engineering and Math (STEM) Fair are communicated to students and identify communication channels that will improve reach and increase interest among students of color.

Attachment: *BoardSource's Five Questions for Board Diversity.*

**Anoka-Hennepin Educational Foundation
Board of Director's Meeting
October 25, 2017**

Members Present: Nancy Braastad, Mike Broos, Sheryl Carlson, Marlene Colvin, Doug Edson, Shawna Feist, William Harvey, Conner Johnson, Julie Klund-Schubert, Carter Masloski, Clara Novak, Kim Pavlovich, Mark Scheller, Suzy Scheller, Ann Sievers, Kimberley Starling, Alexa Sullivan, Joel VerDuin, Tess DeGeest, Karen Westensee.

Members unable to attend: Lynn Montgomery

Meeting called to order by Chair Mike Broos at 5:37 pm. Mike welcomed everyone.

Agenda was reviewed and approved. Motion was made by Sheryl Carlson and seconded by Suzie Scheller to approve the agenda. Motion passed.

Chair Mike Broos called for the consent agenda to be reviewed. Marlene Colvin moved to accept the consent agenda. Shawna Feist second. Motion passed.

Secretary's report was accepted with no corrections or additions.

Director's report was accepted. There was no discussion about the report.

Treasure's Report: Suzy Scheller provided a balance sheet and a profit and loss sheet for the period from July 1, 2016 to October 18, 2017 and a balance sheet through October 18, 2017 was presented and Suzy talked about the foundations assets and liabilities. Nancy Braastad moved to accept the treasure's report and Sheryl Carlson seconded. Motion carried.

Old Business

A. Board Retreat

The board retreat will be held November 4th from 8 am until Noon. The location will be at Greenhaven Golf Club in Anoka. Mike Broos presented and the board discussed a tentative agenda for the retreat.

B. Strategic Plan review of top priorities.

- I. Grow engagement and donor retention of retired employees. Placed on hold until after the referendum.
- II. Leveraging Bloomerang donor management system. Donor records from 2004 to 2017 have been entered and updated.
- III. Grow participation in the employee giving program. To date the foundation has been present at 24 school. Follow up will be done with those buildings.
- IV. Continue to expand and implement the marketing plan. This topic will be discussed at the board retreat on November 3, 2017.

C. Review of updated Board Member Job Description

Tess DeGeest handed out copies of the revised job description. The board reviewed the description and had no comments.

D. Fundraising Exercise.

Tess DeGeest led a discussion and exercise that asked board members to think of people and business that could be asked to support the foundation. These people and business could take the foundation to a higher level of donations. Tess asked board member, if they were comfortable, to let her know the names on their list.

E. Opportunities for board engagement.

Sign up sheets with opportunities were circulated to the board. Board members were asked to sign up for events or workgroups.

New Business

No new business.

Meeting adjourned at 6:40 pm.

Respectfully submitted by Douglas Edson

Board member name and end of term

Nancy Braastad 2018	Mike Broos 2019 +	Sheryl Carlson 2020
Marlene Colvin 2018	Doug Edson 2020	Shawna Feist 2020
William Harvey 2020	Julie Klund-Schubert 2020+	Lynn Montgomery 2020
Kim Pavlovich 2019	Suzy Scheller 2019	Ann Sievers 2018
Kimberley Starling 2019	Joel VerDuin 2019 +	
Connor Johnson 2019*	Carter Masloski 2018*	Clara Novak 2019*
Mark Scheller 2020*	Alexa Sullivan 2019*	

* student board member
+ eligible to renew for 2nd term

**Anoka-Hennepin Educational Foundation
Board of Director's Meeting
December 6, 2017**

Members Present: Nancy Braastad, Mike Broos, Sheryl Carlson, Marlene Colvin, Doug Edson, Shawna Feist, William Harvey, Lynn Montgomery, Kim Pavlovich, Mark Scheller, Suzy Scheller, Ann Sievers, Kimberley Starling, Alexa Sullivan, Tess DeGeest, Karen Westensee.

Members unable to attend: Conner Johnson, Julie Klund-Schubert, Carter Masloski, Clara Novak, Joel VerDuin

Meeting called to order by Chair Mike Broos at 6:06 pm. Mike welcomed everyone.

Agenda was reviewed and approved. Motion was made by William Harvey and seconded by Sheryl

Carlson to approve the agenda. Motion passed.

Chair Mike Broos called for the consent agenda to be reviewed. Lynn Montgomery moved to accept the consent agenda. Nancy Braastad second. Motion passed.

Secretary's report was accepted with no corrections or additions.

Director's report was accepted. Tess DeGeest updated the board regarding the Charity Review Council status, the employee giving drive, and thanked the board for being on several work committees. Tess also stated that she would be holding two or three grant-writing workshops for staff interested in applying for AHEF grant funding. There was no further discussion about the report.

Treasure's Report: Suzy Scheller provided a balance sheet and a profit and loss sheet for the period from July 1, 2016 to December 4, 2017. Kim Pavlovich moved to accept the treasure's report and Ann Sievers seconded. Motion carried.

Suzy Scheller presented the foundations Form 990 for board members to review. Tess was waiting for clarification from the accountant on how compensation was recorded on the form but otherwise it was final and accurate. Tess will follow up and report back to the board. Suzy Scheller moved to accept the Form 990 and Sheryl Carlson seconded. Motion passed.

Old Business

A. Board Retreat Debrief and next steps

The board retreat was discussed and the board felt the retreat was worthwhile and the topics were relevant. Superintendent David Law has been scheduled to talk to the board in January. Mike Broos explained that a small exploratory committee needs to be formed to explore who potential donors might be that could help with a comprehensive campaign. This step should be done to determine if the board should move forward hiring a consultant. Suzy Scheller and Ann Sievers agreed to serve on the committee.

B. Status of Board Campaign

Mike Broos asked that all board members that hadn't yet made their annual gift in support of the board campaign do so soon. The board campaign parallels the fiscal year of July 1, 2017 through June 30, 2018 but the end of the calendar year is a great time given the tax benefit of charitable giving.

C. Grant Process Changes

1. In order to streamline the grant review process, the Board agreed with the grant committee recommendation that the annual grant submissions should be prioritized by the committee prior to the board's grant review and award meeting in early May.

2. The board endorsed the use of a grant review rubric to evaluate submitted annual grants for 2018-19. The board also discussed submission deadlines and asked the grant subcommittee to work on finalizing the details of each.

3. Members of the grant committee recommended having a fund set aside to allow for annual "mini grants" for ideas or projects that come up for the current school year. The committee proposed a cap of \$500 dollars for each grant. Lynn Montgomery moved to establish a fund for

up ten mini-grants that will be open each Fall. Marlene Colvin seconded. Motion passed.

D. Strategic Plan review of top priorities

1. The board discussed how to retain retirees as donors. One possibility is to invite recent retirees who have been active donors to AHEF to the Northern Stars Celebration and cover their cost. Mike Broos asked the board to think about ways to retain retirees as donors.

2. Bloomerang donor management system updates and entries continue. This is an ongoing process of entering new data, correcting changing data and editing existing data.

3. Growing participation in the employee giving program was discussed. Tess DeGeest reported that she, Mike and several board members presented to staff in 38 schools or departments this fall.

4. Work continues on expanding and implementing the marketing plan with a focus now turning to the end of year community campaign and promoting the Northern Stars Celebration in February.

E. Opportunities for board engagement

Sign-up sheets with opportunities were circulated to the board. Board members were asked to sign up for events or work groups.

New Business

Lynn Montgomery gave an update on the 3rd grade dictionary project. The program is well received by the students and staff. Lynn thanked the board for supporting the program.

Meeting was adjourned at 7:13 pm.

Respectfully submitted by Douglas Edson

Board member name and end of term

Nancy Braastad 2018	Mike Broos 2019 +	Sheryl Carlson 2020
Marlene Colvin 2018	Doug Edson 2020	Shawna Feist 2020
William Harvey 2020	Julie Klund-Schubert 2020+	Lynn Montgomery 2020
Kim Pavlovich 2019	Suzy Scheller 2019	Ann Sievers 2018
Kimberley Starling 2019	Joel VerDuin 2019 +	
Connor Johnson 2019*	Carter Masloski 2018*	Clara Novak 2019*
Mark Scheller 2020*	Alexa Sullivan 2019*	

* Student board member + Eligible to renew for 2nd term

**Anoka-Hennepin Educational Foundation
Board of Director's Meeting
January 24, 2018**

Members Present: Nancy Braastad, Mike Broos, Sheryl Carlson, Marlene Colvin, Doug Edson, Shawna Feist, William Harvey, Conner Johnson, Julie Klund-Schubert, Carter Masloski, Lynn Montgomery, Clara Novak, Suzy Scheller, Ann Sievers, Kimberley Starling, Alexa Sullivan, Joel VerDuin, Tess DeGeest, Karen Westensee.

Members unable to attend: Kim Pavlovich, Mark Scheller.

Meeting called to order by Chair Mike Broos at 5:30 pm. Mike welcomed everyone.

5:30 pm. Superintendent David Law addressed the board about the possible comprehensive campaign. Superintendent Law supports the board moving forward because he thinks a campaign will address gaps in the funding and allow for expanded opportunities. Superintendent Law said the Innovation Fund could help people dream big, but the scope of the fund would need to be defined. The Program Expansion Fund could allow the board to look at new opportunities, and the Endowment Fund could appeal to investors who want to be a part of something new and permanent.

Meeting agenda approved. Motion made by Nancy Braastad seconded by Lynn Montgomery to approve the agenda. Motion passed.

Consent agenda approved. Sheryl Carlson moved to accept the consent agenda. Joel VerDuin second. Motion passed.

Secretary's and ED's report were accepted with no corrections or additions.

Treasure's Report: Suzy Scheller provided a balance sheet and a profit and loss sheet for the period from July 1, 2016 to January 22, 2018. Suzy presented the quarterly Profit & Loss versus the Actual Budget Balance sheet. A couple of areas were highlighted where the timing of payment for certain grants was shifted to earlier in the financial year instead of when they had been historically paid and therefore budgeted. Lynn Montgomery moved to accept the report and Shawna Feist seconded. Motion carried.

Old Business

A. Mission Moments.

1. Sheryl Carlson presented information about the Compass Programs Leadership and Life Skills program. Sheryl highlighted the field trips and the teen pregnancy program that the grant helps support. A packet further detailing the Compass Programs, including pictures, was handed out to board members.
2. Nancy Braastad discussed the ESCE play time and story time grant is ongoing. Nancy had not connected with the grant contact so she will give an update at the April meeting.

B. Northern Stars Celebration update.

1. Lynn provided a general update and reminded board members to bring in wine and beer for the celebration. Student directors are exempt. All that plan to volunteer were asked to add their names to the list, including students.

C. Review and input on the Development Plan.

The board broke into small groups and then came together to share feedback on each section. It was recommended:

1. The entire board be invited when the ED and Board Chair report to the School Board.
2. There are opportunities to make some development tasks volunteer tasks and to move some work to summer in advance of the next school year.
3. Fundraising brochures could be sent home to parents in their backpacks
4. The spring appeal should be community focused and grant awards could be the focus in the schools in the spring.
5. The recent decision to create a Fall mini-grant process to be added to the plan.

D. Strategic Plan review of top priorities.

1. The board discussed how to retain retirees as donors. After three retirement meetings with approximately 150 future retirees, ten joined the foundation's contact list. It was agreed that a better way to stay connected with employee donors is to call them before they retire and ask for their home contact information.
2. No significant updates on the Bloomerang donor management system.
3. Projected donations through the employee giving program grew by an unprecedented 26% (due to a large number of building and department visits by the ED and board chair, gift card drawings and better telling donor impact stories).
4. The marketing plan will be reviewed by the board at the February meeting and until then all efforts are on marketing the Northern Stars Celebration.

E. Opportunities for board engagement.

A Sign-up sheet with opportunities was circulated.

New Business

There was no new business.

Meeting adjourned at 7:10 pm.

Respectfully submitted by Douglas Edson

Board member name and end of term

Nancy Braastad 2018	Mike Broos 2019 +	Sheryl Carlson 2020
Marlene Colvin 2018	Doug Edson 2020	Shawna Feist 2020
William Harvey 2020	Julie Klund-Schubert 2020+	Lynn Montgomery 2020
Kim Pavlovich 2019	Suzy Scheller 2019	Ann Sievers 2018
Kimberley Starling 2019	Joel VerDuin 2019 +	
Connor Johnson 2019*	Carter Masloski 2018*	Clara Novak 2019*
Mark Scheller 2020	Alexa Sullivan 2019*	

* student board member

+ eligible to renew for 2nd term

**Anoka-Hennepin Educational Foundation
Board of Director's Meeting
February 28, 2018**

Members Present: Mike Broos, Marlene Colvin, Doug Edson, Shawna Feist, Conner Johnson, Julie Klund-Schubert, Carter Masloski, Kim Pavlovich, Mark Scheller, Suzy Scheller, Ann Sievers, Kimberley Starling, Alexa Sullivan, Joel VerDuin, Tess DeGeest, Karen Westensee.

Members Missing: Nancy Braastad, Sheryl Carlson, William Harvey, Lynn Montgomery, Clara Novak.

Meeting called to order by Chair Mike Broos at 5:32 pm. Mike welcomed everyone.

Agenda reviewed and approved. Kim Starling moved to approve, seconded by Shawna Feist. Motion passed.

Chair Mike Broos called for review and approval of the consent agenda. Kim Starling moved and Shawna Feist seconded. Motion passed.

Mike Broos highlighted the net income of \$64,000 at the Northern Stars Celebration (NSC), a 32% increase over last year. The gains came in increased sponsorships, more funds raised at the event, and significant cost containment.

Treasure's Report: The balance sheet and a profit and loss for the period from July 1, 2016 to February 22, 2018 were presented. Suzy explained the reports don't yet reflect all of the costs and income from the NSC. Marlene Colvin moved to approve and Joel VerDuin seconded. Motion passed.

Priority Business

A. Mission Moments

1. ESCE Play time and story time was tabled until the March Meeting
2. Capturing the imagination and sky at Jackson Middle School was tabled until the March meeting
3. SPED vocational tools at Jackson Middle School was tabled until the March Meeting.

B. Northern Stars Celebration update

1. Tess stated that NSC was a huge success and thanked all of the volunteers that helped put the event on. A debriefing meeting will be planned in the near future.

C. Consideration of a mascot grant to elementary schools

A proposal to help elementary schools partially fund or fully fund a mascot costume was considered. Ann Sievers moved funding be made available to partially or fully fund elementary school mascot costumes for those that don't have one. Tess will work with the school principals to determine what other funds are available (PTO funds, for example) and if the PTO could cover part of the costs. If not, AHEF will fund the costume purchases. Kim Starling seconded the motion. The motion passed.

D. Review and input on the Communication Plan.

The board split into small groups and each group reviewed a different part of the Communication Plan. Each group then reported out recommendations for plan improvement.

E. **Strategic Plan review of top priorities.**

1. The board discussed how to retain retirees as donors under the communication plan.
2. Bloomerang donor management system had no updates.
3. Growing participation in the employee giving program had no updates.
4. Continue to expanding and implementing the marketing plan. See D above.

E. **Opportunities for board engagement.**

A sign-up sheet was circulated.

New Business

There was no new business.

Meeting adjourned at 7:04 pm.

Respectfully submitted by Douglas Edson

Board member name and end of term

Nancy Braastad 2018	Mike Broos 2019 +	Sheryl Carlson 2020
Marlene Colvin 2018	Doug Edson 2020	Shawna Feist 2020
William Harvey 2020	Julie Klund-Schubert 2020+	Lynn Montgomery 2020
Kim Pavlovich 2019	Suzy Scheller 2019	Ann Sievers 2018
Kimberley Starling 2019	Joel VerDuin 2019 +	
Connor Johnson 2019*	Carter Masloski 2018*	Clara Novak 2019*
Mark Scheller 2020*	Alexa Sullivan 2019*	

* student board member

+ eligible to renew for 2nd term

Anoka-Hennepin Educational Foundation

Board of Directors' Meeting

March 28, 2018

Members Present: Nancy Braastad, Mike Broos, Marlene Colvin, Shawna Feist, Lynn Montgomery, Julie Klund-Schubert, Kim Pavlovich, Suzy Scheller, Ann Sievers, Alexa Sullivan, Joel VerDuin, Tess DeGeest, Karen Westensee.

Members Not Able to Attend: Sheryl Carlson, Doug Edson, Bill Harvey, Connor Johnson, Carter Masloski, Clara Novak, Mark Scheller, Kimberley Starling.

Meeting called to order by Chair Mike Broos at 5:30 PM.

Anissa Cravens, Principal of University Avenue School and Kate Watson, Integration Coordinator welcomed the Board to their school and shared information about several of the significant things happening at University Avenue. Anissa shared their work with the “Leader in Me” program where schools

embrace the seven habits of Stephen Covey. Kate Watson demonstrated the ACES Google Expedition, special technology equipment supported by an AHEF grant. Board members were able to experience several “expeditions” including the night sky and the International Space Station. Kate explained that there has been purposeful implementation for the teachers to help all students have common experiences to provide background. This has been very beneficial to increasing students’ enthusiasm and learning.

Metro North Chamber Award

Mike announced that AHEF has received the Excellence in Business Award for Non-Profits. He also shared that Tess held a grant writing workshop in March, with approximately six teachers attending. Friday, March 30th is the deadline for grant submissions.

Consent Agenda

Joel VerDuin moved and Kim Pavlovich seconded to approve the Secretary’s Report and Executive Director’s Report. Motion passed.

Treasurer’s Report

Suzy Scheller reviewed the Profit and Loss Report. She noted that fund raising is trending upward. Ann Sievers moved and Shawna Feist seconded to approve the Treasurer’s Report. Motion passed.

Priority Board Business

A. Board Leadership Planning with Possible Changes to the Bylaws

Julie Klund Schubert has volunteered to be the AHEF Chair Elect. Tess reviewed possible changes to the by-laws to ensure continued support for AHEF leadership. Possible changes to the Bylaws have been tabled.

B. Brainstorming Recruitment of New Board Members

Mike asked the Board members to consider possible new board members and share suggestions at the next meeting.

C. Board Self Evaluation and ED Review

Due to time, Mike asked each of the Board Members to take the self-evaluation form with them, fill it out and bring it back to the next meeting for a discussion.

D. Mission Moments

ECSE Play Time and Story Time – Nancy Braastad presented that ECSE used their grant funds to create themed boxes of materials to provide their students’ dramatic play experiences. These dramatic play kits have been very well received by both the students and the teachers.

Adjournment

Suzy Scheller moved and Nancy Braastad seconded to adjourn the meeting. Motion passed. Meeting adjourned at 7:05 PM

Minutes respectfully submitted by Lynn Montgomery.

Board member name and end of term

Nancy Braastad 2018

Mike Broos 2019 +

Sheryl Carlson 2020

Marlene Colvin 2018

Doug Edson 2020

Shawna Feist 2020

William Harvey 2020 Julie Klund-Schubert 2020+ Lynn Montgomery 2020
Kim Pavlovich 2019 Suzy Scheller 2019 Ann Sievers 2018
Kimberley Starling 2019 Joel VerDuin 2019 +

Connor Johnson 2019* Carter Masloski 2018* Clara Novak 2019*
Mark Scheller 2020* Alexa Sullivan 2019*

* student board member

+ eligible to renew for 2nd term

***Unofficial Board of Directors Meeting
District Educational Services Center, Room 112
May 23, 2018***

Meeting Notes

Present: Mike Broos, Ann Sievers, Suzy Scheller, Sheryl Carlson, Marlene Colvin, Shawna Feist, Julie Klund-Schubert, Kim Pavlovich, Kim Starling, Tess DeGeest and Karen Westensee.

Absent: Doug Edson, Nancy Braastad, Bill Harvey, Lynn Montgomery, Joel VerDuin, Carter Masloski, Alexa Sullivan, Connor Johnson, Mark Scheller, and Clara Novak.

Absent a quorum, the AHEF board did not meet in official capacity. While reports were shared, no business was conducted.

The secretary's and director's reports were reviewed, including a summary of the 5K results and trend analysis. The treasurer's report was reviewed noting no concerns.

The members present met in small groups to brainstorm potential new board members. A list was compiled for next steps. The ED and executive committee will meet to review the list and prioritize potential board members to engage in conversation around board service.

Mission Moments were shared on:

- SPED vocational tools at Jackson MS
- Capturing the sky at Jackson MS
- Early learning curriculum supplemental resources
- Career readiness skills at River Trails Learning Center
- Literacy Superpowers for struggling readers at Roosevelt MS

The mission moment on Multiple artists in residency at Oxbow Creek Elementary was tabled until June.

Tess invited each board member to take a list of employee donors to call and thank before the end of the school year. An instruction sheet was also provided to the volunteers doing "thank you" calls.

The board members present excused the staff and went into a closed session to consider the ED's evaluation for the 2017-18 fiscal year. The board chair gathered the votes of members present and has since followed up with the remaining board members to come to a decision.

There was no board meetings in June 2018, closing out the 2017-18 fiscal year. Absent a board meeting, the executive committee approved the budget as proposed until the next full board meeting on August 22, 2018.