



## ANNUAL MEETING MINUTES

May 13, 2008

PRESENT: James Madlom, Roger Benway, Michelle Boehm, Sue Ewens, Catherine Flaherty, Spencer Frank, Jane Hawes, Patrick Krieger, Harvey Kurtz, Vida Langenkamp, Allen McKie, Lucia Petrie, Mark Schill and Sally von Briesen. ABSENT: Mike McCauley  
ALSO PRESENT: Kristin Fraser

1. The meeting was called to order at 4:29 p.m. by President Madlom. President Madlom distributed the "Annual Statement of Directors of the Shorewood Foundation, Inc." for the directors to complete, sign and return to him. Also distributed was the "Shorewood Foundation, Inc. – Conflict of Interest Policy."
2. Minutes of the March 13, 2008 meeting were reviewed.

**Motion made by Director Langenkamp and seconded by Director McKie to approve the minutes as presented. Director Benway noted that he was in attendance at the March meeting and asked that the minutes be corrected to reflect that. Motion amended to approve the minutes with change. Motion unanimously approved.**

### 3. Treasurer's Report

See attached Treasurer's Report dated May 13, 2008.

### 4. Standing Committee Reports

#### a. Audit Committee Report

- i. No report.

#### b. Public Relations/Outreach Committee Report

- i. **Summer Mailing.** See report and mailing piece. Review list of supported organizations. Note that the budget for funding the mid-year annual appeal in the amount of \$1,068 was approved.
- ii. **Display Board.** See handout.

- iii. **Volunteer Opportunities for Summer Outreach.** Sign up sheet was distributed for volunteer opportunities. Director Langenkamp will also e-mail the sheet to the directors.

**c. Grants Committee Report**

- i. **Parade Marshal Plaque** – Director Schill moved and Director Benway seconde to approve a budget not to exceed \$200 to update the Parade Marshal plaque located in the rear hallway of Village Hall. Motion unanimously approved.
- ii. It was noted that there was no grant request received from the Shorewood Business Improvement District with regard to the Shorewood Criterium. Director Schill will check with BID President Tim Ryan. If one is received, Director Schill will e-mail and send it to the directors.
- iii. Grants guideline form on the web was revised.

**d. Development Committee Report**

- i. **Update on Plans for Annual Dinner (11/1/08)** Working on the annual dinner. Currently identifying “table captains”. Director Hawes will track the funds; Director Flaherty will coordinate the silent auction; Director McCauley will conduct the live auction; and Director Flaherty will serve as the Hubbard Lodge liaison. Will work at conducting a lot of business related to the dinner via e-mail. Recommended that prices not be increased. Suggested that we request Margaret Cibulka to add another bartender that evening.
- ii. **Report on Planned Giving.** Former directors Diane Buck and Michael Schulte agreed to put their “name” on this campaign. Goal is to talk to 100 individuals about bequesting \$10,000 or more to the Shorewood Foundation. Will review donor list to identify consistent donations and approach them. Will begin organizing over the summer with the goal of beginning this campaign in the fall. Need to identify a lawyer with estate planning background.

**e. Nominating, Bylaws and Recruitment Committee Report**

- i. **Election of Directors.** Director Benway moved and Director Flaherty seconded to approve the slate of directors as submitted. (See attachment.) Motion unanimously approved.

- ii. **Election of Officers.** Director Ewens moved and Director Benway seconded to approve the slate of officers as presented. (See attachment.) Motion unanimously approved.
- iii. **Open Positions.** Director Frank will be relocating to the Village of Whitefish Bay in mid-August. He has agreed to continue to help the Foundation with the financial reports for a while.

5. **Old Business** – None.

6. **New Business.** Directors were encouraged to forward any changes in their information on the roster to President Madlom. Also, if anyone is interested in joining a different committee, please let President Madlom know.

Director Benway and Director Ewens moved to approve matching funds up to \$5,000 for the Ten Gardens Tour. **Motion unanimously approved.**

7. Next meeting is **Tuesday, July 8, 2008**, at 4:30 p.m. in the Village Hall Committee Room.

8. **Adjournment.** Director Benway moved, seconded by Director Petrie to adjourn the meeting at 5:50 p.m. **Motion unanimously approved.**

Respectfully submitted,

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Diane DeWindt-Hall  
Recording Secretary