



## MEETING MINUTES

September 11, 2008

PRESENT: James Madlom, Roger Benway, Michelle Boehm, Catherine Flaherty, Spencer Frank, , Kristin Fraser, Patrick Krieger, Vida Langenkamp., and Lucia Petrie (by phone)

ALSO PRESENT: Board director nominees: Nancy Lizdas and Gordon Zion were also in attendance.

1. **Call to Order.** The meeting was called to order at 4:32 p.m. by President Madlom.
2. **Minutes of July 8, 2008** – Director Benway moved to approve the minutes, seconded by Director Langenkamp. Director Benway noted a misspelled word in paragraph 4 (“checked” should be “check”). Change noted. Motion to approve minutes with change in paragraph 4 unanimously approved.
3. **Treasurer’s Report** See attached Treasurer’s Reported dated September 11, 2008. Report includes charges related to annual appeal. Note that next month’s report will include substantial donations for FAB through PayPal accounts.
4. **Standing Committee Reports.**
  - a. **Audit/Finance** – No report. Looking for director to take over treasurer responsibilities. Note that a letter to SRC identifying \$\$’s available for 2009 budget through the William Benjamin Fund needs to be sent as soon as possible.
  - b. **Public Relations Outreach** – See report dated September 11, 2008 which summarizes the outreach events to date. Other ideas (item 6 on handout) welcome. Next PR meeting is scheduled for October 16 at 7:30 a.m. at City Market.

Winter appeal letters will be ready for signing at the November 11 meeting. Director Krieger will send out donor list to directors to indicate who you

know. In the end he will sort the donor letters by director's name so that the directors can personalize them. Also take the time to note if anyone moved, divorced, remarried, deceased, etc.

Would like to include some small token with the "thank you" letters to donors. Showed some sample decals (see attachment). **Motion by Director Boehm, seconded by Director Langenkamp to approve up to \$600 for the purchase of window decal clings (#4) to be included in donor "thank you" letters. Unanimously approved**

It was also suggested that the new design for the decal be considered for updating the Shorewood Foundation logo.

- c. **Grants Committee** – There were no requests to consider. Continue to explore avenues to get the word out about the Foundation and grant opportunities. It will be talked up at the November fundraiser. No meeting for the committee is scheduled at this time. Encouraged to add new members to the e-mail.
- d. **Development Committee** – On target with November fundraiser. Space available increased from 120 people to 150. Second bar will be made available. Entertainment will be provided by Karen Frink (SHS Orchestra). Live auction is scheduled with consideration to holding a raffle.
- e. **Planned Giving Committee** – The Committee (Lucia Petrie, Mike Schulte, and Dick \_\_\_\_\_) are meeting Wednesday, September 15 to consider materials to send to the targeted donors prior to conversation. Approximately 78 individuals. Continuing discussion regarding policies, i.e. what types of gifts not to receive; how to insure that follow-up and follow-through is carried out; etc.
- f. **Nominating Committee** –
  - i. **Election of Directors** – Gordon Zion and Nancy Lizdas were nominated to fill the open position (Zion) and the unexpired term of Allen McKie (Lizdas). **Motion by Director Benway, seconded by Director Frank to approve the nominations of Gordon Zion (term to expire 2011) and Nancy Lizdas (term to expire 2010) to the Shorewood Foundation. Motion unanimously approved.** Updated Roster was distributed.
  - ii. **Resolution of Appreciation for Outgoing Directors/Officers** – Although Allen McKie was not at the meeting, the Foundation board thanked him for his service.

- iii. **Treasurer Position Interviews** – President Madlom indicated that there were two candidates interested in the Treasurer position. He will be interviewing them within the next week or so.

5. **Old Business** – None.

6. **New Business** –

- a. **Donor Plaque Display** – Updated the Directors on the history of the display board which is currently located at the back of Village Hall.
- b. Some of the Shorewood Foundation historical files are located in Diane’s office and can be viewed at director’s convenience.

7. Next meeting is **Tuesday, November 11, 2008**, at 4:30 p.m. in the Village Hall Committee Room.

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

Respectfully submitted,

Diane DeWindt–Hall  
Recording Secretary