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**Shorewood Foundation Meeting Minutes**

**Tuesday, January 9, 2018**

**4:30 p.m. – Village Hall Committee Room**

In attendance were: Jennifer Anderson, John Beemster, Alicia Domack, Therese Heeg, Rose Iannelli, Steve Kavalauskas, Sadhna Lindvall, Mary McCormick, Thad Nation, Alan Purintun, Matt Simon and Saj Thachenkary.

1. President Thachenkary called the meeting of the Shorewood Foundation to order at 4:35 p.m.
2. Director Kavalauskas moved, seconded by Director Anderson to approve the minutes from the November 14, 2017 meeting. One correct to item 4c, 2nd paragraph should read “will use Donor Perfect for grant ***tracking***” and meeting adjourned at 5:30 p.m. Motion with changes unanimously approved.
3. Treasurer’s Report – Director Kavalauskas provided a current Treasurers Report which indicates approximately $77,000 available for new grants as of 12/31/2017 (attached). He will add the routine grant requests to the schedule. Director Kavalauskas noted that the Foundation’s website has three emails attached to it: treasurer@, info@ and paypal@; the info@ goes to Director Nation and is forwarded to the appropriate contact.

Director Thachenkary will send an acknowledgement letter to Carol Habeck for her generous donation to the Foundation.

Director Purintun will reach out to the School District regarding 2018 scholarships.

Director Anderson commented on the need to budget for photography to be used in upcoming public relations and marketing materials.

1. Subcommittee Reports –
	1. Development Committee Report –
		1. Annual Fund progress update – The 4th of July direct appeal to current owners was successful; SEED no longer does village-wide mailings due to the low rate of return. Need to insure/confirm that our donor list includes both spouses’ information. Need to look for ways to beef up our donor list. possible.
	2. Audit and Finance Committee Report -
		1. 2017 Benjamin Fund Performance - Distributed summary of BMO Harris report.
		2. Investment Policy Modification Recommendation - Committee members met with SRC/ESAB in December to update on the Investment Policy. The policy was amended in 2016 and there is no recommendation to change investments for 2017. BMO rep provided a 10-year look back on investments which was shared with the SRC/ESAB. It was recommended to alter the Investment Policy under “Liquidity” from “$50,000 on hand available for the 4th quarter” to having “$50,000 available on hand for the 3rd quarter” and to move the timetable of the SRC’s annual request to July so that payment can be received prior to the next year’s budget discussion.

Director Simon moved, seconded by Director Domack to approve making the change from 4th quarter to 3rd quarter for 2018 and to invite the SRC/ESAB to provide an overview at the May 2018 Board meeting and to provide their annual request at the July meeting to receive requesting funding thereafter. Motion unanimously approved.

* 1. Grants Committee Report -

SIS PTO Bike Racks (partially funded by last year’s 8th grade class) – SIS is looking for assistance to fund new bike racks which have been partially funded by last year’s 8th grade class. Since this would be joint funding of the project, the Shorewood Foundation wants to make sure that the donor plaque clearly recognizes the Shorewood Foundation as a donor to this project.

Director Simon moved, seconded by Director Kavalauskas to approve the grant request in the amount of $1,539.67 conditioned on approval of the form of recognition. Motion unanimously approved.

* 1. Public Relations/Marketing and Special Events Committee Report– Directors Anderson and Lindvall
		1. Communication Next Steps – Reported on the “Thank You” to donors that will run in the Spring edition of the Shorewood Today magazine. Director Anderson discussed need for some professional photos to use in various marketing and special event campaigns and using John Kirn, the Shorewood Today photographer. Director Lindvall discussed the need for the Shorewood Foundation’s Facebook page to have regular posts. Will add sponsor listing history to Facebook and will update the website with list of and/or pictures of sponsor events.
		2. Golf Outing 2018 – Recommend to participate in the Camp Bar golf outing again in 2018. Paul Hackbarth, owner Camp Bar, is willing to have the Shorewood Foundation be the beneficiary of the proceeds for 2018.
	2. President Update/Nomination Committee – President Thachenkary moved, seconded by Director Kavalauskas to appoint Ben Uphoff to the Board of Directors. Motion unanimously approved.

1. Old Business – Strategic Focus communications
	1. **Review meeting outline, presentation and timing** – Handout provided.
	2. **Key stakeholder groups including President’s Club, Village and community partners, donors** – Planning a Strategic Planning Listening Session to get community to weigh in and provide ideas for projects to support. With upcoming Village President election, perhaps new Village priorities so invite the Village Manager to sit in. Start with President’s Club members; talk to Lucia Petrie to help move this forward. Need to secure dates; make a list of invitees; send invitations. Directors Kavalauskas, Lindvall and Ianelli will help. Director McCormick will set meeting with Lucia Petrie. Director Iannelli spoke again about stewardship and being personally involved in the “thank you” to donors, especially our new donors. Board members should be assigned to a donor, send a handwritten “thank you” note and invite them to the event.
	3. **Location – contacted Rachel Collins at Library**
2. Meet and Greet with Ericka Lang/Shorewood BID Director – Board members were encouraged to stay after adjournment to meet and speak with the new BID Director for updates on the BID.
3. Adjournment –

Next meeting is Tuesday, March 13, 2018. Director Nation moved, seconded by Director Domack to adjourn at 6 p.m. Motion unanimously approved.

Respectfully submitted,

Diane DeWindt-Hall
Recording Secretary