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**Shorewood Foundation Meeting Minutes**

**Tuesday, November 11, 2014**

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

In attendance: Nancy Lizdas, Steve Kavalauskas, Joel Dresang, Kristin Fraser, Mary Ellen DeHaven, Michelle Boehm, Alicia Domack, Jane Frederick, Matt Simon, Saj Thachenkary, Catherine Flaherty, Rose Ianelli, Marion Gottschalk and Melissa Nelsen. Absent: Mike McCauley

1. **Call to Order**. The meeting was called to order by President Alicia Domack at 4:30 P.M.
2. **Approval of Minutes**. Corrections were made to the draft agenda. Director Dresang moved to approve the minutes as amended, seconded by Director Kavalauskas. **Motion approved unanimously.**
3. **Treasurer’s Report** -
	1. Treasurer’s report (dated 10/31/2014) was presented to the Board for review. (Copy available on request.) The Foundation has approximately $52,800 available for new grants. North Shore Bank account – Since it is relatively easy to move money between the two accounts, Director Kavalauskas moved the bulk of the $79,000 in the checking account to the Money Market account. He will leave approximately $10,000 in the checking account.
4. **Standing Committees**
	1. **Audit/Finance Committee Report**
		1. The committee met to discuss relationship with BMO Harris and communications. Members will continue to work on the workflow document started by Scott Jonas and will share this with the Board at a later date.

		Director Dresang has two bins of information, including eight years of financial statements. He will start purging the files older than four (4) years.

		Director Dresang and Simon met with BMO representatives in October and shared information about the Benjamin Fund and will do the following:
			1. Review Benjamin Fund Investment Policy
			2. BMO recommended that the Shorewood Foundation meet with them yearly to discuss the policy and tweak
			3. $50,000 in very liquid assets for the Benjamin Fund
			4. Committee to meet w/Elder Services Advisory Board to discuss communications and status of Benjamin Fund
			5. In July, passed a measure that either 2 of 3 (President/Treasurer or VP of Finance) could communicate direction to BMO with reference to Benjamin Fund $.

Director Dresang made a motion to allow that the President, Treasurer or Vice President of Finance be allowed to communicate with BMO Harris Bank regarding the transfer of Benjamin Fund account funds. Motion seconded by Director Simon.  **Motion unanimously approved.**

* 1. **Grants Committee**
		1. **Shorewood Reads - $2000**This request is from the Shorewood Library and will be a repeat of the community-wide Shorewood Reads event from 2014. The Grants Committee recommends approval of the amount requested. Motion by Director Flaherty, seconded by Director Lizdas to approve the request of Shorewood Reads for $2000. Motion unanimously approved.
		2. **Grant Receipt Form**Director Iannelli prepared and submitted a draft of the Grant Recipient Form which is to be completed by the grant recipient and submitted to the Shorewood Foundation Grant Committee upon completion of the event/project.

		-need to differentiate between events that are basically #s oriented vs. grants that are $$ oriented.
		-include # of people in attendance, benefit to the community, recognition of the Shorewood Foundation, inquire “what would they do different”, share photos
		-More discussion at the next Grant Committee meeting -add questions and determine how soon after the event/project should the forms be submitted
		 -include area to share stories
		Share the draft prior to the January 2015 meeting if possible.
	2. **Special Events Committee Report**
		1. Oktoberfest (see handout) made $1953.42. The crowd was different than in past years. Would consider doing this again at a different time of the year. Perhaps February, over the 4th of July. Should consider negotiating with Three Lions Pub or explore doing something at Atwater Park.
		2. 4th of July – Need to insure that something is done to make sure that the community understands that the FIREWORKS are sponsored by the Shorewood Foundation NOT the Shorewood Men’s Club. Maybe host a “battle of the bands” event or a “block party” type event.
	3. **Public Relations/Marketing** –

The website has been updated:

-Amenity page

- Donate on annual appeal

- List of 50 things sponsored by the Shorewood Foundation over the years

-Added Shorewood Today article

- Shorewood Historical Society

We now have 77 likes on our Facebook page. Think about including additional information, i.e. on anniversaries, include school projects sponsored by Shorewood Foundation.

* 1. **Nominating Committee –**
		1. **Will review the annual personal commitment policy for the next meeting.**
	2. **Development Committee** –
		1. Annual appeal brochure completed and ready for signing, stuffing and mailing.
1. **Old Business** - None
2. **New Business** –
	* 1. DPW has requested that the Shorewood Foundation serve as the “fiscal agent” on tow min-grants through the Southeastern Wisconsin Watersheds Trust. The maximum grant amount is $5000. The grants relate to stormwater education program aimed at 2nd – 4th graders and the second is additional funding for riparian/shoreline restoration and stormwater runoff reduction at Atwater Beach**. The request was approved.**
3. Next meeting is scheduled for **Tuesday, January 13, 2015**
4. **Adjournment.** Motion made by Director Kavalauskas, seconded by Director Fraser to adjourn the meeting at 5:50 p.m. **Motion carried unanimously**.

Respectfully submitted,

//diane dewindt-hall

Diane DeWindt-Hall
Recording Secretary