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**Shorewood Foundation Meeting Minutes**

**Tuesday, January 13, 2015**

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

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

1. **Call to Order**. The meeting was called to order by President Alicia Domack at 4:35 P.M.
2. **Approval of Minutes**. Grammatical corrections were made to the draft minutes of 11/11/2014. In addition a correction to item 4bi) to add “older than four (4) years” after “start purging the files.” Motion to approve minutes by Director Dresang and seconded by Director McCauley. **Motion approved unanimously.**
3. **Treasurer’s Report** -
	1. Treasurer’s report (dated 12/31/2014) was presented to the Board for review. (Copy available on request.) The Foundation has approximately $84,000 available for new grants. Highlights: Includes donation from Salzstein, not Habeck. Other notes: There is $90 remaining in the Plein Air account – check will be written to Village to close this out; budget for operating expenses for 2015 approximately $6000.
4. **Standing Committees**
	1. **Audit/Finance Committee Report**
		1. Created a new format for tracking deposits that seems to work well.
		2. Joel and Steve will be meeting with the SRC
	2. **Grants Committee**
		1. **Grant Follow- Up Document**
			1. A copy of the grant letter that is mailed to grant recipient was provided. The Follow—Up form will be included with this letter so we can receive feedback on our process. The Follow-Up form will be used for all grant requests. Any other suggestions on the form should be emailed to Catherine Flaherty.
	3. **Special Events Committee Report**
		1. Planning something like the Oktoberfest event; maybe more frequently, i.e. 2 to 3 times a year, a spring, summer and fall event.
		2. Be sure to coordinate timing with other large fundraisers, i.e. Shorewood SEED Foundation and St. Roberts event.
		3. Consider events geared to different audiences.
		4. Consider how to leverage with another event we are already sponsoring, i.e. 4th of July
		5. Committee members Lizdas, Frederick and Thachenkary will discuss and forward to other members.
	4. **Public Relations/Marketing** –
* Minutes were added to the website
* Need to change the email from Abe to Alicia
* Hid the Oktoberfest information
* Active Facebook posts during Shorewood Foundation annual appeal
* Will follow-up with Saltzsein daughter about putting his story on our Facebook page.
	1. **Nominating, Bylaws and Recruitment Committee**
		1. Committee will meet in the spring and reassess the document
	2. **Development Committee** –
		1. No report
1. **Old Business** –
	1. **Updated the SE Watershed Grant request from the DPW**. Turned out the request was more extensive than lead to believe. Shorewood Foundation should consider a policy on how to decline participating in a Village request and a way to clarify that we are not an entity to use to “request” funds. Also, in general, the Shorewood Foundation should not sign off as the fiscal agent for any entity, as there are issues of liability/accountability/responsibility.
	2. Tia Torhorst met with Director McCauley to discuss a Farmer’s Market in the Village.
	3. Get some of the Shorewood Today images for use on the Shorewood Foundation website
	4. Communicate fund availability to Village Board, School Board, Village Manager, etc.
	5. Possibly use some of Shorewood Foundation’s current funds to purchase an item or two out of the Amenity Fund brochure.
2. Next meeting is scheduled for **Tuesday, March 11, 2015**.
3. **Adjournment.** Motion made by Director Frederick, seconded by Director Kavalauskas to adjourn the meeting at 5:30 p.m. **Motion carried unanimously**.

Respectfully submitted,

// diane dewindt-hall

Diane DeWindt-Hall
Recording Secretary