



Seward Community Foundation

An Affiliate of The Alaska Community Foundation

Board of Advisors Agenda Breeze Inn Motel Wednesday, October 16, 2019 - 6:00 PM

Kim Reiersen	President	
Patricia Linville	Vice President	
Phyllis Shoemaker	Secretary	
Melody Hatch	Treasurer	
Rodger Painter	Advisor	
Mark Kansteiner	Advisor	
Katie Cornwell	Advisor	
Ryan Fisher	Advisor	
Robbie Huett	Advisor	
Virginia Allen	Advisor	
Tekla Seavey	Advisor	
Amy Hankins	Program Manager	

- A. Call to Order
- B. Approve Agenda
- C. Mission Connect – New Community Suites program (donations) launched. Training in October. New passwords will be needed.
- D. Business Session
 - Approve September 18, 2019 minutes
 - Donations/Treasurer's Report—Melody
 - PCG thank yous
 - Check out SCF's new donation page
 - Team Reports
 - I. Grant Team Update—Patty
 - a. Mini grants –
 - 1. Iron Mountain FFA
 - 2. Seward Sonics MS Basketball League
 - 3. AK SeaLife Center – Holiday Party
 - 4. AK SeaLife Center – Small Frys
 - b. Lowell Point Fire Department
 - c. ACF Basic Needs Grant \$5,000 ?
 - Food Bank, Senior Center food & transportation programs, Seward Ministerial Association medications program, Independent Living Center taxi vouchers.
 - d. 2020 Grant Cycle – January 15-February 21. January \$ announcement and Nonprofit Gathering - January 22. Brown Bag discussion – How to run an efficient board meeting, speaker Cindy Ecklund (all TBD).
 - II. Executive Team – Kim
 - 3Q Affiliate meeting ACF has defined the roles and duties of ACF/Affiliates, Program Managers. Documents in packet.
 - III. Fundraising/Development Team
 - Fall Friendraiser – Cruise on the Dutch Harbor - Robbie
 - b. Legacy Giving is next - \$500 available for training/event. 1Q 2020

IV. Community Outreach Team

- Winter Newsletter is in the works, grant highlights, 2020 PCG cycle starts

1/1/20

V. Program Manager Report – Amy

E. Calendar/Holiday Gathering - Melody offered her home again, date?

F. Nat'l Philanthropy Day Nov. 25 – good time to do write personal thank yous to regular donors and fund holders.

G. Giving Tuesday December 3 – team up with local coffee houses again.

H. Other Business

I. Comments

J. Adjourn

Next Meeting Date: November 20, 2019, Breeze Inn Motel



Seward Community Foundation

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**Board of Advisors Draft
Meeting Minutes
Moose Pass Library
Wednesday, September 18, 2019 - 6:00 PM**

Kim Reiersen	President	✓
Patricia Linville	Vice President	✓
Phyllis Shoemaker	Secretary	✓
Melody Hatch	Treasurer	✓
Rodger Painter	Advisor	✓
Mark Kansteiner	Advisor	✓
David Paperman	Advisor	✓
Katie Cornwell	Advisor	X
Ryan Fisher	Advisor	✓
Robbie Huett	Advisor	✓
Virginia (Ginger) Allen	Advisor	✓
Amy Hankins	Program Manager	✓

Documents sent out in board packet prior to meeting: Agenda, Draft August 21, 2019 minutes, SCF Strategic Plan & SCF Metric Dashboard, Program Manager's September Report.

Tekla Seavey attended the meeting as a guest.

- A. Call to Order – 6:03 PM
- B. Approve Agenda – Rodger moved to approve the agenda as presented. Mark seconded the motion. PASSED.
- C. Mission Connect – Kim welcomed Tekla as a guest to the meeting and Ginger as a new board member, approved by email vote. Phyllis moved to formally approve Ginger as an SCF Advisor. Rodger seconded the motion. PASSED.
Kim reported that Katie Cornwell has resigned from the board. She may be interested in reapplying in the future when things in her life calm down. Ginger agreed to join the Development Team to replace Katie.
- D. Business Session
 - Approve August 21, 2019 minutes – Mark moved to approve the August 21, 2019 minutes as written. Rodger seconded the motion. PASSED.
 - Donations/Treasurer's Report—Melody: See written report provided.
Melody will be gone for the next 2 ½ weeks. Patty will check the mail and cover for her. ASF said they would take care of the September credit card statement from Wells Fargo.
Melody reported that Katie gave her a check today from the Seward Prevention Coalition for the unspent grant SCF awarded to the Ice Rink Group. The board would like to know if these funds were actually returned to SPC or if they came out of the SPC budget.

Kim reported that there is a possibility SCF will be receiving other unspent grant funds from the Boys and Girls Club. This could be approximately \$1400 from two previous grants.

Dave reported that ACF contacted him as a Seward Arts Council member regarding an uncashed check for a grant awarded for the Charlie Brown production. Port City Players completed the production the grant was intended for and submitted a grant report but never cashed the check. ACF will send a replacement check to reimburse Seward Arts Council.

This illustrates the point that ACF sometimes contacts local non-profit organizations about issues with grants or reports without notifying SCF.

Amy suggested non-profit management of funds might be a good topic for a future Brown Bag Lunch.

- Team Reports

- I. Grant Team Update—Patty

- a. Mini grants –

1. Mural Installation – Seward Arts Council: Patty has talked with Jennifer about this application and reported that it is to reinstall a mural which was taken down from the former Masonic Lodge building onto the Ukanuzit building. After discussion the board declined to fund this at this time. Patty will encourage them to reapply for a mini grant of \$1000 in the spring with a more detailed budget or to apply for a major grant during the next grant cycle.
2. Seward Elementary Art Program – Seward Elementary School: Robbie voiced concern about setting a precedent and getting more applications from teachers for individual class projects than we can handle. Patty has talked with Tara who said she would try to accommodate students from other classes who may want to participate in the art classes. After discussion Ryan moved SCF fund this application for \$527.25. Patty seconded the motion. PASSED.
3. Culture and Music Residency – Seward PTSA: The board liked the fact that this group has raised other funds and is collaborating with other groups in the community. After discussion Mark moved to fund this application for \$1,000. Melody seconded the motion. PASSED.

- b. ACF Basic Needs Grant \$5,000 – Amy: ACF is offering affiliates \$5,000 to grant for basic needs in the community. This can be split among any number of organizations. Advisors are encouraged to think about needs in the community and bring ideas to the next meeting. It will be put on a future agenda.

- II. Executive Team – Kim

- Filling positions for 2020: Kim would like to add at least three new advisors by the end of the year since three advisors are terming out and will be leaving the board. She has received indications of interest from Tekla, Marc Swanson, Cathy LeCompt and Shannon Wolf.

- Ginger suggested looking at past board members who could provide historical knowledge. Patty will look for a list she thinks she has put together in the past.

- The following executive positions will need to be filled:

- Recorder (Mark has volunteered)

- Treasurer (could possibly split between two people who would cover for each other when one is out of town – need to fill soon so Melody can

help train)

Grant Lead/Vice President – could be the same or two different people
Kim is willing to continue as President one more year but would give up the position if someone else wanted to do that job.

Ginger suggested adding Board Development to the next meeting agenda. The board agreed that Dave would be a good candidate for the VP/Grant Lead position. Kim will be contacting advisors about taking on one of these positions.

III. Fundraising/Development Team – Kim

- a. Fall Friendraiser – Cruise on the Dutch Harbor: Scheduled for 11 am – 2 pm on Saturday, September 21. Zudy's will cater. SCF has 18 confirmed attendees and two more possible. If weather is bad boat will stay at dock. Amy, Kim, Mark and Robbie will attend as SCF advisors. Kim will talk about SCF. Tara will speak as a grant recipient and donor.
Kim reminded the board that anyone can host a “friend-raiser” event. It can be for as many people as you want – just a couple or lots.
- b. Brown Bag Lunch Series: There were 22 people at the hour long lunch session and 15 at the 2 hour long afternoon session. Chelli Skoog covered assessing the health of an organization and budgeting for non-profits.
Nancy Anderson wants to do a workshop on Legacy Giving which might be a good topic for a future Brown Bag Lunch.

IV. Community Outreach Team – Kim: The newsletter has been sent. SCF will also do an “end of year” newsletter – shorter than the one just sent but it will include a donation envelope. Team will meet at 9:30 am Friday, September 20.

- ### V. Program Manager Report – Amy: See written report sent with board packet.
- Amy is willing to work with any advisor on donor development and welcomes new ideas.
ACF is implementing a new software system for grants management. Training will start next month.
Amy is happy with sharing the Greenvelope program with ACF. She is will to provide training in its use for anyone who wishes.

- ### E. Other Business – Calendar/October meeting/Board Potluck: A poll was taken of advisors and it was found that there will be enough for a quorum for the October meeting. It will be at Breeze Inn on October 16. Advisors who will not be able to attend are encouraged to complete the on-line evaluation for October mini-grant applications.

The board pot-luck was cancelled due to members not available to attend. It was suggested that spring may be a better time for this event.

Patty went to the Providence Board meeting that was held in Seward this week. There was a discussion about what makes a healthy community and what are major issues in Seward. One mentioned was lack of access to affordable day care. This year Providence will be granting over \$200,000 for wellness in Seward and \$145,000 for behavioral health. She and others wonder what impact these investments have had over the years.

F. Comments:

Patty – I would like to know if anyone has heard anything re: Paul Ruppel lately. (Other advisors reported he is in San Francisco with his boat.)

Melody – I'm willing to host the SCF Christmas party if the board would like me to. (The board said "Yes!")

Ginger – Wells Fargo Corporate office does not fund endowments, but the local bank may. I will check with them.

Mark – The Alaska Railroad also does not fund endowments. Thank you for coming, Tekla, and to the Moose Pass Library for hosting the meeting. There is an election coming up on October 1st so I'm reminding everyone to vote.

Ryan – Thanks for coming, Tekla. I like the two mini-grants we funded tonight.

Robbie – Thank you for coming, Tekla. Board should think about how SCF can use the \$9,000 returned to the SCF grant budget.

Tekla – Right now I have more questions than comments! (Kim will send Tekla information and the application packet.)

Phyllis – Thank you for coming, Tekla. Thanks to Rodger for hosting the meeting in Moose Pass.

Kim – Thank you for coming, Tekla, and to Ryan for bringing her. We had good discussions tonight. We are a working board so everyone is on at least one team which have separate meetings, usually not more than one a month unless there is a special event coming up. We all share in the work of SCF. Thank you to Rodger for hosting us. I hope everyone has safe travels.

Rodger – It's nice to see some younger faces at the table.

Amy – When looking at SCF statistics I saw that last year we had over 200 donors while this year we only have 71 so far. It would be good to do some comparisons at the end of the year.

J. Adjourn: 7:40 pm

Next Meeting Date: October 16, 2019, Breeze Inn Motel

SCF GOALS TO ACHIEVE RASMUSON MATCH

Fundraising Goals: [APPROVED BY SCF ADVISORY BOARD ON 8/22/18]	Results:	Endowment	Operating	*2019 Endowed funds = \$43,106. with Rollover
2017: Raise \$40,000 for endowed gifts and raise \$15K for operating endowment		\$ 53,563.32	\$ 13,375.00	*Operating funds- \$2,385 for Rasmuson Match
2018: Raise \$20,000 for endowed gifts and raise \$15K for operating endowment		\$ 57,751.37	\$ 9,450.00	*PickClickGive Amount to be announced 11/15 to 11/15
2019: Raise \$40,000 for endowed gifts and raise \$15K for operating endowment		\$ 4,755.00	\$ 12,615.00	
2020: Raise \$25,000 for endowed gifts and raise \$15K for operating endowment		\$ 3,106.00		
Total Raised: \$125,000 for Endowed Gifts and \$60,000 for operating Endowment				
Action Plan:				
1. SCF will work with local businesses utilizing matching challenge from Rasmuson to create employee giving programs and encourage donations from owner/operators.				
2. SCF will increase Pick Click Give donations by advertising during PFD application season.				
3. SCF will increase outreach efforts and invest more in general public relations, announcing the challenge match from Rasmuson and seeking new donors.				

CURRENT SCF FUND SUMMARY

Fund Name	Fund Balance	Current Year					Grand Total	
		2017	2018	2019	2019 Goal ¹	Variance ²	Funds Raised	Target ³
Endowed Funds (Match Eligible)	\$2,998,925	\$53,563	\$57,751	\$43,106	\$40,000	\$3,106	\$103,106	\$125,000
City of Seward Unrestricted Fund	\$8,052	\$200	\$50	\$100			\$350	
Dieter Family Endowment Fund for the Prevention of Domestic Violence and Teen Suicide	\$83,722	\$25,000	\$25,998	\$0			\$50,998	
Frank Dieckgraeff Memorial Fund for Seward Seniors	\$19,226	\$0					\$0	
Kaanta Community Fund for the Beautification of Seward	\$126,352	\$0					\$0	
Larson Family Fund	\$11,427	\$600	\$550	\$0			\$1,150	
Margaret A. Anderson Fund	\$27,360	\$200	\$200	\$0			\$400	
Paul and Sharon Ruppel Fund	\$19,747	\$3,004	\$500	\$500			\$4,004	
Seward Community Foundation Fund	\$2,691,165	\$24,409	\$16,890	\$4,755			\$46,054	
Seward Wellness Fund	\$11,875	\$151					\$151	
Roll-Over from Previous Year(s)			\$13,563	\$37,751				
Operating Endowment	\$82,925	\$13,375	\$9,450	\$12,615	\$15,000	(\$2,385)	\$35,440	\$60,000
Seward Community Foundation Operating Endowment Fund	\$82,925	\$13,375	\$9,450	\$12,615	\$15,000		\$35,440	\$60,000
Non-endowed Funds (Not Match Eligible)	\$20,243	\$16,499	\$22,825	\$5,000	\$0	\$0	\$49,324	\$0
Seward Affiliate Operating Fund	\$12,047	\$7,000	\$22,825	\$5,000			\$34,825	
Seward International Friendship Assoc. Sister City Exchange Fund	\$8,196	\$9,499	\$0	\$0			\$14,499	
Grand Total	\$3,102,093	\$83,438	\$90,026	\$60,721	\$55,000	\$721	\$187,871	\$185,000

Note: This amount is included in the Fund Balance for SCF Fund, but not eligible for the match.

\$21,699 \$40,700 \$20,000

Note: This amount is included in the Fund Balance of SCF Operating Endowment, but not match eligible.

\$13,375 \$9,530

¹ Must meet annual goal for non-operating funds in order to receive matching funds

² Any amount raised above the annual goal will roll-over towards the next year's match

³ The match to SCF's Endowment Fund is a 1:1 match of up to \$100,000 and is only available January 1, 2017- December 31, 2020. A bonus of 1:1 match of \$25,000 is available after the \$100,000 match is raised; the Affiliate Advisory Board may decide how best to utilize the additional \$25,000 match funds.

2019 Mini-Grant Tracking Report

updated
10/10/2019

SUMMARY

Original Allocation*: \$23,000	Total Requested: \$20,255
6/14/2019 Adjusted Allocation**: \$15,898	
Balance: \$5,628	Total Granted: \$10,270

* Allocation includes rollover amount not used in 2018 (\$3070) and unused amount from Major Grant Cycle (\$3,127).

** Original allocation is off. The amount has been adjusted.

DETAIL

Organization	Project	\$ Requested	\$ Granted	Date Reviewed
Seward Arts Council	Skip and Marie Fletcher Movie Series "Earn a Ticket"	\$ 1,000.00	\$ 1,000.00	12/19/2018
Bunnell Street Arts Center	Seward Artist in Schools sponsored by Bunnell Street Arts Center	\$ 1,000.00	\$ 1,000.00	12/19/2018
Seward PTSA	Missoula Children's Theater Residency	\$ 1,000.00	\$ 1,000.00	12/19/2018
Resurrection Lutheran Church	Community Christmas Tree	\$ 500.00	\$ -	1/16/2019
Hopecam, Inc	Give Hope, Get Connected - Alaska	\$ 1,000.00	\$ -	1/16/2019
SOS Pets	Road Trip for Cats and Dogs	\$ 873.00	\$ 436.00	2/13/2019
Resurrection Bay Historical Society	Seward Community Library Museum Exhibit Upgrade Spring 201	\$ 1,000.00	\$ 1,000.00	2/13/2019
Marathon Wrestling Club	Purchase a Certified Weigh In Scale	\$ 439.00	\$ 439.00	2/13/2019
Kenai Mountains Public Media, Inc.	KMPM Legal Counsel	\$ 1,000.00	\$ -	3/20/2019
<i>No April Mini Grants</i>		\$ -		
Inspiring Girls Expeditions	Guess the Amount Winner from Grant Announcement Luncheon	\$ 1,000.00	\$ 1,000.00	5/22/2019
Seward Little League	Bats	\$ 1,000.00	\$ 977.90	5/22/2019
Kenai Watershed Forum	Weed Pulling	\$ 850.00	\$ 250.00	5/22/2019
Seward Pride Alliance	Pride Event - BBQ	\$ 1,000.00	\$ 1,000.00	5/22/2019
<i>No June Mini Grants</i>		\$ -		
SeaView Community Services	CPR/First Aid Skills Instructor Equipment	\$ 616.35	\$ 640.00	7/18/2019
SeaView Community Services	Therapeutic Self-Care	\$ 1,000.00	\$ -	7/18/2019
<i>No August Mini Grants</i>				
Seward Arts Council	"Our Flag Flies in Washington" Mural installation.	\$ 1,500.00	\$ -	9/18/2019
Seward PTSA	Okaidja Afroso Ghanaian Culture and Music Residency	\$ 1,000.00	\$ 1,000.00	9/18/2019
Seward Elementary School	Seward Elementary Art Program	\$ 527.00	\$ 527.00	9/18/2019
Kenai Peninsula Borough School District	National FFA Convention in Indianapolis, IN	\$ 1,000.00		10/16/2019
Alaska SeaLife Center	2019 Community Holiday Party	\$ 1,000.00	\$ -	10/16/2019
Alaska SeaLife Center	Small Fry School 2019-2020	\$ 1,000.00		
Seward Sonics Middle School Basket Ball League / Alaska PTA Seward Parent Teacher Student Association	Project Funding	\$ 950.00		

Upcoming Applications

Seward Sports Association, Inc	Eric Olsen Jr	Safety topping for Jon Perry softball field
Alaska Avalanche Information Center, Inc.	Debra McGhan	Seward Backcountry Safety Education
Seward Prevention Coalition	Katie Cornwell	Sustainable Seward Downtown Recycling
American Red Cross of Alaska	Melanie Leydon	(View Request)



AFFILIATE PROGRAM – DELINEATION OF DUTIES

ACF Central Team, Affiliate Advisory Boards & Program Managers

The purpose of this document is to bring clarity to the roles and responsibilities of ACF Central Team members, Affiliate Advisory Boards, and Affiliate Program Managers. There are more detailed workflows associated with the functional area, listed in *italics*, and a more detailed “Delineation of Duties” document. This is a living document, as the Affiliate program adapts and changes over time. ACF and Affiliates are guided by National Standards, established by the Council of Foundations.

If you have questions, you can reach out to affiliate@alaskacf.org.

Functional Areas	ACF Central Team	Advisory Board Members (AB)	Program Manager (PM)
Governance	ACF’s Board of Directors assumes all organizational governance duties. ACF Central Team has final decision-making over Affiliate strategy and operations.	ABs make recommendations to the ACF Board and Central Team.	PMs are supervised by ACF and receive day-to-day direction from Affiliate ABs.
Policies	ACF Board, in coordination with the Central Team, establishes general policies for ACF (including Affiliates) in compliance with National Standards and according to the ACF strategic plan.	ABs follow ACF policies and procedures, including human resources and National Standards. ABs adopt local operational guidelines established by ACF, with some customization.	PMs help to align Affiliates’ actions with shared mission and provide guidance to Affiliates on following ACF policies, procedures, and guidelines.
Program Strategy and Planning	ACF Board & Central Team, with Rasmuson Foundation, establish Affiliate’s long-range goals, statewide plans, and develop strategies with AB input.	ABs identify local needs and opportunities, provide input to ACF Board and Central Team, and set annual customized goals.	PMs support the AB on operations, and act as liaison with ACF strategy and guidance.
Administration	ACF Central Team provides overall program management, grantmaking, processing, administrative oversight, and financial oversight aligned with National Standards.	ABs lead day-to-day operations, donor stewardship, and grantmaking of their Affiliate.	PMs support the AB on operations, communications, special events, projects, and administrative needs.
Fundraising and Donations <i>Reference: Affiliate Donation Notification Process document.</i>	ACF supports Affiliate fundraising efforts, provides training, and receives and processes donations.	ABs plan and lead local fundraising strategies, using templates and procedures when receiving local donations.	PMs support the AB with fundraising activities and follow procedures when receiving local donations.



AFFILIATE PROGRAM – DELINEATION OF DUTIES

ACF Central Team, Affiliate Advisory Boards & Program Managers

Grantmaking <i>Reference: Affiliate Competitive Grantmaking Process document.</i>	<p>ACF Board officially approves Affiliate grant recommendations.</p> <p>The ACF Central Team administers grant processes, ensures compliance, and manages finances and awards.</p>	<p>ABs review local applications and make grant award recommendations.</p> <p>ABs share grant opportunities with local nonprofits.</p>	<p>PMs support the AB with grant cycle and ensure cycles adhere to policies and procedures. Provide guidance on ACF grants in Affiliate communities.</p>
Events	<p>The ACF Team provides guidance to Affiliates on event planning.</p>	<p>ABs lead and host local events, Friend-Raisers, donor appreciations, grant awards, and annual ACF/ Rasmuson meetings.</p>	<p>PMs support the AB in operations, planning, and execution of events.</p>
Community Leadership	<p>The ACF Team provides support, funding, best practice learnings, and shares outcomes for community leadership activities/events.</p>	<p>ABs identify, plan, and host training and capacity building in their community.</p>	<p>PMs support the AB in the operations, planning, implementation, and reporting to ACF of community leadership activities.</p>
Staffing	<p>ACF CEO, Development, Finance & Investments, Communications, Operations, Programs & Grants, and Affiliate Program staff all provide strategic and operational support to Affiliates.</p>	<p>ABs are made up of local volunteers. Minimum and maximum number of AB members is generally 7 – 12 members.</p>	<p>PMs are ACF employees that are part-time, regional team members, and have a dual reporting relationship to ACF and the local AB.</p>
Relationships	<p>The ACF Central Team represents the Foundation in the general community, the overall state, and with other regional and national organizations.</p>	<p>ABs represent ACF mission and shares local goals through partnerships in their community.</p>	<p>PMs build close relationships with the ACF Central Team and their AB, as well as local donors and community partners.</p>
Communications & Marketing <i>Reference: ACF Communications & Marketing Support to Affiliate document.</i>	<p>ACF Central Team provides templates, guidance, and approves relevant Affiliate marketing and communications materials.</p>	<p>ABs work together with their PMs to create for newsletters, donor communications, blog posts, and social media, following ACF procedures and templates.</p>	<p>PMs ensures compliance with branding standards, policies, guidelines, and templates for marketing and communications materials.</p>
Affiliate Websites	<p>ACF Central Team creates website and communications templates, and approves content updates for publishing.</p>	<p>ABs create content for their Affiliate’s pages and blog posts. Shares website with potential donors, grantees, and nonprofits.</p>	<p>PMs, in coordination with the ABs, create content for webpages, blog posts, and e-newsletters, and updates media platforms. PMs submit changes for approval to Affiliate Central Team.</p>



SEWARD COMMUNITY FOUNDATION BOARD OF ADVISORS – 2019

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SCF COMMITTEE ASSIGNMENTS

Executive Team

Kim Reiersen, President

Patty Linville, Vice President

Phyllis Shoemaker, Secretary (Mark
Kansteiner in training)

Melody Spangler-Hatch, Treasurer

Donor Relations Team

Kim Reiersen, Leader

Melody Spangler-Hatch

Robbie Huett

Ginger Allen

Grant Team

Patty Linville, Lead

Rodger Painter

David Paperman

Communications Team

Kim Reiersen, Lead

Mark Kansteiner

Ryan Fisher


TIME UTILIZATION (as of 10.13.19)

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Remaining (308.25/yr)	Remaining (avg/mo)
31.25	17.25	17.25	.5	48	25	29	34	32.75	12.5			=246.5	60.75	23.39

Note: May hours = Affiliate Convening and Nonprofit Conference

PROJECTS BY STRATEGIC PLAN LONG-TERM GOALS
Grow Endowment by \$5m by 2027
Active Projects:

- Donor Development/Fundraising Support: Summer Operating Fund Campaign still active. Assisted with the Friend-raiser aboard the M/V Dutch Harbor.
- Donor Stewardship: Work with board to develop specific thank you cards/letters to individual fund donors that include specifics and pictures about grants that SCF has funded. Let's share our good work, so that they may see the impact of their gifts. Some ideas might include a baked goods or homemade jam delivered with the thank you.

Next up:

- Planning a Legacy Giving Event (\$500 available for this event from ACF) and Grant Announcement Luncheon scheduled for January 22nd, 2020 – Spendable amounts will be announced in December.
- Working to have a guest speaker at the Grant Announcement Luncheon – Quick Tips on running efficient board meetings.
- Working with Lindsey to create a SharePoint subsite for all AB members to access folders and documents important to operations.
- #Giving Tuesday – December 3
- Board Training: Community Donor Portal Training scheduled for October 17, 2019 12:00 PM – Zoom Meeting details sent.
- ACF Liaison: Basic Needs Grant – Amount CHANGED TBD.

Completed:

- Training: Attended the Brown Bag Luncheon with Foraker's Chellie Skoog. New Donor

Be a valuable community resource making an impact
Current Activities:

- Marketing and Communications: Updating Web, Living Treasures, Creating Winter Newsletter
- Nonprofit Brown Bag Luncheon Series: Next?

ANNOUNCEMENTS/OTHER INFORMATION

- Board Member Page nearly complete – thank you! Need bios from Robbie, Ginger, and Tekla. Need photo from Ginger and Tekla (will take at meeting).
- SCF Business Cards – Tekla and Ginger
- Bear Creek Fire Department
- Call received - why it's important that we discuss, plan and train for Diversity, Equity and Inclusion. This would make for a great Brown Bag Lunch Topic.
- Available funds for 2020 grants to be announcement.
- Amy on vacation: December 19 to January 4, March 20 to March 27, July 15 to August 5
- Document Attached: ACF has defined the roles of ACF, Affiliates, and Program Managers.

ACTION REQUESTS FOR BOARD

Develop Donor Stewardship Newsletter for Fund Holders and top givers in 2019.