

The Leota Braun Foundation, Inc.

January 28, 2021 Meeting Minutes

The Leota Braun Charitable Foundation, Inc. held its quarterly meeting on January 28, 2021, at 7:00 P.M. in the library meeting room. President Tammy McDonough called the meeting to order. The following members were present: Matt Fisher, Kristina Boroff, Twyla Hayes, Tammy McDonough, Cindy Canary, Fred Getz, Melanie Shindeldecker, Ryan Twigg, Donna Bates, and Executive Director Susan Sheppard. Prospective members present were Kevin Krall, Lisa Sheppard, and Leah Thompson.

Proof of the Meeting- E-mails were sent to the board for the October 15, 2020 meeting.

Reading of the Minutes- The minutes of the October 15, 2020 board meeting were distributed via e-mail to members prior to the meeting. Kristina Boroff moved to accept the minutes. Melanie Shindeldecker seconded the motion. The motion was approved.

Officers Report:

President- Tammy thanked the outgoing members Kristina Boroff, Matt Fisher, and Twyla Hayes for their dedicated service to the Leota Braun Charitable Foundation board.

VP- no report.

Secretary- no report

Treasurer- Melanie reported a checking account balance of \$18,364.29 as of 12/31/20. Investments balances are \$405,515.11 for a total fund balance of \$423,879.40. In 2020, YTD investment gain was \$5,112.67. In the 4th quarter, the Legion gave out two additional \$600 scholarships. The backpack program purchased a large amount of food from Call Ministries earmarked for Parkway students. LBCF received money from Betty Miller Memorial for the Carey Bill & Benny Scholarship and the Willshire Park received some funds from two different memorials. All the money that had been pulled from Edward Jones at the beginning of the pandemic has been deposited back into our Edward Jones account. In 2020, the funds received \$85,000 from 200 individuals. Money donated does not include businesses, Legion, or the Eagles. Money that came in from our mailing in October since no banquet could be held totaled \$5,550 to date; expenses were \$592 for net of \$4,958. Treasurer stated she was still receiving donations. \$200 was donated thru Paypal. Twyla Hayes moved to accept the Treasurer's report. Cindy Canary seconded the motion. The motion was approved.

Cindy Canary moved to accept Receipts & Disbursements as reported. Fred Getz seconded the motion. The motion was approved.

Electronic votes from last quarter reviewed: Rockford Bicentennial \$2,030.34 (Brand It Marketing mural & barn quilt); Willshire Youth activities - \$5,000 (Marcus Schwartz - ballpark dugouts); Veteran's Memorial - \$4,272.50 (A & A Greenhouse - landscaping); General Policy #3 – Page 2 - 8b Pass-thru Funds > 10-50% Stocks, Equities > 50-80% Fixed Income vehicles, corporate bonds, Gov't securities bonds & CD's > 0-20% Cash-money market; Equity Level

37% > purchased 10,000 more VIG, 30,000 more VOT, 5,000 more VBK; money transfer from checking to Edward Jones money market fund - \$35,000. All electronic votes was approved as listed above.

Investment Committee- Fred reported that Andy North of Edward Jones suggested not all the reinvesting of monies be done at this time. \$61,000 in bonds were completed (DIS, Citigroup, Verizon, Nike); \$45,000 in stocks of which some were completed (\$25,000 done/\$20,000 yet to be invested). A \$15,000 CD is due 1/29/21 and another \$15,000 will be coming due July 2021. Matt Fisher made a motion to renew the CD paying at a rate of either .05% or .08%, seconded by Twyla Hayes. Motion was approved.

A motion by Ryan to invest \$30,000 in a 15-year corporate bond from our checking account, seconded by Cindy. The motion was approved.

Audit Committee- Audit has been completed. Books have been returned to Melanie.

Finance & Gifts Committee- no report.

Promotions- instructions have been completed for website information for whomever takes over Twyla's responsibilities for the website. Leah Thompson will be taking care of this moving forward.

Events Committee- no report.

Nominations Committee- no report.

Grants and Distribution- no report

Executive- no report.

Old Business:

The mailing for donations to replace the annual banquet for 2020 was reported above in the Treasurer's report. Any additional donations coming in after our January 28 meeting will be reported in April. The Board felt there should be a letter to go out with the banquet information for all future banquets.

The Med-Dent 2021 scholarship amount will still have to be decided.

Twyla reported that all LBCF scholarship descriptions & requirements have been added to the website. The Board discussed the Bob Thompson Scholarship and the LBCF scholarship for 2021. The scholarships are now set @ 1-\$1,000 scholarship (Bob Thompson) and 2-\$500 scholarships for LBCF. A motion by Cindy to add \$500 to the \$1,000 scholarship for a 1-\$1,500 scholarship and to add \$250 to the \$500 scholarships for 2-\$750 scholarships plus an additional \$750 scholarship, a second by Melanie. Motion was approved. The total scholarships for Bob Thompson and LBCF will be \$3,750.

Willshire Sons of Legion are waiting until February when their CD comes due to open an account with Leota Braun Charitable Foundation.

New wording for the Master Agreement will be changed as follows:

“Terms of Agreement – The Foundation may at its discretion collect a .25%/qtr. for management and expenses fee from this fund in accordance with the By-Laws of the Foundation not to exceed one percent (1%) of the funds annually. The quarterly management and expenses fee will be assessed the first full quarter after the date of the signed fund agreement. Any gains/losses will be earned after the first full quarter using the Edward Jones rate of return by quarter.”

A motion by Kristina Boroff, second by Melanie to the above wording change to the Master Agreement. Motion was approved.

The change to the “General Operating Policies #1” as follows:

The following shall replace #1 (page 1) of the four-page “General Operating Policies”:

1. All funds may be assessed a .25 percent (.25%) of the fund balance quarterly and to exceed 1% annually to provide for the general business operations of the Foundation along with Edward Jones quarterly investment gain/loss quarterly. If new fund accounts are established in mid-quarter, they will be assessed the following quarter along with gains/losses.

A motion by Ryan and second by Donna Bates to accept this change. Motion was approved.

As discussed under electronic votes, #8-b Pass-Thru Funds of the General Operating Policies was approved.

The Willshire Bi-Centennial Fund contract has been signed and completed.

New Business:

The Board made the following recommendations & motions for the officers for 2021 as follows:

- President – motion by Cindy, second by Melanie to elect Tammy McDonough; motion was approved.
- Secretary - motion by Tammy, second by Fred to elect Cindy Canary; motion was approved.
- Treasurer – motion by Tammy, second by Ryan to elect Melanie Shindeldecker; motion was approved.
- Vice President – motion by Cindy, second by Tammy to elect Ryan Twigg; motion was approved.

The Board needs three new members to join the Leota Braun Charitable Foundation. A motion by Matt Fisher to appoint Kevin Krall, Lisa Sheppard, and Leah Thompson as new board members, second by Kristina; motion was approved.

The interview process for scholarships will be held sometime in April. Susan Sheppard and Donna Bates volunteered to do the interviews for 2021. Tammy will let Mrs. Ontrop know of our scholarship parameters.

The Rockford Lions Club has set up a new fund and has signed the new contract agreement.

Just a reminder we will need one new member for the Board for 2022.

President McDonough appointed new members to the following committees:

Kevin Krall – Auditing Committee (replacing Matt Fisher)

Lisa Sheppard – Finance & Gifts Committee (replacing Kristina Boroff)

Promotions Committee – Leah Thompson (replacing Twyla Hayes)

Events Committee – Leah Thompson (replacing Twyla Hayes)

Nominations Committee – Lisa Sheppard (replacing Kristina Boroff)

Grants & Distributions Committee – Ryan Twigg (replacing Twyla Hayes)

The Board discussed doing an external audit and suggested Steve Samples be contacted to see if he would be willing to do so.

Ryan Twigg moved to adjourn. Kristina Boroff seconded the motion. The motion was approved.

The next meeting of the Leota Braun Charitable Foundation will be held April 22, 2021 in the Rockford Library at 7:00 p.m.

Submitted by:

Approved by:

Cindy Canary, Secretary

Tammy McDonough, President