



Treasure Trove Giving Circle Organizational Meeting
March 3, 2021 at 7:00 p.m. via Zoom

MINUTES

Persons Present:

- **Board Members:** Nicki Adank, Joy Hittner, Jeff Hofer, Joe Kaczorowski, Kelli Krzyszton, Karla Patzner, Steve Scharlau, Michelle Schmidtkecht.
- **School Representatives:** Dr. Jo-Ellen Fairbanks, Supt and Kalene Engel, School Board
- **Guest:** Nancy Brown, Winona Community Foundation.

Minutes by: Kalene Engel

Call to Order: Meeting was called to order at 7:04 by Kalene Engel

Introductions: Attendees introduced themselves and provided background on their affiliation with the school district.

Overview of Treasure Trove Fund and Winona Community Foundation: Nancy Brown described the role and purpose of Winona Community Foundation as a grantmaking and fundraising organization. She explained how, after doing some research for the school district, she recommended that establishing a donor-advised fund would be a good place to start, as establishing a standalone foundation is a complex process. She explained that a giving circle is where a group of people pool their resources and collectively make grants to entities that they care about. The Winona Community Foundation holds the money, pools it with other assets and invests it and issues charitable receipts. Gifts are made to Winona Community Foundation and designated for the Treasure Trove Fund. People who want to donate anonymously are able to do so, while still receiving charitable receipts from the Foundation. The directors of the giving circle are able to solicit and evaluate grant requests and then advise the Winona Community Foundation Board on which grants to fund. The WCF Board is obligated to approve the donors requests unless it goes against IRS or foundation rules. The administrative cost of handling the donor-advised fund is 1.7%, which is all-inclusive.

Election of Officers: Based upon the pre-meeting survey results, there were four people who were willing to serve as officers, as follows:

President	Kelli Krzysztan
Vice-President	Jeff Hofer
Secretary	Nicki Adank
Treasurer	Steve Scharlau

All expressed a continued willingness to serve in those roles and no one else expressed a desire to do so; therefore, the above individuals were elected to the above office by unanimous consent of the directors present.

Review/revisions/approval of Grant Application Form: The grant application form was reviewed. Concerns were expressed about the grant process outlined in the bylaws, as it would allow the superintendent to determine which applications would pass through for consideration by the board, effectively placing all of the power in on person's hand. Kalene noted that the reason for involving the superintendent early on in the process was to make sure that the project was appropriate for the school, allowed by school policies and not otherwise in the budget. She also noted that an alternative process could include an appeal process. After discussion and consideration of different options, the directors agreed to revise the process as follows: applications will be submitted to the superintendent for review, recommendation for funding (or not funding) and the rationale for the decision. All grant applications (whether recommended for funding or not) would then be provided to the board for review and consideration of funding. Kalene will make the necessary modifications to the grant applications forms and bylaws.

Review/revision/approval of TTGC Bylaws: Draft bylaws were circulated to the directors in advance of the meeting. Based upon the pre-meeting survey, in addition to the above concern about grant processes, a few additional issues were raised. Attendees discussed those issues and determined that the following revisions should be made:

- Qualifications to be a Director: Anyone wishing to serve as a director must make a minimum donation to the TTF of \$100. There will be no residency requirement.
- Committees: The Grants Review Committee and Nominating Committee will be handled by the full Board of Directors; therefore, those committees can be removed from the bylaws. The Superintendent will be added to the Executive Committee.
- Grant Review Process: The grant review process will be modified, as above.

Kalene will make the requested modifications and send them to directors for review and approval. Directors agreed to vote on approval via e-mail.

Committee Appointments: Since any committees that would have required appointments were eliminated during the review of the bylaws, no committee appointments were made. Anyone who is interested in heling with the Fundraising/Events Committee will be welcome to do so.

Establishing Terms for Initial Directors: The bylaws call for establishing end dates for the initial officers, such that there will be a graduated turnover of officers. Through the pre-meeting survey and agreements made during the meeting, the following initial terms were established:

Initial Term Ending 6/30/22	Initial Term Ending 6/30/23	Initial Term Ending 6/30/24
Joe Kaczorowski	Steve Scharlau	Joy Hittner
Jeff Hofer	Nicki Adank	Karla Patzner
Jared Cyrus (tentative)	Michelle Schmidtknecht	Kelli Krzyszton

Per the bylaws any initial term DOES NOT count against the term limits.

Fundraising/Events: Kalene reviewed ongoing fundraising techniques, such as direct solicitations, press releases, website/Facebook posts and reaching out to estate planners/funerals homes. Attendees then discussed ideas for a specific fundraising event or events to benefit TTF. After discussion, the group agreed that an annual fundraiser which takes place somewhere within the district, involves local businesses and does not compete with other school fundraisers (i.e. takes place during the summer) would be ideal. Michelle noted that the golf course was expanding their deck to accommodate more people and would probably be open to hosting a golf tournament fundraiser. Others agreed that such an event would meet the criteria defined above. Kalene will organize a meeting for the people who expressed an interest in serving on the Fundraising/Events Committee so that further discussions can be held on a fundraiser. She will also look into the possibility of obtaining a raffle license.

Next Meeting Date: The next meeting date will be scheduled when we have grants to review. Otherwise, Kalene will send out a meeting notice for the Annual Meeting, which will take place sometime in June.

Meeting Adjourned: 8:30 p.m.