**Impact 100 Redwood Circle**

**Leadership Team**

**Minutes September 13, 2016**

**Present:**

Melissa Kelley, President

Susan Milstein, Secretary

Suzy Marzalek, Treasurer,

Carol Newman, Internal Communications

Toni Wilkes and Cindy Schmidt, Membership

Jan Houts, Marketing

Barbara Ramsey, Liaison 2016 Impact Grant

Liz Bortolotto, E&E

Carol Lynn Wood, 2017 Impact Grant

Guest: Judy Farrell, Community Grants Work Group

**Review Annual Planning Calendar:** Melissa

* We reviewed the annual calendar and suggested edits to be added by Toni
* Final meeting for next year: May 6, 2017

**Treasurer’s Report**: Suzy

* In our Impact Fund, we had $60,000 in August. We are off to a good start since near the end of the calendar year we expect a bump in income. In our Operations Fund, we had a little over $8,000 at end of July. Of that total, we’ve committed $2,000 in expenses to Scottish Rite and for our storage unit. We are in good shape.

**Membership:**

Toni:

* Four House Parties scheduled in September and October.
* Cocktail and conversation for September 13 (tonight).

Cindy:

* To date, 61 renewals and 14 new members. (75 in total to date) Members do not really have to renew until March, so no need for concern. Many expected to renew near the end of the year or nearer to the deadline.

**Marketing:** Jan H.

* Updated brochures on order**.**
* September 19: request will go out to LT members for entries to next full-membership communiqué (aka the newsletter).
* Looking for someone to update the Website, especially the calendar
* Marketing committee will do interview with TJ, Voices’ navigator, for next Impact 100 Redwood Circle newsletter.
* Membership to approach Martin Espinoza, PD reporter, about our grant to Voices.
* Need marketing help on committee. Will add help wanted item to newsletter.

Consensus Agreement: Agreed to put link to Voices website on our website. Action Item: Jan will contact Rick to change the website.

**Community Grants Process:** Judy

* presented timeline for Community Grants Fall 2016 Work Group.
* Fifteen members on work group.
* September 13: Evaluation training for work group members.
* Nominations: 35 eligible organizations have been invited to apply for $5,000 grants. Invitations went out on Sept. 6.
* Nominees will be listed on our website.
* Grant proposals due October 7.
* Proposals will be reviewed and ranked by work group. Top 10 will be chosen.
* Membership will vote on top five via email in late November.
* Announcement of grant recipients will be made to membership on Dec. 5.
* Community Grants timeline needs to be coordinated with timeline for Impact Grants

Action Item: Carol N. will send recusal form to Judy for Community Grants Work Group.

**Impact Grant Committee:** Carol Lynn

* First committee meeting to be held on October 1, 9-11 a.m.
* Reviewing and refining last year’s process. Reviewing last year’s documents and refreshing them.
* Committee is in the process of developing timeline for 2017
* Aiming to announce process for nominating organizations at Nov. 2 meeting

**Impact Grant Liaison Committee:** Barbara

* Quarterly updates from VOICES on our grant will be submitted to the liaison committee and will be accessible through our website.
* TJ is in the process of getting the program off the ground.
* TJ will maintain spreadsheet showing program accomplishments and places where the program is at risk and could use more support from us.
* Exploring idea of committee members meeting for dinner once a month with participants in the program.

Discussion ensued about Impact 100 Redwood Circle’s parameters with the respect to grant recipients. Further discussion is warranted about what Impact 100 Redwood Circle’s official involvement should be in organizations that receive our grants beyond monitoring the use of grant monies.

**Education and Events Committee:** Liz

* Committee working on education event for November 2.

**Melissa’s Report:**

* Redwood Credit Union is willing to sponsor us to meet as full group in their auditorium. This is an option that is available to us. Downside: no commercial kitchen. Upside: more upscale, more professional venue.

Submitted by Susan Milstein

[susan@personalhistoryproductions.com](mailto:susan@personalhistoryproductions.com)

707-322-1068