# Impact100 Redwood Circle

# Leadership Team

# Meeting Minutes

Tuesday, February 13, 2018; 11:30 a.m. to 1:30 p.m.

Community Foundation Sonoma County, 120 Stony Point Rd., Suite 220, Santa Rosa

# In Attendance:

Melissa Kelley, President

Helga Lemke, Vice President, Governance

Susan Milstein, Vice President, Nominating Committee

Suzy Marzalek, Impact Grant Committee

Marianne Messer, Impact Grant Committee

Charlene Staples, Membership Committee

Jan Houts, Marketing Committee

Jan Gilman, Impact Grant Liaison and Nominating Committee

Kristin Nelson, Impact Grant Liaison Committee

Liz Bortolotto, Events Committee

Ina Chun, Community Grants Committee

Mary Radu, Community Grants Committee

# 2018 Master Calendar:

* Jan H. presented an updated version of the master calendar.
* April 4th Membership meeting:
	+ Agenda of meeting to be determined by the Impact Grant Liaison Committee. The focus of the meeting will be presentations from Impact Grant recipients VOICES and Food for Thought.
	+ Ina suggested that we invite Ouisie Packard to give a short presentation on implicit and explicit bias at the meeting. (Ouisie has given helpful presentations to the grants committees.) Discussion ensued.

Action Item: Jan and Kristin will contact Ouisie to ask her to deliver a short presentation about bias at our April 4th meeting and to facilitate a table top discussion.

# Upcoming Events: Volunteer Center workshop (Feb. 23-24) and Jazz Concert (March 3)

* Melissa polled LT members on who can make it to the Volunteer Center workshops.

Action Item: Charlene will ask Judy to send another reminder next week encouraging members to register for the Volunteer Center workshops.

* RSVP deadline for Jazz Concert extended to Feb. 16. As of Feb. 12th, 48 members and guests had registered.

# Membership Meetings

**April 4th membership meeting:**

* Jan and Kristin outlined plans for meeting’s program. VOICES and Food for Thought will each give 15-minute updates with extra time for Q&As.
* There also will be time allotted for meet and greet, committee reports, and Ouisie’s presentation about bias and the accompanying table-top discussion.

**June 20th meeting:**

* Community Grants committee will design and lead the program.

# Membership Committee

* Charlene Staples’s report is pasted below.
* Consensus of LT was that the speaker’s bureau is an excellent idea.

# Database Project (Wild Apricot)

* Suzy reported on Kathryn Peyton and Jennifer Adams’s review of membership management software options and recounted last month’s meeting with Kathryn and others from LT and key committees to review Kathryn and Jennifer’s three top options. The favored option is Wild Apricot, but some of our key stakeholders have yet to review the software.

Action Item: Jan H. volunteered to review Wild Apricot and design a phased plan for implementing it. She will bring her proposal to the March LT meeting. She said she might be willing to serve as project manager to set up the software to meet our needs if LT votes to move forward with purchasing the software.

# Guidelines for use of Community Foundation

* Kristin handed out guidelines for room usage. Those guidelines will be posted in LT’s Dropbox folder.

# Community Grants: (presented by Ina and Mary as a written report)

* Kick off meeting held January 29th with 22 members (7 new members, 15 returning members)
* Committee concurred with the general membership that grants should not favor fire-related proposals, but consider them inclusively with all other proposals
* Motion passed to offer five $10,000 grants
* Members' Nominations for naming non-profits to receive "notice to apply" emails in process.  Due date February 14, 5 pm.
* Schedule in place to send out Invitation to Apply to non-profits on February 23rd.
* Have subcommittee workgroup structure in place to involve most of the committee in committee activities in addition to reading applications (eg. document updates, vetting committee, communications to members, grant award process facilitator).

# March LT Meeting Tuesday, March 13.

Preliminary agenda content:

* Ginger present 2017 year-end financials.
* Assessment and plan for implementing Wild Apricot.

# Declination presentation: How does the Community Foundation Sonoma County handle providing feedback to nonprofits that apply for grants and are declined:

Karen Demarest, the Community Foundation’s vice president for programming, gave us a short presentation about the Foundation’s grant-making process, highlighting how support is given to applicants throughout the application process and how feedback is delivered to applicants who are not awarded funding. Her key point was that the Foundation’s goal is minimize the number of applicants who receive rejections so that their time and energy is not invested in the application process for naught. She said she prefers a 70-30 ratio of acceptance to rejection but feels a 50-50 ratio is acceptable.

Karen mentioned that she personally calls all applicants who are not awarded grants to explain the funding decision. She said the feedback helps applicants learn what they can do differently moving forward and understand the Foundation’s grant-making process.

Discussion ensued about how we at Impact 100 RC might be able to fine-tune our grant-making processes to lower our acceptance-to-declination ratio in order to make an impact in community without requiring nonprofits to do a lot of fruitless work applying for our grants.

Action Item: The Impact Grant and Community Grant committees can consider how they might want to change processes to 1) reduce number of declinations 2) give feedback to organizations whose applications were declined.

Minutes Respectfully Submitted by Susan Milstein

**Membership Committee Report**

1. Marketing Strategy: We would like Board approval for a Speakers Bureau for presentations to local groups such as Rotary and Forum, etc. Barbara Hopp and Ann Nolen are the co-chairs and will solicit the speakers and schedule presentations. Also, anyone on Leadership want to offer her services to the Speakers Bureau?
2. Retention Strategies:
3. Orientation for new and current members will be offered quarterly beginning in the Spring
4. Buddy System is almost up and running

**Recruitment**

The Cocktails and Conversation on January 18, 2018 at John Ash was a dark and stormy night, yet there were 17 attendees and 2 have joined and we are expecting 2 more.

**Upcoming Events**

February 21 Coffee and Conversation 10:00-11:00 Trail House, 4036 Montgomery Dr, Santa Rosa

February 23 and 24 Understanding the Nonprofit Landscape 2/23 3:00-6:00pm or 2/24 9:00am-noon at Vol Ctr. $35 for members; register online thru link on our website and in Communique up to the event dates.

March 3 “The Power of Women” from 4:00 to 7:00pm. 48 attendees registered

**Membership Status Report**

A membership expires 60 days past the anniversary due date.

 1st Renewal notice sent the month prior to the anniversary date

 2nd notice sent the month following the anniversary date

 3rd a letter is sent acknowledging the expired membership with one last membership registration form and a request for suggestions for IRC

**Members in good standing**

167 members January 2018

174 members February 12, 2018

**New Members since January 9, 2018**

**New Referring member Committee Interests**

Jizell Albright Sharon Beckman Saturday’s hike, eventually one of the Grants committees

Dana Davies Sharon Keating Grants committees, Events

Karen Fass Suzy Marzalek attended Cocktails and Conversation at John Ash

Tina Ornell Maureen Beuhler Community Grants

Debra Young Maureen Beuhler Not sure

Gayle Peterson Sudha Schlesinger Grants

Sandra Renne Press Democrat Grants, Events, Where needed. Retired from Mendocino County to Varenna

**Founding Alumni who renewed their membership after a 1 year lapse**

Julia Freis and Susan Gustafson are sisters and pleased to be able to reactivate with IRC. Susan attended the C&C at John Ash.

**Expired Memberships – A letter will be sent to these members after the LT meeting on February 13, 2018**

The following members are 60 days over their renewal date. They remain on the newsletter email list.

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| Pam | Chanter | **pschanter@aol.com** |
| Natalie | Foley | **nataliefoley@aol.com** |
| Winky | Merrill | **winkymerrill@gmail.com** |
| Barbara | Moulton | **bcmhorse@sonic.net** |
| Pamela | Reeves | **rosethorncottage@gmail.com** |
| Carolyn | Johnson | **cjohn@monitor.net** |

**Memberships that expire on February 28, 2018**

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| Gail | Ben-Zion | gail@bbenzion.com |
| Robin  | Lavin | **robinlavin@earthlink.net** |
| Peggy  | Price | **peggyp@sbcglobal.net** |
| Judy | Burness | **j\_burness@mac.com** |