# Impact 100 Redwood Circle

# Leadership Team Meeting Minutes

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

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

# In Attendance:

Melissa Kelley, President

Helga Lemke, First Vice President

Sharon Beckman, Secretary

Ginger Kelly, Treasurer

Marianne Messer, Impact Grant Committee

Judy Farrell, Membership Committee

Jan Houts, Marketing Committee

Kristin Nelson, Impact Grant Liaison Committee

Pat Edelstein, Events Committee

Ina Chun, Community Grants Committee

Mary Radu, Community Grants Committee

# Introductions:

--Pat Edelstein attended in place of Liz Bortolotto

# Membership Update/Orientation

--We gained five new members, lost three non-renewing members and three lapsed

 memberships for a total of 173 members to date

--Name badges were lost in the fire at Carol Newman’s house

--Judy brought samples of name badges that Barbara Hopp had proposed that cost $6.50

--Judy suggests that we all be responsible for our own nametags

--Membership tree is in the storage shed. Pat said that Liz will be going to pick up wine glasses for the April event so she can pick up the tree and Judy will be responsible for storing it between meetings

Member Orientation:

--Shirley Ward, Robin Wendler, Terri Simpson and Judy formed a task force to welcome new members

--Starting in May, they plan to have quarterly meetings for up to 12 people in homes to determine interest in committee work, buddy system, etc

--Any suggestions for discussion topics should be sent to Judy

Speakers’ Bureau

--Barbara Hopp and Ann Nolen will be formulating a presentation to spread the word about Impact 100/Redwood Circle to organizations such as Rotary, Sonoma Forum, etc.

--Ann will donate a laptop; still need a projector

--It was suggested that an announcement be put in the newsletter about the subject and the need for a projector

Other:

--Some members were treated to a documentary/performance by Barbara Borden at the event at the Sonoma Museum

--Barbara Borden’s documentary will be on March 28 at 9:00 pm on KRCB

# 2017/2018 Financials

--Have final numbers for 2017 and were able to award the Impact and Community grants with $4,238 carryover into 2018

--We have $150,000 budgeted for the 2018 grants, and will be able to carryover $4,465 to the 2019 grant cycle

# Database Project/Recommendations—Wild Apricot

--Jan H. talked to all committees that would be impacted by the database and also interviewed other Impact groups

--At its heart it is a membership management group

--Everyone agreed that it was exceptional

Marketing:

--Would need to rebuild the website using WA’s template

--Provides ability to update from a mobile device

--Event Management capability

--Still a need for an email management individual to use their tools

--Question: who “owns” the email management part of it

--There are capabilities that will require I-100 to provide additional administrative resources

--Costs: Very inexpensive ($480/year for 250 contacts--would double in cost for additional 250)

--It was agreed that we need to hire someone to interface is we are unable to find volunteers within our membership

--Mary Radu suggests that we hire a virtual assistant

--rates from $25-$100/hr; need to provide with monthly usage + project work

--The purchase has been approved

**Action Items >>>**

--Jan will ask if Wild Apricot is they have an administrator we could hire

--Mary Radu can investigate hiring a virtual assistant but first Jan and Judy will come up with a job description and estimated needs

# Membership Meetings

April 4:

--Cindy Schmidt will send out emails

--Presentations from VOICES and Food for Thought

 --Each will have 15 minutes for presentation plus Q&A = 45 minutes

--Ouisie Packard will make a presentation regarding bias if she’s available

 --Marianne will ask Suzy if she can stand in for Ouisie if she is unavailable

 --May have a tabletop discussion question before the presentations

 (perhaps have a question related to bias?)

 Tentative Schedule:

--5-5:30: Social

--5:30: Melissa (intro committee chairs and ask about any members who have an interest in Technology Committee)

--5:45-6:30: Impact Grantee presentations with Q&A

--6:30: Bias Training

--6:50: Wrap Up

June 20:

--Major focus is Community Grants

 --2017 grantees will be introduced

 --2018 grantees will be announced

 --Members will have an opportunity to meet at various tables with both the

 2017 and 2018 grantees

--Kristin can provide necessary A/V equipment

--Sharon volunteers to help with tabletop signs for different organizations

# College T Project

# --At the Volunteer Center workshop, Cami highlighted the College T project

# --Individuals donate college t-shirts from their alma maters and provide them to under-served kids along with a written note about individual’s college experience

# --This program inspires students to go to college; has impact on entire family

# --Perhaps at an August social? (potluck, so Events Committee does not need to provide food/wine)

*Volunteer Center Workshop Feedback*

--generally positive

--generated ideas about theory of change, logic models

--Kristen could provide a values presentation to the Leadership Committee

--Do we want to offer the workshop again?

--Should we put something in the newsletter with a link?

*Other Item*

--Ina would like to address recognition of runners-up to the Impact-100 grant. A suggestion was made that all 3 finalists be awarded some amount (i.e., $5,000 each) for reaching the finals. This would compensate them for staff time spent on our application process. Marianne will take it up with her committee members. Discussion ensued that we may even be able to give out a modest sum this year if the Impact Grant Committee agrees to implement this.
--This will be revisited since Melissa indicated that there have been discussions about this issue before.

# April LT Meeting Tuesday, April 10, 2018

# Preliminary agenda content:

--Jan requests Wild Apricot, Part 3 discussion

--October 6 date to be confirmed with Scottish Rites and the agenda will be discussed

**Minutes Respectfully Submitted by Sharon Beckman**