# Impact 100 Redwood Circle

# Leadership Team Meeting Minutes

Tuesday, May 8, 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, Vice President

Susan Milstein, Vice President

Sharon Beckman, Secretary

Ginger Kelly, Treasurer

Suzy Marzalek, Impact Grant Committee

Robin Wendler, Membership Committee

Jan Houts, Communications Committee (formerly the Marketing Committee)

Jan Gilman, Impact Grant Liaison Committee

Kristin Nelson, Impact Grant Liaison Committee

Mary Radu, Community Grants Committee

Ann Nolen, Technology

# Introductions

--Two new people joined our meeting today

--Ann Nolen who will be overseeing the transition to the Wild Apricot software

--Robin Wendler of the Membership committee who was filling in to Judy Farrell who is on vacation

# Nominating Committee Update

--on Friday, July 20, emails will be sent to general membership to solicit nominations

--on Friday, September 21, ballots will be distributed to membership via email

--decision was made to vote by email; pending review the governance document

--the announcement of new officers will be made at the October 6 Annual Membership Meeting

--While not part of the nominating process, Susan would be happy to help identify candidates for committee positions; invites information from committee chairs

Event Committee

--Liz has stepped down as Chair so need for immediate replacement; however she is staying on the committee

--This led to a discussion about recruitment of people onto committees

--Suzy will send an outline of an email to Melissa who will distribute to general membership

Membership Update

--Melissa read a heartfelt message from Charlene

--three new members: Sharon Yakura, Toby Flax, Denise Scaglione

--orientation will be May 24, at Judy’s house--a good opportunity to recruit for committees

--next Cocktails & Conversation will be May 15 at Bird & Bottle from 5-7

--there has been discussion to plan a C&C in Petaluma with the objective of recruiting to broaden our representation there

--Melissa would like to support NextGen scholarships in future membership documents

# Wild Apricot Discussion

--Ann has experience with the software and implementation in other organizations

--Ann will communicate with various stakeholders, starting with Jan H. and Judy

--members are encouraged to call Ann with any questions (707) 888-1837

--purchase has already been approved

--never replaced internal communications that was previously done by Carol Newman (emailing, reminders for meetings)

--we will investigate hiring a virtual assistant to fulfill this role and be rolled into the Wild Apricot implementation

# Community Grants Update

--Committee met on April 23 and voted on 10 finalists from 29 vetted applications

--Votes from general membership are due on May 11 by 5pm

--During April 23 meeting held a review/feedback session on the 2018 application review process

--Committee appointed an ad hoc committee to review and bring recommendations to the June 11 Wrap Up Session

--The Ad Hoc committee goals are to clarify and fine tune the CG application for 2019 and arrive at consensus of what “impact” means to Community Grants

--A request was made for CG leaders to step forward for 2019—replacements needed for both co-chairs and Jennifer Cornell’s Communications role with the committee

--Subcommittee is working on plans for June 20 general membership meeting, focused on 2017 and 2018 Community Grantees

--2017 recipients will speak about the impact of the grants

--2018 grantees will have tabling opportunity

Anyone who would like to send a card to Ina Chun, whose sister-in-law passed away last week from cancer, her address is 10900 Falstaff Rd. Sebastopol, CA 95472

# Grants for Impact 100 Runners Up (2019) Discussion

--in the past the Leadership Team discussed the possibility of awarding the runners up some compensation for their work but decided against it

--that decision is being reconsidered as an Acknowledgement Grant

--several possibilities were discussed and the Vice-President, Governance (Helga) will come back with language to be taken to the general membership

--if we do this it would start with the 2019 grant cycle

# Plans for funds over $200,000 (2019) Discussion

--we are closing in on 200 members so we need to consider our future awards

--at what point will we give a second Impact Grant and what will be the impact on our Community Grants and that aforementioned Acknowledgement Grants

--within our governance guidelines we need to award the grants, so the idea of “banking” funds from one year into another isn’t viable

--this should be held over to December meeting to determine what funds will be available and that will guide our decisions

# August Social and Quarryhill Tour, College T Project

--Pat Edelstein is a docent at Quarryhill and has offered tours for our membership

--we’ve decided to create our August social around this tour—perhaps a morning tour followed by a potluck lunch

--the August Social will be discussed at the next meeting

--we could incorporate the College T project into this event with attendees buying t-shirts from their college to inspire grade school kids to go to college

Communications Committee Recap is attached below

**Next meeting: June 12th**

**Minutes Respectfully Submitted by Sharon Beckman**

**Impact 100 RC  
Communications Committee Recap  
4/17/18 meeting**

Present: Vicky Groninga, Barbara Hopp, Jan Houts (co-chair), Ann Marie McGee, Ann Nolen, Suzanne Tucker

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The group discussed changing our committee name from “Marketing” to “Communications” and all agreed it is a better fit and will be clearer to new members. We will devote time at future meetings to come up with a refreshed job description for our team. Jan gave the group an update on current project the Leadership Team is working on, including the Wild Apricot database.

Key Priorities:

* Fact sheet: after several back-and-forth emails, it was decided to do an initial version (see attached example) for the membership committee’s use at their May 24 orientation (Suzanne). A more in-depth (photos, testimonials) version may be done at a later date.
  + - *Note: we do not need to get photos/testimonials to Suzanne as originally requested.*
* Name badges: Ann Marie volunteered to create a template (Vicky to get her our logo)
* Speaker’s Bureau Presentation: Barbara has completed initial draft of the text; Ann will create PowerPoint.
  + *Notes: LT/Melissa should review prior to using publically; we  
    are in need of a projector*
* Community Grant Winners: Ann Marie will work with the Community Grants committee/representatives to get photos/and blurb for website, newsletter, etc.
* Miscellaneous:  
  - Jan will work with the Community Grants & membership committees to send the June 20 meeting announcement out through Constant Contact

Ann Nolen has graciously offered to take on the Project Manager role for our Wild Apricot database transition, and take the lead on starting our Technology Committee. Although we will need to find a replacement for her position as our Facebook coordinator, the Impact 100 Leadership Team is thrilled with Ann’s willingness to take on this important role.