# Impact 100 Redwood Circle

# Leadership Team Meeting Minutes

Tuesday, November 13, 2018; 11:00 a.m. to 1:00 p.m.

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

# In Attendance:

Melissa Kelley, President

Helga Lemke, Vice President/Governance

Susan Milstein, Vice President/Nominating

Sharon Beckman, Secretary

Judy Farrell, Charlene Staples, Membership Committee

Jan Gilman (on phone), Kristin Nelson, Impact Grant Liaison Committee

Pat Edelstein, Events

Jan Houts, Marketing

Suzy Marzalek, Marianne Messer, Impact Grants

Mary Radu, Ina Chun, Community Grants

Ann Nolen, Karen Fass, Technology

Thea Hensel, Laurie Parish, Education

New LT Members: Carol Orme (on phone), Laurie White, Bev Curry

# Introductions

--All current and future members

--See attachment A for new Leadership Team Members starting January 2019

# Celebrate October 6 Meeting/Impact Grant

--Co-chairs Suzy and Marianne conducted a debrief after the October 6 meeting facilitated by Sharon Keating with the following highlights:

 --frustration with nominating process with many members wanting more information, so will be meeting with Thea and Laurie P. of the newly-formed Education Committee

 --they need to update application forms for LOIs and FPAs

 --decided to move the Annual Meeting from October to November 9

 --considered a one-step grant application procedure, but decided on current LOI/FPA structure

 --have Site Visits (renamed Q&A Sessions) at a site yet to be determined rather than at non-profits so more committee members can attend

--First week in January members should be sent an email from President/Education Committee outlining process of choosing the two grants~both Impact and Community~ with timelines

--Melissa asked if we should retroactively award runners-up checks to 2018 finalists if we have sufficient funds (to be discussed at the appropriate time)

# Community Grants

--Meghan Murphy has agreed to Chair, but Mary and Ina encourage others to think about a possible co-chair

# 2019 Annual Calendar

--In January will ask for nominations for Community Grants

Membership Meetings will be:

#  --An early February meeting with an Education Committee component and

 NextGen information

 --The June meeting will feature the Community Grants announcements

 --There is usually a social meeting in August

 --November 9 will be selection of the Impact Grant

 --exact dates will be discussed among the appropriate committees

Membership Committee Update:

--Charlene gave updates on new members, those needing reminders and renewals

--Judy reports that we have 180 members having added 42 in this calendar year

--a “shout out” to members Barbara Hopp, Ann Marie McGee and Shirley Ward for being especially active in their recruiting efforts

--while there’s a net plus of seven members, after considering those who didn’t renew, there will be a concerted effort in retention and engagement next year

-- the New Member Orientation Meeting on October 18 had roughly 16 people

and the event turned out to be a good recruitment tool for committees

-- NextGen has been discussed at an ad hoc committee level because we want to build an organization that attracts a younger, more diverse membership for a sustainable future

--This effort includes the two components of sponsorships and scholarships

--Voting eligibility cut-off date is recommended to be October 15 each year, a consistent date so recruitment and renewal activities can go forward smoothly and provide the Community Foundation of Sonoma County time for processing applications

-- Membership will be prepared to make a recommendation on Grace Period at the December meeting

--the next Cocktails &Conversation will be January 23 at Perch & Plow on Courthouse Square, Santa Rosa from 4:30 to 6:30

# Technology Committee Report

--currently working on getting various membership inputs coordinated

--going forward with Wild Apricot, will be able to provide more complete member information

--then will focus on automation such as sending out renewal notices

--will eventually have information for event attendance and information consolidated by groups

--Ann introduced Karen Fass who is a project manager, technology expert who will be helping the committee give access to information while creating a single source of “truth” in our technology support

Education Advisory Committee

--Judy Freedman and Mary Beth Cerjans Falk have been added to the committee

--Thea and Laurie provided their timeline for projects and links to non-profit resources

--besides presenting information at the February 2019 Membership Meeting, they will create dynamic exchanges between the membership and the LT to learn about non-profits and contact other Impact groups

--they will be participating in C&C’s and new member orientations to provide educational support

# Leadership Team Onboarding

--one new member would like a definition of the Leadership Team in general and individual responsibilities and was referred to the Governance Policies and Practices on our website

--Jan Houts is willing to put together a guideline for new LT members to locate information/documentation to facilitate their understanding of the organization and Team responsibilities

--lots of confusion exists about Dropbox so this will become an agenda item for next month

**Next meeting: December 11 from 11-1 at Community Foundation**

Minutes Respectfully Submitted by Sharon Beckman

Attachment A

Leadership Team

Jan Gilman, President

Carol Orme, 1st Vice President, Governance

Sharon Beckman, Vice President, Nominating

Ginger Kelly, Treasurer

Laurie White, Secretary

Committee Chairs:

Membership

--Charlene Staples, Co-Chair

--Bev Curry, Co-Chair

Events

--Pat Edelstein, Co-Chair

--Teresa Denniston, Co-Chair

Technology

--Ann Nolen, Chair

Marketing

Ann Marie McGee, Co-Chair

Jan Houts, Co-Chair (temporary)

Liaison

Kristin Nelson, Co-Chair

Carol Lynn Wood, Co-Chair

Impact Grant

Suzy Marzalek, Co-Chair

Marianne Messer, Co-Chair

Vick Groninga, Co-Chair

Community Grants

Meghan Murphy, Chair

Education

Thea Hensel, Co-Chair

Laurie Parish, Co-Chair