

**DULUTH LEGACY ENDOWMENT FUND  
PROJECT GROUP MEETING  
Tuesday, January 23, 2007 – 12:00 Noon  
Room 609 – Minnesota Power Building  
30 West Superior Street**

**MEMBERS PRESENT:** Nancy Norr, Jeff Anderson, Greg Gilbert, Brad Beckman, Sandy Carlson, Melissa Kadlec, Kay Ross

**EXCUSED ABSENT:** Abbot Apter, Dr. Robert Powless, George Goldfarb

**STAFF PRESENT:** Keith Hamre and Joyce Ellingsen, City Community Development

**OTHERS PRESENT:** Becky Byers Strand, Duluth-Superior Area Community Foundation

**CALL TO ORDER:**

The meeting was called to order at 12:10 p.m. by Nancy Norr. She reported that she had received Peter Sneve's resignation since the retreat. Norr also said she would like to add a discussion of the meeting schedule to the agenda.

**APPROVE MINUTES OF SEPTEMBER 28, 2006, MEETING:**

**Motion by Melissa Kadlec, seconded by Sandy Carlson, to approve the minutes of the Duluth Legacy Endowment Fund Project Group meeting of September 28, 2006. The motion was unanimously approved.**

**CONTRIBUTIONS REPORT:**

Becky Byers Strand distributed the contributions report dated November 1, 2006 - December 31, 2006. Gifts to the Duluth Legacy Endowment Fund total \$25,192.85. Gifts to Duluth Legacy Documentary Fund total \$3,000. DVD Sales to date total \$21,207.74; this is not included in the contributions report. Strand said she hopes to have a financial statement for the next meeting.

**COMMITTEE REPORTS:**

**Marketing Committee** - Sandy Carlson said she and co-chair Melissa Kadlec have talked, but the committee has not met. They will do so in the next two weeks as an operating budget is needed. They need to meet with other committee chairs to decide what the Marketing Committee is going to do. Marketing Committee members have different ideas, including preparing a one page sheet for distribution or putting it on the Duluth Superior Area Community Foundation web site where information about the Duluth Legacy Endowment Fund is located. A full brochure is not yet feasible. Norr said it is a good idea to talk with other committee chairs. She noted that some people are not web savvy.

**DVD Sales** - Strand said a large quantity of DVDs was purchased by Security Jewelers.

**Development Committee** - Kay Ross and Abbott Apter are the only ones on this committee. Their goal is to get more committee members.

There was a question of whether undesignated funds left to the City could be put into the Duluth Legacy Endowment Fund. Greg Gilbert said he will draft a Council Resolution to accomplish that. Norr said there will need to be a resolution to officially appoint Kay Ross to the board, and perhaps these resolutions could be done at the same time.

**Grants Committee** - Jeff Anderson said George Goldfarb has done a lot of work for this committee. Anderson reviewed the draft guidelines. Funding requests up to \$2,500 will be considered. Strand said disbursements are not usually given for one year after the \$25,000 minimum is reached. She mentioned there could possibly be a temporary grant making account to get publicity going.

In viewing criteria for funding, it was noted that the last two bullets are unique to the Duluth Legacy Endowment Fund and are meant to avoid future conflict with the City. One requires that a City Department must sign off on each project. The other says capital projects will be considered. Carlson pointed out the need to get the “two cities” working together - the people and the government.

Strand said she gave these notes to Joan Gardner-Goodno to put into the proper language. Gardner-Goodno is working on application form. Strand said these documents will be sent to the Marketing Committee when they are complete. Strand said the entire name and Duluth Legacy Endowment Fund logo should be used in all marketing information. Carlson noted that these documents should not be put out for the public yet so the Duluth Legacy Endowment Fund does not start getting applications. Norr said it is most important to get it to Marketing Committee and it should be stamped “draft.”

**Other** - Strand suggested a Governance Committee should be formed because it is important to identify who is “coming to the table.” It was noted that the bylaws designated the board composition. Strand suggested this be put on “to do” list for 2007. The retreat list of names could be revisited for candidates and additional names were mentioned.

#### **CHAIR’S REPORT:**

**Project Group Update – Retreat** – Norr commented that the retreat gave the board good direction and will encourage people to spend time on this endeavor.

**Open Positions** - Norr said someone is needed who would be willing to be on the Development Committee. There was discussion about possible board members. Nancy said anyone contacted should be asked about both board and committee positions because they may be willing to serve on a committee even if they cannot serve on the board.

**Meeting Schedule** - After discussion, it was decided that the board will meet on the 4<sup>th</sup> Tuesday of the month.

The meeting was adjourned at 1:10 p.m.