

DULUTH LEGACY ENDOWMENT FUND ADVISORY BOARD MEETING
Tuesday, October 28 – 12:00-1:15 p.m.
Room 640, Minnesota Power Building
30 West Superior Street

MEMBERS PRESENT: Nancy Norr, Michael Cowles, Greg Gilbert, Melissa Kadlec, Rob Karwath, Dan Markham, Dr. Robert Powless

ABSENT: Jeff Anderson, George Goldfarb

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

OTHERS PRESENT: Per Wickstrom, Development Committee Member, Becky Byers Strand, Duluth-Superior Area Community Foundation

CALL TO ORDER:

The meeting was called to order at 12:08 p.m. by Nancy Norr.

APPROVE BOARD MINUTES OF JULY 16, SEPTEMBER 23, AND OCTOBER 10, 2008, AND GRANTS COMMITTEE MEETING OF OCTOBER 10, 2008:

Motion by Dr. Powless, seconded by Melissa Kadlec, to approve the minutes of the July 16, 2008 board meeting. The motion was unanimously approved.

Motion by Dan Markham, seconded by Dr. Powless, to approve the minutes of the September 23, 2008 board meeting. The motion was unanimously approved.

Motion by Dan Markham, seconded by Dr. Powless, to approve the minutes of the October 10, 2008 Grants Committee meeting, with the board acting as a committee of the whole. The motion was unanimously approved.

Motion by Dr. Powless, seconded by Melissa Kadlec, to approve the minutes of the October 10, 2008 board meeting. The motion was unanimously approved.

CHAIR'S REPORT:

N. Norr welcomed Michael Cowles to the board. M. Cowles shared information about his background. There was discussion about filling two vacant board seats. B. Strand said she is trying to get each fund going on a calendar year for terms and slate of officers. N. Norr said once the slate is complete board terms will be re-established. K. Hamre noted that starting in 2009, the Mayor will only approve members once a year, in the month of March.

N. Norr said she and G. Goldfarb met with Councilor Stauber to clarify the use of Legacy Endowment Fund grants. Money must be used for a public purpose if it goes through the City. Stauber liked that a City department must sign off on applications. There was a discussion with Holly Sampson and Mayor Don Ness. There is a burden

on the City to make sure the public purpose part is being met. A process will be set up within the City. K. Hamre said he will have to know how the City prioritizes applications. Mayor Ness will get this to H. Sampson once it is completed. K. Hamre will check with the Mayor. Hamre said the City Attorney will probably draft the document. The money will go to the City, which will create a relationship with the nonprofit or other organization. K. Hamre pointed out that there already is a relationship with Grant because they have a Community Development Block Grant (CDBG) contract.

CONTRIBUTIONS REPORT:

B. Strand reviewed the contributions report ending August 31, 2008. She said there is currently \$6,544.98 toward the \$250,000 fund raising goal. She then distributed and reviewed the Fund Statement for January 1-September 30, 2008. The ending fund balance is \$49,091.32. The operating fund has \$14,201.90.

Motion by Dan Markham, seconded by Rob Karwath, to accept the January 1-September 30, 2008 Fund Statement. The motion was unanimously approved.

COMMITTEE REPORTS

Development Committee – D. Markham met with Mary Robillard and another staff person from Northland Foundation. Robillard had a lot of questions about development and marketing. Markham has not heard from them yet regarding the \$10,000 request. Northland's board meets November 6th.

N. Norr said the web site is live at duluthlegacyfoundation.org. G. Goldfarb still has to get a routing number from B. Strand for contributions, so contributions may not go through yet. She noted that the site is a work in progress.

Regarding development efforts, D. Markham said he will pursue large donors in next few months.

Marketing Committee – M. Kadlec said the Marketing Committee met in September and will meet again in November. She shared ideas discussed at the September meeting, including promotional spots by WDIO and Charter Communications. There was additional discussion about possible advertising formats and locations. Dr. Powless suggested a sign at Spirit Mountain and M. Kadlec will check into that. B. Strand suggested a kiosk at the airport.

Grants Committee – The Duluth Superior Area Community Foundation Board meets tomorrow and will review Duluth Legacy Endowment Fund grant applications. There was discussion about publication of grant information, when press releases will be made, and the possibility of a board member reporting to the City Council at one of their meetings. B. Strand said Holly Sampson had shared some concern about the about media sharing too much information as it relates to donors who have gifted money in their wills. There was discussion about management of the message to avoid negative backlash.

There was discussion regarding how grantees can help promote the fund. One possibility is a grant reception one year after the grant to report about what they have done. This may stimulate donors to give again. It was noted that having the Mayor and Councilors present would put a good face on City.

Motion by Dr. Powless, seconded by Greg Gilbert, that since Jeff Papas is leaving the City, the Board should officially thank him for all the work he has done for the Duluth Legacy Endowment Fund and wish him well in his new place of employment. The motion was unanimously approved.

N. Norr will send him a thank you letter on behalf of the Board.

NEXT MEETING:

The next meeting will be Thursday, November 20, at 12:00-1:30 p.m. at the Duluth News Tribune offices.

ADJOURNMENT:

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