

## **Garnett Community Foundation Board Minutes**

### **August 22, 2023**

The Garnett Community Foundation Board met on August 22, 2023 at 5:30 PM at the Garnett Library. The following members were present: Julie Smith, Audrey Stewart, Bonnie Deiter and Helen Norman. Not present was Erin Stevenson.

Minutes: Bonnie moved to approve the minutes from the previous meeting, Helen seconded and the motion was passed.

#### Financial Report:

Beginning- \$66,809.84

Debits- \$849.42

Credits- \$2,050.83

Ending- \$68,011.25

Audrey to approve the treasurer's report, Bonnie seconded and the motion was passed.

#### Old Business:

- By-laws- completed by Bonnie. Helen moved to approve the by-laws, Audrey seconded and the motion was passed. A final copy of the by-laws will be published with the minutes, as well as printed and housed in the Secretary's book.
- Fees letter- Helen will accumulate a list of people in charge of the various accounts so that the letter can be sent at the beginning of the new year. Julie is creating the letter to be sent.

#### Requests:

- Kathy Zimmerman submitted a request for \$534.65. After discussion of individual requests, the board recommended the purchase should be completed by the Recreation Center/City of Garnett. Audrey made a motion to approve the request from the Recreation Center/City of Garnett for yoga supplies, seconded by Bonnie and the motion passed.

#### New Business:

- Patterson Family Foundation grant
- Match months will be September and November
- Online donations/QR code has been completed
- Further discussed the match days and advertising events (passing out bottled water at the fall Concert series in September, displaying money sign around town, QR codes, yard signs, etc.).
- The Board also proof-read the business letter that has been drafted to send to local businesses promoting the months of giving. Julie will send each of us the letter and she had envelopes prepared with brochures to go with the letters.

- Newspaper article was completed by Bonnie with the board's review
- Fundraising progress sign/banner has been printed and was at the meeting for review.
- Yard signs – another 19 signs will be ordered and placed through the city.
- Audrey will be ordering 250 water bottle labels at 1.5". Cost should be \$41.75 with free delivery. Erin will speak with Patriots Bank about donating water.
  - Audrey will be putting donation levels on the \$ sign.
- Table at Thursday Concerts – We will set up a table at each table for explanation and promote our matching grant. Work schedule for the concerts are:
  - September 7<sup>th</sup> – Erin and Julie
  - September 14<sup>th</sup> – Bonnie and Erin
  - September 21<sup>st</sup> – Bonnie and Helen
  - September 28<sup>th</sup> – Julie and Helen
- Signs at Cornstock – Cornstock board approved us to be in the VIP tent and anywhere else we would like to set up with our signs, etc.
- Board went over a list of businesses to hand deliver the business letters. Also need to reach out to class reunions and other donors.
- Filing with the State of Kansas. Bonnie has spent many hours on completing the necessary forms to set to the state. Forms included Secretary of State-Non for Profit, Charitable Organization, Kansas Attorney General Charitable Organization.

Another meeting to reevaluate the fundraising efforts for the matching grant is scheduled for September 12, 2023 at 5:30 at the Garnett Public Library.

Helen Norman  
Acting Secretary