

NOTICE
Katie Flowers Endowment Meeting
Monday, November 18, 2024
Forest Lodge Library
5:00 pm

Zoom Link: <https://us06web.zoom.us/j/84658438282>

The Katie Flowers Endowment, trade name Forest Lodge Library KFE is a legally enjoined Wisconsin 501 (c) 3 organization that functions as the fundraising arm of the Forest Lodge Library and whose sole purpose is to support the library.

AGENDA

1. Call to order
2. Roll call, introduction of guests.
3. Acceptance of minutes of prior regular meeting (Oct, 2024) and Special Meeting (Oct. 30, 2024).
4. Discussion of Officer nominations for 2025.
5. Financial report: Account holdings and Pledges. Discussion and possible action on any recommended movement of funds in accounts. (JP)
6. Report on meetings with Morris Verdonk representative to transfer accounts to QuickBooks and link LGL to QuickBooks, including Separation of Duties document. Discussion and possible action regarding acceptance of contract with Morris Verdonk and adding Emily Verdonk as PayPal user. (MJF, JP, TW)
7. Discussion and possible action regarding messaging for fundraising. (MJF)
8. Report from Donor Communication/Thank you Committee. (MD, JZ, MR) Discussion and possible action regarding letter to donors that have open pledges/ others. (MJF).
9. Report on Appeal Mailing. (MR)
10. Discussion and possible action regarding hiring an overall financial project manager for the library expansion project's separate funding streams. (MJF)
11. Discussion and possible action to set up a [Google Workspace](#) account with a shared folder for KFE materials/ minutes/ resources/ finances and a KFE email account. (MJF)
12. Review of Tasks Noted in Previous Meeting Minutes (Old Business)
 - JP will follow up with Brad Lewis about check for \$500, add a Donor Name row to LGL to document Thrivent donations
 - Form Donor/Thank You committee (MD, JZ, MR initial interest) – contact MJF if also interested
 - MJF will set up interviews with possible accounting firms for the Financial Management Committee of MJF, JP and TW. T.W. come up with initial list of questions for meetings with financial management firms
 - J.P. will list duties that she has performed as treasurer
 - M.R. will contact DOA concerning the possibility of library building expanding more than originally planned
13. New Business (for December, 2024 KFE Meeting).
14. Review of Tasks for Next Month/ Future
15. Public Comment Period. To avoid Open Meeting Law violations the Board will limit itself to answering basic questions from the public and will place matters requiring additional discussion or action on a future meeting agenda.
16. Next meeting date(s), time and location of meeting: 5pm, December 18, Forest Lodge Library.
17. Adjournment

Notice is hereby given that a quorum of Library Trustees may be present at this Katie Flowers Endowment Board of Directors meeting on Nov. 13 at 5:00pm. No library board action will be taken at this time and no library board business will be discussed.