



**Planning & Development Division**  
*Planning & Economic Development Department*

Room 160  
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## **Duluth Legacy Endowment Fund Advisory Board**

Regular Meeting of October 20, 2021 – 5:00 PM

**Via WebEx**

### Meeting Summary

1) Call to Order, Roll Call, and Welcome!

- Board Members present: Malcolm Davy, Kyle Dickinson, Leah Berg, Courtney Benson, Nate Lotts, Katherine Mueller, Nolan Haglund, Nick Fadziewicz
- Board Members not present: Jim Lewis, Daniel Kight, Jason Tanski
- City staff present: Suzanne Kelley

2) Review and Approve the April 21, 2021 minutes

- Leah Berg made the motion to approve the February 17, 2021 minutes; Katherine Mueller seconded the motion and the motion passed.

3) 2021 Funding Requests and Award

- Staff informed the Board that the grant funds were sent to the agencies that received approval for the 2021 applications. The Board asked Staff to provide them with a status report from the agencies on these grants. The Board also asked Staff to provide them status reports from agencies for the grants issued in 2019 and 2020. The Board also asked if it would be possible to see photographs showing where the grant funds were spent.
  - Staff will provide updates prior to the next meeting.

4.) Membership Update

- Staff informed the Board that the membership is at capacity. The Board is concerned with members who have missed more than 50% of the meetings. Leah made a motion to direct staff to send letters to the members who have missed more than 50% of the meetings. Malcolm seconded the motion and the motion passed.
  - Staff will send letters to members that have missed more than 50% of the meetings.

4) Subcommittee Recap

- Outreach Focus subcommittee- Malcolm suggested everyone ask someone they knew to apply to be on the Board. Malcolm stressed the importance of increasing diversity on the Board and also connecting with people who have been under representative with decision making.
- Fund Raising subcommittee –The Board asked Staff to provide them Quarterly Financial Statements. They would also like to know more about the Legacy Fund and how it is being maintained.



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- Staff will connect with the Duluth Superior Community Foundation.
- Marketing subcommittee- The goal is to increase the awareness of this grant in the community, including using social media. It was suggested that having a new story about the grants would be beneficial prior to the next grant cycle. Nick made a motion to have a virtual collaboration space to exchange ideas. Katherine seconded the motion and the motion passed. Leah will set up a Google Drive for the collaboration space.
- Work Plan subcommittee- It was discussed that the January meeting will be used for goal setting for the grant.

5) Adjourn