

**DULUTH LEGACY ENDOWMENT FUND ADVISORY BOARD MEETING**  
**Tuesday, January 13, 2009 - 7:30 a.m.**  
**Video Conference Room, First Floor**  
**Minnesota Power Building, 30 West Superior Street**

**MEMBERS PRESENT:** Nancy Norr, George Goldfarb, Rob Karwath, Dan Markham

**ABSENT:** Jeff Anderson, Michael Cowles, Greg Gilbert, Melissa Kadlec, Dr. Robert Powless, Laura Sieger

**STAFF PRESENT:** Karen Olesen and Joyce Ellingsen, City Community Development

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

**CALL TO ORDER:**

The meeting was not called to order due to lack of a quorum.

**APPROVE MINUTES OF DECEMBER 22, 2008:**

The minutes were not approved due to lack of a quorum.

**CHAIR'S REPORT:**

- Update Subcommittees

N. Norr distributed a list of subcommittees. She noted that some board members are not on a subcommittee and an effort will be made to get these members assigned to subcommittees.

- Election of Officers

N. Norr said she is willing to serve as a chair for the next year and that Rob Karwath has indicated a willingness to serve as vice chair and succeed her as chair after this year.

**CONTRIBUTIONS REPORT:**

B. B. Strand reviewed the contributions report for January 1, 2008 to December 31, 2008. There have been 52 contributions totaling \$70,405.42 to the Endowment fund, which includes three spendable gifts totaling \$1,600. There have been 12 gifts in the Documentary fund that total \$5,206.95, from DVD sales. The Operating Fund has had five gifts totaling 145. Progress towards the \$250,000 goal is at \$71,155.42 or 28%.

**COMMITTEE REPORTS**

**Development Committee –**

The Duluth Superior Area Community Foundation has issued a press release on this year's grants. The press release from the City of Duluth should include information on the development campaign and web site. N. Norr said she has talked to Amy Rutledge about a press release for early next week. She also said the Northland Foundation

should be mentioned as a contributor in the press release. She asked whether Maurice's would like more visibility as a contributor and G. Goldfarb said yes. B. B. Strand said corporate gifts could be listed but not individual gifts. She also said the Duluth Superior Area Community Foundation will need to review press releases before they are issued.

D. Markham distributed copies of the current mailing list. He will keep this list up to date and coordinate with Duluth Superior Area Community Foundation as gifts come in. B. B. Strand said they will continue to enter donations as they come in, and provide donor lists as needed. D. Markham said the Board will develop the prospect list and that any names should be sent directly to him.

B. B. Strand said she will be able to attend four regular meetings this year, serving more in a consultant role. She mentioned doing additional training on fundraising. D. Markham scheduled a Development Committee Meeting for this purpose on February 3 at 7:30 a.m. at the Kitchi Gammi Club. The meeting will be one-half hour training and one-half hour discussion on possible targets for donation requests. Other board members will be invited also.

**Marketing Committee** – M. Kadlec will be working on scheduling events pertaining to grants. N. Norr said she will check with M. Kadlec about scheduling an event similar to the one at Hartley.

There was discussion about adding a "human image" to brochures, as well as inclusion of an envelope with the logo and return address. It was determined that since there are still 700-800 brochures left that they should be used before any changes are made or additional printing. N. Norr mentioned creating a visual image on what people see as the "Legacy Fund," including consistent fonts and other formatting on the web site, brochures, press releases, etc

**NEXT MEETING:**

The February meeting will be Tuesday, February 10<sup>th</sup>, at a time to be determined. There was some discussion regarding dates and times for future meetings.

**ADJOURNMENT:**

The meeting was adjourned at 2:20 p.m.