



SERVE SOUTH DAKOTA
South Dakota Commission for National and Community Service
Meeting Minutes
Friday, December 19th, 2014

Michael Wyland called meeting to order at 10:05 CST

ROLL CALL

In attendance - Burke, Katus, Nordstrom, Pfaff, Smith, Wyland
Regrets – unable to attend - Dietz (ex officio), Nagle, Saba
Absent - Merdanian, Schlimgen

Approval of Agenda - Wyland requested that we change the agenda to move action items to the front so we can address voting items that require a quorum before Commissioners need to leave the call. None opposed.

2015 CNCS Budget Revisions – Ladonski noted Corporation for National and Community Service Commission Administration Budget application presented at the previous commission meeting and reminded commissioners that it was noted then that we might be bringing revisions forward at the current meeting. Ladonski requested approval for a CNCS Commission Administration budget of: CNCS Share: \$249,963.75; Grantee (Serve SD) Share: \$91,747.30; TOTAL: \$341,686.05. Ladonski noted that there would likely be budget adjustments as the year progressed and CNCS allows for 10% discretionary adjustments and special budget amendment requests.

Motion by Pfaff to approve budget and allow staff budget adjustment according to CNCS guidelines **Second** by Smith. All in favor. None opposed. Motion **carried**.

Termination of Private Foundation Status – Connie reported we have prepared a formal letter to the IRS, pending a board approval, to terminate Serve SD's private foundation status as of December 31, 2014. John Walker with Ketel Thorstenson, who provided research, has reviewed and approved the letter for content. Serve SD is substantially supported by government agencies and the general public thereby qualifying for public charity status. According to IRS rules, we have a 60 month period beginning January 1, 2015 to prove our status. We will be filing for an advance ruling with the IRS. A positive advance ruling will allow Serve SD to accept donations without private foundation limitations.

Motion by Pfaff to terminate 501(c)3 private foundation status. **Second** by Smith. All in favor and none opposed. Motion **carried**.

Serve South Dakota Lease –Ladonski explained issues of connectivity with former office space and process of research and due diligence in pursuit of most suitable office space. Ladonski presented a lease for space at Park Place Center, Suite 210, 3101 W 41st St, Sioux Falls, SD. Space includes reception area, two offices, storage closet and small hall that would allow for an additional desk. Rental is ADA accessible complete with elevator and option to use shared conference room.

Motion by Katus to approve lease. **Second** by Burke All in favor and none opposed. Motion **carried**.

Officer Nominations – Pfaff explained that the Governance Committee was tasked with bringing forward officer nominations but it was determined that it would not be appropriate for the Governance Committee, which is made up of three current officers, to come forward with a full slate of officers to recommend for office. She suggested either opening the floor for new officers or opening the floor for a motion to forward current slate of officers for a second term.

Smith suggested, for organizational continuity, to move current officers forward for a second term, noting a large set of new, incoming commissioners to begin in 2015. Katus recommended an officer structure similar to Rotary that has an active Chairman-elect, and past Chairman, for a period of time. Wyland stated the Governance Committee would look into a process to use non-officers for a nominating committee.



Motion by Katus to re-elect current slate of officers for an additional term. **Second** by Smith. **Discussion:** Katus recommends Governance Committee develop a process with a view towards non-officers having maximum amount of participation in the nominating process.

Burke noted that current officers would recuse themselves for this vote if they could; however, a quorum would not be present if they did so. Therefore, the commission will work toward improving number of commissioners, attendance and thus avoiding this issue in the future.

All in favor and none opposed. Motion **carried**.

Approval of November Meeting Minutes - Motion by Nordstrom to approve minutes from last meeting. **Second** by Pfaff. **Discussion:** Burke requests that, moving forward, meeting minutes reflect who has sent regrets and who is absent. Wyland asked to amend the November minutes to reflect this request. All in favor and none opposed. Motion **carried**.

Executive Director Report – Funding for 2015 has been secured for CNCS at \$1 billion dollars which is a \$5 million dollar increase from last year. Our commission support grant is secure, and we will be allocated the \$600,000 for formula programs this coming year.

Volunteering and Civic Life report ranks South Dakota volunteerism as seventh in the nation. The report indicates a down tick in volunteers for the nation as a whole, but an up tick for South Dakota.

An extension to use Program Development and Training (PDAT) and Disability grants, which were discussed in previous meetings, have been approved for use through the end of June. The ad hoc PDAT and Disability Grant committee created goals for use of these funds, which were subsequently approved by CNCS.

Grant Review Committee – Miller reported on the currently open grant opportunity available to develop AmeriCorps State Programs. Serve South Dakota has received seven notices of intent to apply for grants. We are accepting applications for full grants through January 12th and applications for planning grants through January 12th.

Katus requested additional information to aid in sharing the opportunity with potentially interested parties.

Burke asked if we are providing technical support to programs because he has gotten feedback that some are not applying because it is such a difficult process. Miller stated that staff has provided several informational calls to answer questions or concerns relayed that staff is happy to connect with organizations to discuss their capacity and work through the process. Ladonski stated that significant improvements to the process have been made in order to omit some of the application/reporting burden, however, there are limitations to our ability to make adjustments because we are required to follow federal granting guidelines.

Governance Committee Report – Pfaff will connect with Ladonski to discuss the next steps for the committee in 2015.

Fund Development Committee/Finance Report - Burke reported assets of \$33,268.82 and net revenue of \$4,019.16. Burke noted Statement of Financial Position and Statement of Activities through November 2014.

Burke stated he has reviewed documentation of Ladonski's payroll in arrears and expenses not paid. All is in order and payment will be issued.

Fund Development –

Burke noted that we are building capacity to obtain funding to meet our match requirements in 2016. Burke encouraged commissioners to start thinking about their networks and who can be partners and to relay that information to him or staff. In 2015, we need to prepare for 2016 if we're going to meet match.



We are looking at approximately \$150,000 of match needed in 2016. Strategic partnerships will provide the big dollars necessary to make us sustainable.

Burke reported that committee has met and strategized who to approach and develop asks. Burke and Ladonski met with Jeff Veltcamp of South Dakota Community Foundation and feel there will be good opportunities for a future partnership. Committee will be reaching out to Raven Industries and Bush Foundation for "fact finding".

Burke noted a pledge form that will be distributed to commissioners. He stated that it is important for board to make contributions, within their means, to show they are firmly behind the organization in addition to their time and talents. Burke asks that all commissioners try to make a pledge before January 31 so we can share with potential funders that we have 100% board participation. The hope is to have 100% giving by December of next year.

Next Meeting – Ladonski will provide a doodle poll to determine January's meeting date. She will also include a poll for the 2015 schedule with somewhat less frequent meeting schedule. Katus promoted a quarterly schedule since we have working committees.

Michael thanked the board for their work. **Motion** to adjourn by Smith. **Second** by Pfaff. All in favor with none opposed. Motion **carried**. Meeting adjourned at 11:20 CST

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