



Announcement:

Meeting of the Willow Bend Environmental Education Center Board of Directors and Guests

December 9th, 2024

Willow Bend Center (703 E Sawmill Road, Flagstaff, AZ 86001)

4:30-6:30 pm

All supporting documents:

[12 December](https://drive.google.com/drive/folders/1J1CuMaBWxOuFgRrf4smyYsK1ZKwJVRBs?usp=drive_link)

https://drive.google.com/drive/folders/1J1CuMaBWxOuFgRrf4smyYsK1ZKwJVRBs?usp=drive_link

NOTES

Participants: Melissa Eckstrom, Ash Shields, Jana Sterling, Alex, Ariel Leonard, Mary Kell, Eric Souder, Andi Roger, Melanie Colavito, Tabi Bolton present

Welcomes, check in's

Call Meeting to Order

- Andi calls the meeting to order
- Agenda review and refine (if needed) Officially the ED (Melissa) will present her vision at the next board meeting in January
- Schwag
 - Hats are \$25 if you want one
 - Donate on neon
 - Tell Melissa if you need a shirt

Public Comments

- None

Fund Update with Gwen Groth, Philanthropic Advisor, Arizona Community Foundation of Flagstaff

- Been with them for 12 years, H for H, and AM Cancer society before that
- Updates on funds (2),
- Non profit for 45 year, 1.5 billion in assets, 4 Star charity rating, 192 million granted last year
- Donors give THROUGH ACF
 - Bring dollars in, endow and invest them, and give them out
- Model is a community foundation, funds are pooled, let non profits where to invest, investment policy governs this
- Investment pool options
 - low to high risk
 - lots of orgs go to the “socially responsible” pool
- Investment pool is available online
- Might need to move some of our funds to get more interest
- **Endowment fund (2010)**
 - Endowed non profit fund (Willowbends)
 - Gift amount was 25k, annual contribution has been 19k, current balance is 71k.
 - Long term diversification
 - History was that these funds were gifted by the Wilsons in 2010 (same as Second Chance)
 - Eric wrote some around this fund, some portions (of donations) over X amount goes to the endowment.
 - Do we need to revisit this, what interval, etc
- **Reserve fund (2018)**
 - started in 2018 (covid related)
 - 5k now

- Statements have access online
- Investment returns - Short term/socially responsible pool (9.2%) and long term diversified pool (7.3%)
 - Could combine these again if we are feeling more confident (post covid)
 - Melissa suggests we keep it, we can talk more about it if we need. Not much drag on the accessible funds.
 - Recommend we keep it from Eric
- ACF would like to come visit 1/year
- Need to change the contacts to add Melissa and remove Moran (need a vote on these items below)
 - Need to vote on getting Melissa on the Fund Agreement (to replace Moran's name)
 - Need to work on a new Board Resolution - gives the ok for people to be in the funds
 - Vote on primary admin
 - Primary Board
 - Limited administrators
 - Then Melissa and Gwen work on
- Ariel makes a motion that the following officers/staff of the Corporation to which the above resolution applies:
 - Primary Administrator: Melissa Eckstrom, Executive Director
 - Primary Board Member: Eric Souders, Vice President
 - Limited Administrator: Mary M. McKell, Treasurer
 - Limited Administrator: Andi Rogers, President
 - The following person(s) will be removed as a contact of the Willow Bend Environmental Education Center Funds listed above:):
 - Melissa Eckstrom, Executive Director
- Jana Sterling seconds
 - All in favor, motion passes unanimously
- Andi (as president signs)
- How to make changes to the account
 - Provide ACF with signed Board Minutes approving a change
- To make contributions - check to ACF
- ACF can connect us to donors, pooled resources, investment management, sustainability, assistance with complex assets
- ACF does Training and Education
 - Planned giving basics
 - AZ endowment training
- "have you considered us in your legacy giving" could be added to a signature

Review and approve November minutes

[11_18 Willow Bend Board Meeting Noters.docx](#)

- Eric makes motion to approve
- Mary second
- Motion carries

Director Report/Financials Directors Report (see link) [December Directors report](#)

- SWCA will be giving a donation on behalf of AES
- Kyle Colavito reached out regarding donating pre-tax (Melissa will follow up)
- Eric excited for additional discussion on Picture Canyon tours like the one they did from folks from New York

Monthly Financial Reports

[StatementofActivity - Nov 24](#)

[StatementofFinancialPosition- Nov24](#)

- Individual donations should catch up with annual appeal this month

Program Report/Updates

[November 2024 Program Report.docx](#)

Program Overview

- Carry forward to next meeting

Upcoming Board Needs

-By-laws update committee

<https://drive.google.com/file/d/0Bxs6PTSPDHr9anpHaERkbjhhTWc/view?usp=sharing&resourcekey=0-qxJ6fi70qiMjrC4NshiGLg>

- Ariel will get the most recent version that was discussed by both parties and taken to attorney (Mike McCauley's)
- Plan: Do initial review as a board, highlight areas in need of change, then meet as a subcommittee with CNRCD
 - Ariel to inform team with her past history
 - Team: Jana and Andi
 - CNRCD team: Kit Metzger, Benny and Tabi
- IRS has to have the updated by laws
- Need to find a lawyer to sign off on it, might be able to find someone to help
 - Melanie will look into it

Strategic Planning Update

- To be worked on in January.
- Andi will come up with a plan

Additional agenda items

Next Agenda

- Willow Bend gift policy - Eric
- Identify areas in the by-laws to work on.
- More formal plan for Strategic Planning

Next steps, Vote to Adjourn

- **Mary motion to adjourn, Eric second, Motion carries**

Gift Exchange

Needs in the Board Folder (partial list)

- Information about Financials: ACF, endowment, etc
- Need to transfer everything over