



April Board Meeting Minutes

April 1, 2025
2:00 PM/Zoom

Present: Kristi Farver Oaks, Tagen Vine, Traci Weller, Sara Hofer, Sarah Eckman

Absent: Alison Strekal

- I. **Call to Order** – The Board meeting was called to order at 2:00 p.m.
- II. **Review of March Board Retreat Notes** – Tagen moved to approve, and Sarah Eckman seconded – the notes were unanimously approved.
- III. **Financial Report** – Tagen highlighted that the Chapter received some income from the Lunch and Learns (\$500) and aside from the regular monthly expenses, the main expenditures were attributed to the Board retreat lunch (sandwiches from Jimmy Johns).

Sara Hofer reported that she has sent invoices to attendees of the February and March Lunch and Learns who registered as AFP Members, but in fact, were not members. Hofer noted that if everyone paid their invoice – the Chapter would recoup \$700 in lost revenue. The Board discussed options to help mitigate this situation moving forward at future events, though no final decision was made.

IV. **Committee Reports**

- a. **Summit** – Allison reported via email that planning continues for the Summit content. The current focus is on identifying the keynote speaker (committee is looking at the Lily School of Philanthropy; Sarah Calhoun with Red Ants Pants, among others) and setting session topics and speakers. Overall theme is *“Fundraising Forward: Innovate, Inspire, Impact”* and will include sessions on Planned Giving, Board Fundraising, Annual Giving, AI & Grant Writing, and Innovative Stewardship.
- b. **Sponsorship** – Tagen reported that the 2025 Sponsorship spreadsheet has been updated and invited board members to review and sign up to help solicit potential sponsors. All board members are asked to confirm that they can access the files in Google Drive, with a reminder to retain pertinent files in Google Drive for access by everyone on the board.
- c. **Awards & Recognition** – Allison had nothing new to report for Awards and Recognition
- d. **Communications** – Sarah E shared that the graphics are out for Bozeman and Missoula Mix and Mingles – Billings and Great Falls in development. There will be no Lunch and Learn in April and President Elect, Traci Weller to be featured in April E-Newsletter – Traci to provide bio and photo to Sarah E. by April 11.
- e. **Membership** – Traci
 - i. Current chapter membership continues to hover in the mid-70's with 77 current members.
 - ii. Five new member scholarships provided by AFP Global – one will be awarded at the May Lunch and Learn and four will be awarded at the Mix & Mingles (Billings, Bozeman, Great Falls and Missoula).

- iii. Annual Regional membership Challenge – Billings and Bozeman have both increased their membership totals and are currently leading in the regional membership challenge. A prize will be awarded to the region with the greatest number of new members in 2025.
- f. Professional Development – Professional Development continues to address issues with having people sign up as members (when they are not members) as addressed previously. The Mix and Mingles are all scheduled to take place on April 17th; the May Lunch and Learn will take place on May 22nd with a focus on the METC and Planned Giving; and the June Lunch and Learn will take place on June 12th with a focus on Effective Board Involvement.

V. **Policy & Procedures Review & Discussion** – Kristi Farver Oaks provided the following schedule for policy review and approval and presented the Check Writing Policy as the first policy to review for 2025.

- a. April – Check Writing Policy
- b. May – Officer Terms Policy
- c. June – AFP Member Fair Behavior Policy
- d. July – Code of Conduct Policy
- e. August – Social Media Guidelines
- f. September – Tips for General Board Member Operations

Check Writing Policy – The board discussed the Check writing policy and suggested several recommendations.

- Sara Hofer will draft a corporate resolution to add Tagen as a signer.
- Kristi to follow up with First Interstate Bank on updating signature cards and adding Tagen Vine as Treasurer.
- The Board agreed to review an updated draft that includes the suggested amendments to the Check Writing and Banking Policy. Weller to send updated draft of policy to AFP MT Board for further review.

VI. **Ongoing Board/Committee Recruitment**

- a. Allison S. has two potential new board members (both named Sarah)
- b. Tammy Hickey (Habitat for Humanity in Great Falls) Sara E. has a potential board member
- c. Kyle Lantz (Yellowstone Boys and Girls Ranch Foundation) - Kristi
- d. Abigail Uhrich (Yellowstone Boys and Girls Ranch Foundation) - Kristi
- e. Stephanie Fitzgerald (MSU Alumni Foundation) – interested but declined for now as she is working on finishing up her MBA and is overcommitted with work & school. Weller to check back with Fitzgerald in 2026.
- f. Sarah Ludin (MSU Alumni Foundation) – Weller indicated Ludin's interest, though she is uncommitted at this time. Weller to follow up late April.
- g. Shauni Secombe (Great Falls) – interested and expressed interest in attending board meeting as a guest. Weller invited Secombe to attend the April Board meeting, but did not receive a response. Weller to follow up with invite to May board meeting.
- h. Alex McGee (MSU Alumni Foundation) – According to Weller, McGee is interested but declined for now as she is working on master's degree through Lily School of Philanthropy. Weller to check back with McGee in 2026.

VII. **AFP ICON – Seattle/April 27th – 29th**

- a. AFP MT Networking Event in Seattle Sunday, April 27th from 6-8 p.m. at Pike Pub.
- b. As of 4/1/25, there are 13 Montanans attending ICON (that we know of)
- c. Weller to send out email to list mid-April to verify arrangements

VIII. AFP MT Growth Opportunities

- a. Operations Grant Proposals – Board members are all encouraged to reach out to those funders in April to be able to provide a report for the May meeting.
- b. MSU Business Integrated Marketing & Communications Class – No report – tabled until May Board meeting.
- c. AFP MT Coaching/Mentoring at MNA Convention – No report – tabled until May Board meeting.

IX. Adjourn

- a. The meeting was adjourned at 3:05 p.m.

Next Board Meeting

May 6 at 2 p.m. – MS Teams