

ROCKY KNOLL HEALTH CARE CENTER FOUNDATION MINUTES

Rocky Knoll Health Care Center
N7135 Rocky Knoll Parkway, Plymouth, WI 53073
Shah West Conference Room

October 2, 2017 **Called to Order: 3:03 PM** **Adjourned: 4:15 PM**

MEMBERS PRESENT: Charlie Conrardy, Kayla Clinton, Linda Laible, Brian Hoffmann, Dale Pauls, Richard Bemis, Jeremy Fredericks, Cindy Stevens

MEMBERS ABSENT: Ron Becker, Bernie Nowicki, Denis Schmideler

OTHERS PRESENT: None

President Conrardy called the meeting to order at 3:03 pm. It was noted that the agenda was posted on September 21, 2017 at 2:00 pm in compliance with the Open Meeting Law.

Minutes from the last meeting, August 28, 2017, were reviewed. Dale Pauls made a motion to approve the minutes, seconded by Brian Hoffmann. Motion carried.

Cindy Stevens updated the board members on the number of vendors currently signed up for the Jolly Holiday event, printing of materials done for the event, proposed job duties prior to and during the event. Linda Laible contacted the Plymouth Review and The Xtra to arrange for newspaper advertising the week prior to the event. The cost is the same as last year: The Xtra: \$175.00, Plymouth Review: \$125.00, for a total of \$300.00. Motion made by Brian Hoffmann and seconded by Richard Bemis to approve purchasing the newspaper ads. Motion carried. Cindy will contact the newspaper with approval to run the ads. Cindy asked the board for approval to refund one vendor's booth fee. Brian Hoffmann made a motion to approve, seconded by Linda Laible. Motion carried.

Dale Pauls had requested that the board members discuss repeating the End of Year Giving drive that we executed last year, and revision of the letters sent out. One letter went out to past donors, and a different letter was sent out to patients (or their representatives) that had stayed with us at Woodland Village from 2014 – 2016. Linda Laible presented revisions of both letters sent out last year to more accurately reflect the reason for the donation request, and the Foundation's use of funds received. Minor changes were suggested and discussed. It was decided to continue discussion on this topic at our next meeting and hopefully finalize a time table for sending out the letters.

Jeremy Fredericks presented the Financial Statement as of August 31, 2017. Motion made by Brian Hoffmann and seconded by Dale Pauls to approve the Financial Statement. Motion carried.

Brian Hoffmann told the group that he had a prospective new member for the Foundation committee. He will invite him to come to our next meeting.

A motion was made by Richard Bemis and seconded by Linda Laible to adjourn the meeting. Motion carried. The meeting was adjourned at 4:15pm.

The next Foundation Meeting will be held October 23rd, 2017 at 3:00 pm. at Rocky Knoll Health Care Center in the West Conference room.

Cindy Stevens, Recording Secretary