

The Exchange Club of Kiawah-Seabrook

Box PMB-J 130 Gardener's Circle Johns Island, SC 29455

Foundation Board Meeting 12/05/2022 @Lakehouse

Bob Leggett called the meeting to order at 4:08pm and made a motion to approve the Minutes from 10/24/22. Motion as approved by the attendees.

Attendee	Title
Jack Wilson	President
Bob Leggett	Past President/Foundation Chair/Membership Committee Chair
Rich Boss	Treasurer
Ray Hoover	President-elect
Lisa McDonald	Secretary
Bob Mason	Foundation Board Member

Treasurer Report

See attached, presented by Rich Boss

Secretary Report

Nothing to report

Angel Oak Banquet

- Bob Leggett presented the attached timeline – Alan Armstrong will be soliciting nominations. . Bob Leggett will send Lisa McDonald information about the nominating process that will be posted on social media
- Wingate Place has been confirmed as the venue – We need to communicate about and push for table sponsors early and often
- Banquet committee consists of The Foundation Board Members, Ron Schlidge, Marty Penkhus, George Reinhart, Thad Peterson, Roger Steel

Fundraising Committee Report

Ray Hoover reported that the first meeting of this new committee generated several ideas that will be vetted and presented to the Foundation Board in the near future

Next Meeting

April 3, 2023

Meeting adjourned at 4:44PM

Minutes Submitted by Lisa McDonald 12/7/22

Exchange Club of Kiawah-Seabrook Exchange Foundation

Board Meeting December 5, 2022

Treasurer's Report

- Quickbooks Online – November 30 Bank Reconciliations complete, no issues
 - Outstanding Checks
 - Mt Zion \$4,200
 - Edith Frierson \$1,200
 - CSO \$200 (acknowledged 12-1)
- Balances as of December 2, 2022

Account	Accounting Balance	Bank Balance *
Foundation	\$5,090	\$11,404
Foundation Schwab	\$104	\$104
Foundation - TOTAL	\$5,194	\$11,508

*Uncashed Checks \$5,600 Grant checks and \$750 check on 12/2 for Student of Month

- November Donations Received \$2,750, primarily had been expected for Grants
- Child Action Network - \$629 of \$2,000 designated funds spent on brochures
- IRS Form 990 and SC Registration completed by Rich Boss by November 15 deadline
- Schwab Investment Account – application mailed October 27 to add Boss and Leggett as signers, waiting on response
- Upcoming Actions
 - Bohicket Run proceeds expected in Q1 2023 (was \$9,000 in 2022)

Angel Oak Banquet – Wingate Place, May 17, 2022

2022-23 Angel Oak Award Timeline

12/31/22 Nomination Solicitation PR – Island Connection, Seabrooker, Tidelines (Armstrong)
01/15/23 Nomination Solicitation letters to Organizations and individuals mailed (Armstrong)
12/05/22 Initial planning meeting of Angel Oak Award Banquet committee. Leggett (chair) and committee roles filled (Foundation Board + +)
01/13/23 Email to ECKS members seeking Angel Oak nominations (Schildge)
01/23 Angel Oak Banquet Committee meets. Invitation drafted, Budget, Menu, Music, P.R, Sponsorships.
01/23 week: Sponsorship Committee meets (Leggett/Wilson).
02/17 Nominations closed and Angel Oak Selection Committee determines who will vet each nominee
02/20 Angel Oak Banquet Committee meets.
03/01 “Save the date” sent to EC members (Schildge) and published on Tidelines (Reinhart).
03/10 Vetting of Nominees completed (Angel Oak Selection Committee)
03/13 Selection of Angel Oak Recipient (Angel Oak Selection Committee)
March: Nominator and Nominee thank-you letters sent (?)
March: Media plan for announcements, etc begins (Peterson)
March: Individual Trophy ordered from National EC. Honoree added to permanent trophy. (Leggett)
3/16 Invitation wording/appearance finalized. RSVP directions must be clear and ECKS website ready to accept reservations (Reinhart/Schildge?)
3/17 Invitation sent to Lash Bernstein (Reinhart). Invitations printed. Mailed by 4/5/22
3/20 Email or letters soliciting ECKS Board and members for sponsorships sent (Wilson/Leggett/Schildge)
3/17 “Comped” guest list finalized and sent to Reinhart and Steel (?)
03/20 Angel Oak Banquet Committee meets. Guest List, P.R., Sponsorships, Invitation
3/17 Evite sent to EC Members. Include donations/sponsorship request (Schildge)
3/31 Pre-event publicity (Peterson)
3/31 Invitations printed, picked up and mailed (Reinhart) Address labels prepared (Schildge?)
4/7 Banquet Program draft sent to Committee for review (Reinhart)
4/11 Banquet Committee meets: Banquet Arrangements completed (Wilson), including menu, bars, centerpieces, photographer (Ulner/Nelson?), seating, name badges (Schildge?/Stephenson?/Nelson?).
4/19 Banquet Program approved by Foundation Board and sent to Lash Bernstein for printing. (Reinhart)
Mid April Honoree, Wilson, Leggett meet at SIClub for PR photo. Need the “Big Check” (Leggett)

4/21 Invitation RSVP date. Follow-up email and phone calls to all EC members and invited guests who have not responded (Foundation Board). Maintain spreadsheet of attendees and payments (Steel?)
5/3 Banquet Committee meets if needed (Leggett)
5/10 Check prepared for Honoree’s designated charity (Boss)
5/17 Angel Oak Award Banquet – see separate Set-Up Activities Timeline
5/18 Angel Oak Survey Monkey (Nelson)
5/24 Angel Oak Award process review (Angel Oak Banquet Committee)
5/24 Post-Banquet Publicity completed (Peterson/Morris)