



Tracy Family Foundation Board Meeting Minutes

DATE:	December 1, 2023
TIME:	8:30 a.m. – 3:00 p.m.
LOCATION:	Dot Foods – Mt. Sterling, IL
TRUSTEE ATTENDEES:	Jean Buckley, Susie Stamerjohn, Eric Terwelp, Jim Tracy, Ben Tracy, Kristin Tracy, Mark Yingling, Tim Curtin, Linda Tracy, Kelsey B. Tracy
TFF STAFF ATTENDEES:	Dan Teefey, Kim Bielik

WELCOME & OPENING PRAYER

DISCUSSION	Jean welcomed everyone to the meeting. Eric opened the call with a prayer. Thank you, Eric!		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Assign someone to lead with prayer at December 19 th meeting.	Jean	12/12/23	

ABOUT ROBERT & DOROTHY TRACY

DISCUSSION	Jim shared a few memories of RT. Ben learned some great lawn-mowing skills from RT! Jim also recalled a time RT showed up to babysit so Jim and Jil could make it to parent/teacher conferences. Lastly, Jim shared the story of the time he broke his neck playing football in high school. When RT came to the hospital, he gave his wristwatch to Jim because there was no clock in the room. Jim still has the watch to this day!		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Assign someone to share a memory at December 19 th meeting.	Jean	12/12/23	

APPROVE MINUTES

DISCUSSION	Jean asked for a motion to approve the 08/11/23 board minutes.
CONCLUSIONS	Jim made a motion to approve the 08/11/23 board minutes. Eric seconded the motion. All voted in favor.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Secure DocuSign signatures on minutes.	Jean	2/1/24

TFF TRUSTEES

DISCUSSION	<p>2023 EXITING TRUSTEES: Ben Tracy, Eric Terwelp, Kelsey B. Tracy</p> <p>2024 TRUSTEES: Dot Foods, the sole member of TFF, is responsible for appointing trustees. In October 2023, Dot approved the following appointments and terms: Jake Schlater (1/1/24 – 12/31/26), John Sullivan (1/1/24 – 12/31/24), Kristin Tracy (1/1/24 – 12/31/24), Linda Tracy (1/1/24 – 12/31/26), Melanie Markay (1/1/24 – 12/31/24). Other 2024 board members (whose terms did not expire in 2023) are: Jean Buckley, Jim Tracy, Mark Yingling, Susan Stamerjohn, and Tim Curtin.</p> <p>2024 SLATE OF OFFICERS - RECOMMENDATION: Chair: Susan Stamerjohn / Vice-Chair: Linda Tracy / Secretary: Jim Tracy / Treasurer: Kristin Tracy / President: Dan Teefey</p> <p>Jean asked for a motion to approve the 2024 Slate of Officers recommendations.</p>							
	CONCLUSIONS	<p>Tim made a motion to approve the recommendations for the 2024 Slate of Officers. Kelsey seconded the motion. All voted in favor.</p>						
<table border="1"> <thead> <tr> <th>ACTION ITEMS</th> <th>PERSON RESPONSIBLE</th> <th>DEADLINE</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>			ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE			
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FINANCES

DISCUSSION	<p>2023 YEAR-TO-DATE FINANCIALS Kristin shared 2023 YTD Financials through 10/31/2023 (see slides below) and did a call for questions.</p> <p>Statement of Financial Position TFF only management accounts without consideration of consolidation</p> <table border="1"> <thead> <tr> <th>Assets</th> <th>October 31, 2023</th> <th>Dec. 31, 2022</th> <th>October 31, 2022</th> </tr> </thead> <tbody> <tr> <td>Cash - Operating Account</td> <td>\$63,589</td> <td>\$279,937</td> <td>(\$138,743)</td> </tr> <tr> <td>Cash - Money Market & JPM Cash Account</td> <td>\$2,057,584</td> <td>\$851,467</td> <td>\$2,366,755</td> </tr> <tr> <td>Pledges Receivable</td> <td>\$0</td> <td>\$9,746,107</td> <td>\$0</td> </tr> <tr> <td>Investments</td> <td>\$12,507,388</td> <td>\$8,862,449</td> <td>\$10,057,654</td> </tr> <tr> <td>Prepaid Expenses</td> <td>\$29,058</td> <td>\$29,058</td> <td>\$25,797</td> </tr> <tr> <td>Total Assets</td> <td>\$14,657,618</td> <td>\$19,769,017</td> <td>\$12,311,463</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Liabilities and Net Assets</th> <th>October 31, 2023</th> <th>Dec. 31, 2022</th> <th>October 31, 2022</th> </tr> </thead> <tbody> <tr> <td>Accounts Payable</td> <td>\$0</td> <td>\$7,971</td> <td>\$0</td> </tr> <tr> <td>Contributions Payable</td> <td>\$595,708</td> <td>\$757,961</td> <td>\$524,060</td> </tr> <tr> <td><i>Total Liabilities</i></td> <td><i>\$595,708</i></td> <td><i>\$765,932</i></td> <td><i>\$524,060</i></td> </tr> <tr> <td>Net Assets - without donor restrictions</td> <td>\$14,051,910</td> <td>\$18,993,085</td> <td>\$11,777,403</td> </tr> <tr> <td>Net Assets - with donor restrictions</td> <td>\$10,000</td> <td>\$10,000</td> <td>\$10,000</td> </tr> <tr> <td>Total Liabilities & Net Assets</td> <td>\$14,657,618</td> <td>\$19,769,017</td> <td>\$12,311,463</td> </tr> </tbody> </table> <p><i>Note: Contributions Payable - \$350K BC Public Library will be paid by end of 2023. \$245K MS Park District - Clark Loop Trail expenses that have not yet been paid.</i></p>			Assets	October 31, 2023	Dec. 31, 2022	October 31, 2022	Cash - Operating Account	\$63,589	\$279,937	(\$138,743)	Cash - Money Market & JPM Cash Account	\$2,057,584	\$851,467	\$2,366,755	Pledges Receivable	\$0	\$9,746,107	\$0	Investments	\$12,507,388	\$8,862,449	\$10,057,654	Prepaid Expenses	\$29,058	\$29,058	\$25,797	Total Assets	\$14,657,618	\$19,769,017	\$12,311,463	Liabilities and Net Assets	October 31, 2023	Dec. 31, 2022	October 31, 2022	Accounts Payable	\$0	\$7,971	\$0	Contributions Payable	\$595,708	\$757,961	\$524,060	<i>Total Liabilities</i>	<i>\$595,708</i>	<i>\$765,932</i>	<i>\$524,060</i>	Net Assets - without donor restrictions	\$14,051,910	\$18,993,085	\$11,777,403	Net Assets - with donor restrictions	\$10,000	\$10,000	\$10,000	Total Liabilities & Net Assets	\$14,657,618	\$19,769,017	\$12,311,463
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Statement of Financial Activities

2023 Actuals vs. FY 2023 Budget - YTD through 10/31 (83% through year)

Statement of Financial Activities	Actuals through October 31, 2023	Total 2023 Budget	% of Budget
Revenue	\$1,254,626	\$9,698,172	13%
Less: Grant Expenses	\$5,370,700	\$8,379,659	64%
Less: Direct Charitable Expenses	\$595	\$595	100%
Less: Operating Expenses	\$869,505	\$1,302,424	67%
Surplus (Deficit)	(\$4,986,174)	\$15,494	

¹ Amounts based on TFF (only) management accounts without consideration of consolidation.

² Revenue: Dot contribution to be paid March. Total budgeted cash amount is \$9.2M (does not include in-kind contributions made throughout the year). Revenue thus far includes in-kind, dividends, unrealized gains & has been offset by some realized losses.

³ Grant Expenses: Still slightly light compared to fiscal budget but catching up & normal with timing (spot on with this time in 2022). Ramps up in Nov & Dec with NG & MG deadlines. Also ~\$1.4M worth of grants on the table for Board review.

⁴ Operating Expenses: Also, still slightly light compared to fiscal budget, but similar to last year. Delta (in \$) is largely driven by Staff Comp & Benefits, Professional Fees, Payroll Tax, & Office (same categories as the last update).

Grant Expenses

2023 Actuals vs. FY 2023 Budget - YTD through 10/31 (83% through year)

Expense Type	Budget Plan through October 31, 2023	Actuals through October 31, 2023	Total 2023 Budget	% of Budget
Education	\$1,634,971	\$1,626,124	\$1,868,124	87%
Brown County	\$1,482,155	\$1,061,611	\$1,671,285	64%
Youth	\$246,850	\$183,250	\$315,000	58%
Families	\$187,250	\$250,757	\$270,750	93%
Mental Health	\$248,755	\$211,059	\$350,000	60%
Capacity Building	\$742,031	\$588,157	\$814,500	72%
Invitation Grants	\$615,000	\$390,000	\$780,000	50%
Matching Grants	\$1,067,683	\$1,014,243	\$2,075,000	49%
Volunteer Incentive Program	\$5,000	\$16,000	\$5,000	320%
Next Generation Grants	\$55,000	\$29,500	\$230,000	13%
Total Grant Expenses (YTD)	\$6,284,695	\$5,370,700	\$8,379,659	64%

Note: Much of budget plan difference will be made up in November and December with Matching Grants, Invitation Grants, Next Generation Grants, and Focus Area projects in C3 2023.

FINANCE MANAGER TRANSITION: DAN

- **Robyn Pilliod:** Robyn joined our team this year and has taken over most all the tasks we used an outside accounting firm for. Everything is moving to QuickBooks Online, which will allow us to see things happening live and will provide a more detailed chart of accounts. Robyn will enter transactions, prepare financials, reconcile accounts, and perform other accounting tasks.
- **ABNG:** This is our outside accounting firm in Quincy. They will continue to print the physical checks, and Dan will continue to sign checks. ABNG will continue to prepare our 1099's and will also manage accounting for DTEC and BCELC in the short-term.
- **GHS:** GHS prepares the 990's for DTEC and BCELC and the 990PF for TFF. They also conduct our annual audit which includes all three entities.

2024 BUDGET PROCESS: DAN

- Dan prepares a 1st draft based upon 2023 work and TFF strategic plan objectives.
- TFF Staff provide draft budgets for their Focus Areas.
- Dan and Robyn review 2023 actuals.
- Dan will present a draft 2024 budget to the TFF Board for approval at our December 19 Conference Call meeting.
- We will seek TFF Board final approval of the 2024 budget at our January 23, 2024 TFF Board meeting.

Discussion Question: *Is it necessary for Dan to go through the draft budget line by line or would the board prefer to have a high-level summary?*

Discussion Feedback: *Go with a higher-level review of the process, as opposed to a line-by-line review. Call out any big things or key changes from 2023, don't spend a lot of time on status quo items. Provide budget to board at least 24 hours in advance so they can review and come prepared with questions.*

INVESTMENT REPORT: DAN

Dan reported on investments and did a call for questions.

TFF Cash and Investments:

- Cash Accounts (*as of 11/28/23*):
 - USB Checking Account: \$235,079
 - JP Morgan Money Market Account: \$4,444,429
 - Total Cash: \$4,679,508
- Investment Accounts (*as of 10/31/23*):
 - Equity: \$6,210,737
 - Fixed Income and Cash: \$2,943,777
 - Alternative Assets: \$408,671
 - Accruals: \$11,635
 - Total Investments: \$9,574,819

JP Morgan Performance as of 10/31/23:

- 3 month | -7.8% (benchmark: -8.6%)
- 6 month | -3.1% (benchmark: -3.9%)
- Year-to-Date | 9.3% (benchmark: 10.2%)
- Since inception | -2.8% (benchmark: -2.2%)

Dan shared that the Dot Family Holdings (DFH) Investment Committee will be issuing a RFP in 2023 to investment advisors. JP Morgan currently manages the DFH investment portfolio, as well as the TFF investment portfolio. While DFH does not benefit from the dual relationship with JP Morgan, TFF benefits as is evident in the 20 basis points fee charged to TFF. If JP Morgan is not selected to continue serving as the DFH investment advisor will this change the fee structure that JP Morgan provides to TFF? That remains to be seen. It was suggested that TFF be prepared to issue a RFP in 2024. If TFF issues an RFP, the firms the proposal is sent to will likely not be identical to those firms DFH has invited to submit a proposal.

CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
2024 Budget Report to Board: Go with a higher-level review of the process, as opposed to a line by line review. Call out any big things or key changes, don't spend a lot of time on status quo items. Provide budget to board at least 24 hours in advance so they can review and come prepared with questions.	Dan	12/17/24

POLICIES & GUIDELINES: JEAN

DISCUSSION	<p>POLICY REVIEW</p> <p>The board packet provided prior to today's meeting included detailed information on each policy and recommended changes. Jean did a review of recommended changes and also a call for questions.</p>																	
	<p>POLICY REVIEW APPROACH</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="background-color: #92d050;">Document Retention</td></tr> <tr><td style="background-color: #92d050;">Capitalization</td></tr> <tr><td style="background-color: #f4a460;">Conflict of Interest</td></tr> <tr><td style="background-color: #f4a460;">Credit Card</td></tr> <tr><td style="background-color: #92d050;">Education, Training, & Retreat Reimbursement</td></tr> <tr><td style="background-color: #f4a460;">Financial Controls</td></tr> <tr><td style="background-color: #92d050;">Gift Acceptance</td></tr> <tr><td style="background-color: #e0e0e0;">Grant Authorization</td></tr> <tr><td style="background-color: #92d050;">Grant Variance</td></tr> <tr><td style="background-color: #6495ed;">Invitation Grant</td></tr> <tr><td style="background-color: #6495ed;">Matching Grant</td></tr> <tr><td style="background-color: #92d050;">Missed Board Meeting</td></tr> <tr><td style="background-color: #6495ed;">Next Gen Grant</td></tr> <tr><td style="background-color: #92d050;">Staff Discretionary Fund</td></tr> <tr><td style="background-color: #f4a460;">Travel & Expense Reimbursement</td></tr> <tr><td style="background-color: #92d050;">Whistle Blowing</td></tr> <tr><td style="background-color: #e0e0e0;">Staff Compensation Guidelines</td></tr> <tr><td style="background-color: #e0e0e0;">Youth Trip Guidelines</td></tr> </table> <div style="border: 1px solid #0070c0; padding: 5px; margin-top: 10px;"> <ul style="list-style-type: none"> ■ Green = Fast Approval...RE: Only changes since August are wordsmithing and replaced ED with President. ■ Orange = Some changes since August. Let's review. ■ Blue = Lots of Discussion ■ Tan = Did not discuss in August ■ White = Discussion postponed until January 2024. </div> <p>RECOMMENDED POLICY CHANGES (Items noted above in Green):</p> <p>Jean outlined all recommended changes to the following TFF Policies: Document Retention, Capitalization, Education, Training, & Retreat Reimbursement, Gift Acceptance, Grant Variance, Missed Board Meeting, Staff Discretionary Fund, and Whistle Blowing. The board agreed with all of the recommended changes that were previously presented at the August meeting. The only additional change to these policies is the replacement of Executive Director with the title of President.</p> <p>Discussion: There was no additional discussion regarding any of the policies noted in green.</p>	Document Retention	Capitalization	Conflict of Interest	Credit Card	Education, Training, & Retreat Reimbursement	Financial Controls	Gift Acceptance	Grant Authorization	Grant Variance	Invitation Grant	Matching Grant	Missed Board Meeting	Next Gen Grant	Staff Discretionary Fund	Travel & Expense Reimbursement	Whistle Blowing	Staff Compensation Guidelines
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Whistle Blowing																		
Staff Compensation Guidelines																		
Youth Trip Guidelines																		

Jean asked for a motion to approve the recommended changes to these policies.

RECOMMENDED POLICY CHANGES (Items noted in Orange):

Jean outlined all recommended changes to the following TFF Policies: Conflict of Interest, Credit Card, Financial Controls, and Travel & Expense Reimbursement.

Discussion:

Conflict of Interest Policy: *There were questions around how conflicts of interest are determined and if there are other conflicts of interest aside from board service. The board will review and discuss the policy again at the January 2024 meeting.*

Credit Card Policy: There were no additional revisions suggested so no discussion.

Financial Controls Policy: *There was a suggestion to edit the section that says “approve budget by December 31” to say “approve DRAFT budget by December 31, “with final approval at first board meeting of the upcoming year”.*

Travel and Expense Reimbursement Policy: There was no additional revisions suggested so no discussion.

Jean asked for motions to approve the recommended changes to the Credit Card, Financial Controls, and Travel & Expense Reimbursement Policies.

POTENTIAL POLICY CHANGES (Items noted in Blue):

The board discussed several items that need addressed within the Matching Grant policy. See below. Due to lack of time, the board was not able to go through the same exercise for the Next Gen and Invitation Grant policies. These policies will be discussed at the January 2024 meeting. Decisions that will be made for the Matching Grant policy in many cases will need to be aligned with the Next Gen and Invitation Grant policies.

MATCHING GRANT POLICY

In the discussions below about the Matching Grant Policy, it is important to understand the definition of a Significant Other Person (SOP) per the Tracy Family Handbook. A SOP is defined as follows:

1. Stepchildren Definition: Those that are not adopted by TFM but have become TFM stepchildren before the age of 18.
2. Exclusive Partner Definition: Individual who is currently in an exclusive relationship with a Tracy Family Member for 3 years or more and can provide proof of an invested relationship either through a long-term joint checking account and/or significant common assets.

MATCHING GRANT POLICY DISCUSSION

1. Eligible Participants – Significant Other People - Stepchildren:

Discussion Question: *Should all generations of stepchildren be eligible to participate in the Matching Grant Program?*

Discussion Feedback: *Everyone agreed all generations of stepchildren should be eligible to participate in the Matching Grant Program, “if and while the spouse (parent of the child) of the eligible Tracy family member has legal custody”. The*

stepchild must have become a stepchild of a Tracy family member before the age of 18. This should apply to 2Gs and 3Gs, with no 4G language right now.

2. Eligible Participants – Spouses of Significant Other People - Stepchildren:

Discussion Question: Should spouses of all generations (2G, 3G, etc.) stepchildren be eligible to participate in the MG program?

Discussion Feedback: Everyone agreed spouses of all generation’s stepchildren should be eligible to participate in the Matching Grant Program, again with no 4G language right now.

Discussion Question: Must there be evidence that such stepchildren are engaged and connected to the Tracy family?

Discussion Feedback: There was no support to include the requirement to be “actively engaged”.

3. Eligible Participants – TFF Staff:

Discussion: Should a part-time staff member be eligible to participate in the Matching Grant Program?

Feedback: Would this benefit incentivize a part-time staff member to move to full-time? Keep it simple, full-time employees only. After some discussion, it was decided we will revisit this topic in the future. No decision was made today.

4. Eligible Allowance Per Participant:

Discussion Questions: Is the current allowance still appropriate? Should we think about it in terms of generation, age, etc.? Do we leave at \$60k per participant?

Discussion Feedback: After some discussion, it was decided we will revisit this topic next year since we’ll be doing a new Strategic Plan. During this planning, we will discuss the percent of budget dollars to earmark for individual Tracy family member driven grant programs (such as the Matching Grant program) and the percent of budgeted dollars to earmark for TFF driven grantmaking.

5. Eligible Participant Mental Capacity:

Discussion Questions: If family member becomes mentally incapacitated -
1. and they are married, should their spouse be able to participate in the grant programs on their behalf as long as they remain married, provided that their grant participation is consistent with their grant making prior to their incapacitation?

2. but if not married, should TFF allow someone else to participate on their behalf?

Discussion Feedback: Most board members feel that an eligible individual who is married and is mentally incapacitated should remain as an eligible participant and that their grant participation does not have to be consistent with their past Matching Grant requests. There was not much support for an eligible individual who is mentally incapacitated, but not married, remaining as an eligible participant. It was decided we will continue this discussion in January. No decision was made today.

6. Qualifying personal match donations

	<p>A board member asked if a donation to a nonprofit by their family’s private foundation qualifies as an eligible personal donation for the TFF Matching Grant program. The answer is “yes”, but only if the TFF eligible participant personally funded the family’s private foundation. This needs added to the policy.</p> <p>OTHER</p> <p>Jim inquired if trustee compensation is documented in a policy. It is documented, but not in a policy. It was suggested that TFF develop a Trustee Compensation Policy.</p> <p>YOUTH TRIP GUIDELINES:</p> <p>Jean outlined all recommended changes to the Youth Trip Guidelines. There was no discussion about the recommended changes. She asked for a motion to approve the recommended changes.</p>	
CONCLUSIONS	<p>Ben made a motion to approve all recommended changes to the following TFF Policies: Document Retention, Capitalization, Education, Training, & Retreat Reimbursement, Gift Acceptance, Grant Variance, Missed Board Meeting, Staff Discretionary Fund, and Whistle Blowing. Jim seconded the motion. All voted in favor.</p>	
	<p>Ben made a motion to approve all recommended changes to the Credit Card Policy. Kristin seconded the motion. All voted in favor.</p>	
	<p>Susie made a motion to approve all recommended changes to the Financial Controls Policy. Kelsey seconded the motion. All voted in favor.</p>	
	<p>Ben made a motion to approve all recommended changes to the Travel & Expense Reimbursement Policy. Linda seconded the motion. All voted in favor.</p>	
	<p>Jim made motion to approve the recommended changes to the Youth Trip Guidelines. Ben seconded the motion. All voted in favor.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Edit all TFF Policies based on board recommendations in notes above. Send the revised and approved policies to Kim to upload on the Board page of the TFF website.	Jean	01/15/24
Lead a board discussion on the following policies at the January 2024 board mtg: Conflict of Interest, Matching Grant, Next Gen Grant, and Invitation Grant.	Jean	1/23/24
Discuss/define what “actively engaged” looks like for Tracy family members, and come up with a metric to measure this.	Jean/Dan	01/15/24
Review the Staff Compensation Guidelines	Board	1/23/24

GRANT APPLICATION REVIEW & FUNDING DECISIONS

DISCUSSION AND CONCLUSIONS	<p>Below is a summary of the applications reviewed and the funding decisions.</p> <p>FULL BOARD REVIEW:</p> <p>1. Chaddock Children’s Foundation: Request \$125,000</p>
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Board Decision: Linda made a motion to approve full funding, \$125,000. Kelsey seconded the motion. All voted in in favor.

2. Trinity Classical Academy: Request \$50,000

Board Decision: Susie made a motion for a Site Visit. Linda seconded the motion. All voted in favor. The board will revisit this request in January.

3. Screen Sanity: Request \$100,000. This is part of the 3G Opportunity Fund.

Board Decision: Ben made a motion to approve \$50,000 immediately, then have Screen Sanity submit an interim report within 6 months. After that, the board can decide whether or not to move forward with additional funding. Eric seconded the motion. All voted in favor.

4. Communio: Request \$113,000

Board Decision: Linda made a motion a motion to approve up to \$113,000. Ben seconded the motion. All voted in favor.

5. YMCA of West Central IL: Request \$40,635

Jim abstained from voting on this because he is on the Mt. Sterling YMCA board.

Board Decision: Kelsey made a motion to approve full funding, \$40,635. Mark seconded the motion. All voted in favor.

STAFF REVIEWED:

Staff Reviewed Apps

Organization Name	Project	Request	Recommend.
Edison Elementary School	Squads: Edison Elementary	\$3,000	\$3,000
Every.Little.Thing.	Volunteer Expenses	\$1,200	\$1,200
Great River Development Foundation	Career and Technical Landscape Study	\$5,000	\$5,000
Illinois College	Embracing Families - Year 2	\$22,500	\$22,500
Oak Rose Fund	Catholic School Working Group	\$7,500	\$7,500
Quincy Community Theatre	QCT Education Program Support	\$30,000	\$30,000, pending FIR, post site visit
The HUB – Arts and Cultural Center	Program and Gallery Support	\$25,000	\$25,000
100 Club of Illinois	First Responder Mental Health	\$20,000	\$15,000
Girl Scouts of Central Illinois	Girl Scout Leadership Experience	\$10,000	\$10,000, pending FIR

Organization Name	Project	Request	Recommend.
Quincy Salvation Army	Let Me Run - Kroc Center	\$3,500	\$3,500
Special Olympics of Illinois	Athlete Outreach for West Central Illinois	\$10,000	\$10,000

Organization Name	Project	Request	Recommend.
The Family Dinner Project			
Mass. General Physicians Organization	The Family Dinner Project	\$10,680	\$10,680
Abraham Lincoln Council, Boy Scouts	The Family Dinner Project	\$6,000	Site visit, up to \$6,000
Bella Ease	The Family Dinner Project	\$6,000	\$6,000
Blessed Sacrament Church	The Family Dinner Project	\$5,000	\$5,000
QPS Early Childhood and Family Center	The Family Dinner Project	\$6,000	\$6,000
Memorial Hospital Association	The Family Dinner Project	\$6,000	\$6,000
Prairie Skies Public Library District	The Family Dinner Project	\$1,265	\$1,265
Quincy Children's Museum	The Family Dinner Project	\$6,000	\$6,000
Quincy Montessori School	The Family Dinner Project	\$6,000	\$6,000
Routt Catholic High School	The Family Dinner Project	\$5,000	\$5,000
Schuyler County Mental Health Association	The Family Dinner Project	\$6,000	Up to \$6,000
Westfair Christian Academy	The Family Dinner Project	\$6,000	Deny
Two Rivers Regional Council Foundation	The Family Dinner Project	\$6,000	\$6,000
TOTAL		\$75,945	Up to \$69,945

Organization Name	Project	Request	Recommend.
Mental Health Open RFP			
Advocacy Network for Children	Mental Health Services Expansion for Children Advocacy Centers	\$15,000	\$15,000
St. Peter Church	The Road To Hope	\$15,000	\$15,000
Hobby Horse House	Looking Ahead: Mental Health Prevention	\$15,000	\$15,000
Schuyler County Mental Health Association	Group Expansion	\$15,000	Up to \$15,000
The Knowledge Center at Chaddock	Mental Health First Aid Initiative	\$15,000	Up to \$15,000
Western CUSD 12	Trauma-Informed MTSS in Rural Schools	\$15,000	Up to \$15,000
Winchester High School	Youth & Teen Mental Health First Aid Training	\$5,700	\$5,700
TOTAL		\$95,700	Up to \$95,700

Organization Name	Project	Request	Recommend.
Cass County Youth Open RFP			
Beardstown Main Street	Family Friday's	\$10,000	Site visit, authorize up to \$10,000
Cass County Health Department	Cass County Teen REACH	\$15,000	\$15,000
Community Hope & Recovery Center	Youth Mentoring and Connection	\$15,000	Site visit, authorize up to \$15,000
First Christian Church	BCA Extracurriculars and Scholarships	\$15,000	Site visit, authorize up to \$15,000
Midwest Youth Services	Cass County Program Expansion Project	\$15,000	\$15,000
TOTAL		\$70,000	Up to \$70,000

Organization Name	Project	Request	Recommend.
C2 2023 Site Visit Follow-up			
Jacksonville Park Foundation	EggForce Social Innovation Incubator	\$15,500	1:1 Challenge Grant up to \$7,500 by 7/1/2024
John Wood Community College Foundation	College for Life 2023-24	\$21,226	\$21,226
Lynnville Christian Church	Sunday School & Youth Education Initiative	\$25,000	1:1 Challenge Grant up to \$15,000 by 11/1/24
The Esprit De Corps Academy	The Esprit de Corps Academy	\$10,000	\$10,000
Jensen Camp Foundation	Mountain Bike Program Development	\$10,000	\$10,000
Frontline Foster Family Foundation	The Connecting Point	\$10,000	1:1 Challenge Grant up to \$5,000 by 7/1/24
Mississippi Valley Council No. 141, Boy Scouts of America	Technology and Equipment Funding	\$5,000	Up to \$5,000
TOTAL		\$96,726	Up to \$73,726

Jean asked if there were any Conflicts of Interest with the Staff Reviewed Grant Applications noted in the above 6 tables. The following Conflicts of Interest were reported as such:

- Eric – Great River Development Foundation
- Mark – Two Rivers Regional Council Foundation
- Jim – John Wood Community College Foundation

These individuals abstained from voting on applications submitted by organizations in which they had conflicts. Jean asked for a motion to approve the Staff Reviewed Grant Applications recommendations.

Board Decision: *Susie made a motion to approve the staff recommendations for the Staff Reviewed Grant Applications as noted above in the 6 tables on pages 10 & 11. Linda seconded the motion. All voted in favor.*

Discussion: *Jean asked if everyone still finds value in reading the summaries on staff reviewed grant applications.*

Feedback: *There's value in the board seeing it and reading the summaries. Maybe don't need to see as much detail. The staff might consider doing summaries for just certain dollar thresholds or new ones TFF has not previously funded.*

COMMITTEE REVIEW RECOMMENDATIONS:

Catholic Schools Grant Review Committee Apps:

Organization Name	Project	Request	Recommend.
Routt Catholic High School	Building Upgrade	\$30,000	\$30,000
St. John the Evangelist	Professional Development	\$30,000	\$30,000
TOTAL		\$60,000	\$60,000

Board Decision: *Jim made a motion to approve the Catholic Schools Grant Review Committee recommendations. Tim seconded the motion. All voted in favor.*

BC Public Schools Apps:

Organization Name	Project	Request	Recommend.
Brown County Community Unit School District # 1	NWEA MAP Testing	\$9,062.50	\$9,062.50
Brown County Community Unit School District # 1	Strategic Planning	\$32,600	\$32,600
Brown County Elementary School	Comprehensive Reading Instruction Program Development	\$40,000	Up to \$36,000
TOTAL		\$81,662.50	Up to \$81,662.50

Board Decision: Ben made a motion to approve the BC Public Schools Committee recommendations. Mark seconded the motion. All voted in favor.

Youth Committee Apps:

Organization Name	Project	Request	Recommend.
#BeLikeGrace	Grace's Place	\$10,000	Site visit, up to \$10,000
Advocacy Network for Children	Cass County Illinois Youth Project	\$10,000	\$10,000
Girls on the Run St. Louis	Girls on the Run Scholarship Support in Greene County, IL	\$7,500	\$7,500
TOTAL		\$27,500	Up to \$27,500

Board Decision: Jim made a motion to approve the Youth Committee recommendations. Tim seconded the motion. All voted in favor.

Families Committee Apps:

Organization Name	Project	Request	Recommend.
Make-A-Wish Foundation of Illinois	The Wish Journey	\$15,000	\$15,000
United Way of Adams County	Quincy Area Partnership for Unmet Needs - General Fund	\$10,000	\$10,000
Ronald McDonald House Charities of St. Louis	Sponsor-A-Family	\$15,000	\$15,000
WGCA Christian Radio Station	Encouraging & Uplifting Families & Marriages	\$12,000	\$12,000
TOTAL		\$52,000	\$52,000

Board Decision: Kristin made a motion to approve the Families Committee recommendations. Kelsey seconded the motion. All voted in favor.

Education Committee Apps:

Organization Name	Project	Request	Recommend.
Carthage Primary School	Geode Decodable Readers	\$36,247.95	\$36,247.95
Junior Achievement of Greater STL	Junior Achievement General Operations Support	\$20,000	\$20,000, post site visit
Scott-Morgan CUSD	Bluffs Video Board	\$35,000	\$20,000
Community Unit School District #4	UHS Agr Engineering Grant	\$30,000	\$30,000, post site visit
TOTAL		\$109,162	\$94,162

Board Decision: Susie made a motion to approve the Education Committee recommendations. Jim seconded the motion. All voted in favor.

Mental Health Committee Apps:

Organization Name	Project	Request	Recommend.
Carl Sandburg College	Mental Health Support for Rural Students	\$10,600	Site visit, up to \$10,600
Genesis Garden	Mental Health Resilience Program	\$15,000	\$13,000
Illinois College	VitalityVibe: IC Wellness Connection	\$15,000	\$15,000
Memorial Hospital Association	Memorial Mind Matters Mobile Clinic	\$15,000	\$15,000
Western Illinois University	Healthy Children-Healthy Communities	\$15,000	Site visit, up to \$15,000
TOTAL		\$70,600	Up to \$70,600

Board Decision: Linda made a motion to approve the Mental Health Committee recommendations. Eric seconded the motion. All voted in favor.

Upon completion of the review of the grant requests, Dan reported to the board decisions in the following categories that have been made since the August 2023 TFF board meeting: Grant Variances, Staff Discretionary Grants, Invitation Grants, and Youth Trip Grants. All decisions are in keeping with the Grant Variance and Grant Authorization Policy and are to be reported to the board.

CONCLUSIONS See conclusions noted above.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Confirm that the \$800k grant noted in the budget in the application is committed to Chaddock	Dan	12/15/23
During the Site Visit, talk to Trinity Classical Academy about finances and pending income.	TFF Staff	01/15/24
Reach out to Screen Sanity to see if they can set up a Zoom for interested board members to learn more about the Screen Sanity program and approach	Kristin	12/15/23
Put together a report on the Family Dinner Project and share total number of people influenced.	Dan	06/01/24
Going forward, report to the board any checks organizations have returned to the Foundation.	Dan	Ongoing
Build more firm guidelines around public school funding, i.e. more clarity on what TFF will and won't fund in BC and other public schools.	Education Committee	2024
Process grant checks	Dan	12/24/23

PHILANTHROPIC PLATFORM: JEAN


DISCUSSION	<p>The development of some type of Philanthropic Platform (framework) to support personal Tracy family philanthropy is part of TFF 20-year plan. TFF recently hired a consultant to help with this project. Boldy Go Philanthropy (BGP) was chosen.</p> <p>BOLDLY GO PHILANTHROPY: Elizabeth and Kyle, BGP consultants, provided a brief presentation to the board on their work and findings thus far. A Steering Committee has been put into place (Ben, Linda, Susie, Dan, Angie, Megan, and Jean) to support the work of BGP. BGP has conducted 16</p>
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interviews with 2Gs and 3Gs to better understand how family members might be supported in their philanthropic endeavors. This exploration will help BGP think through where a platform/framework might live, how to pay for it, and what it will look like. Kyle and Elizabeth said the conversations have been very engaging and there was great representation from the family. BGP will be doing peer benchmarking in order to learn more from families who have a framework in place to address all family philanthropy. The intent will be to learn what works and what doesn't. BGF will also put together a Focus Group made up of Tracy family members. The Focus Group will be asked to react to preliminary recommendations from BGP. Boldy Go will come to TFF in February with a recommendation.

Kyle and Elizabeth also shared that:

- Many family members find the word “platform” overwhelming and difficult to grasp, so we are now consciously working to stay away from that term.
- All branches of the family, all ages, and differing engagement levels are being represented in this project and are really important.
- Family members and staff would like to see different options before we come to any conclusions. That will be helpful and will make everyone comfortable.
- TFF needs to think about having a resource plan in place (staffing) if a framework to better support individual philanthropy is put into place.

PHILANTHROPIC PLATFORM TIMELINE



TRACY FAMILY PHILANTHROPIC PLATFORM		
Activity	Deadline Date	Comment
Phase 1: Advisor Search		
RFP Distributed to Advisors	6/23/23	
Intention to submit a proposal	7/21/23	Arabella, Lansberg Gersick, Boldly Go Philanthropy, Rockefeller Philanthropy, Winding River, and Foundation Source.
Proposal Due Date	9/1/23	
Philanthropic Advisor Interviews	9/11/23 - 9/29/23	
Philanthropic Advisor selected	10/13/23	
Phase 2: Advisor Recommendation		
Exploration/Inquiry stage	Oct '23 - Dec '23	Assumes that the advisor will need a deeper understanding of the Tracy family to provide a recommendation.
Advisor's Philanthropic Platform Recommendation Due Date	12/22/23	
Phase 3: Tracy Family Discernment		
Tracy Family discernment	Jan '24 - May '24	Assumes advisor will be pulled into some of the discussions.
Philanthropic Platform decision	May 2024	Will the Tracy family move forward with establishing a philanthropic platform?

CONCLUSIONS

ACTION ITEMS

PERSON RESPONSIBLE

DEADLINE

Continue working with BGP on this project.

Jean & Dan

2/28/24

Take a recommendation to the family

Jean

5/4/24

MT. STERLING 2024-33 STRATEGIC PLAN PROPOSAL: DAN

DISCUSSION

Mt. Sterling 2024-33 Strategic Plan Selection Process:
Dan outlined the consultant selection process as follows:

	<ol style="list-style-type: none"> 1. TFF issued a Request for Proposals 2. Proposal Review Team Assembled Vada Yingling, Bob Willis, Alex Geisler, Dawn Hughes, Eric Ebbing, Nick Hendricker, Emery Gronewold, Lance Grady, Nichole Croxton, Jean Buckley, Megan Costigan, & Dan Teefey 3. Proposal Review: Kiku Obata and Teska Team submitted proposals 4. Interviews: Both firms came to Mt. Sterling, made presentations, and were interviewed 5. Proposal Review Team unanimously selected Teska, Small Nation, and All Together <p>Teska, founded in 1975, is a planning and landscape architecture firm with a 21-person staff based in Plainfield and Evanston, IL. Two firms - Small Nation and All Together - will be sub-consultants on the project. The kickoff meeting with Teska is in December. The goal is to have the final Mt. Sterling Strategic Plan complete by mid-2024.</p> <p>Teska Proposal:</p> <table border="1" data-bbox="391 766 1429 919"> <tr> <td>Sub Total - All Phases</td> <td>610 Hours</td> <td>\$100K</td> </tr> <tr> <td>Materials, Travel, Expenses, Printing & Reimbursable</td> <td></td> <td>\$16K</td> </tr> <tr> <td>ALL INCLUSIVE TOTAL</td> <td></td> <td>\$116K</td> </tr> </table> <p>Recommended TFF Board Action: Approve a Formal Funding grant to the City of Mt. Sterling for up to \$116,000 for the completion of a new Mt. Sterling Strategic Plan.</p>	Sub Total - All Phases	610 Hours	\$100K	Materials, Travel, Expenses, Printing & Reimbursable		\$16K	ALL INCLUSIVE TOTAL		\$116K
Sub Total - All Phases	610 Hours	\$100K								
Materials, Travel, Expenses, Printing & Reimbursable		\$16K								
ALL INCLUSIVE TOTAL		\$116K								
CONCLUSIONS	Mark made a motion to approve a Formal Funding grant to the City of Mt. Sterling for up to \$116,000 for the completion of a new Mt. Sterling Strategic Plan. Eric seconded the motion. All voted in favor.									
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE								
Spearhead the development of a 2024-2033 Mt. Sterling Long Range Plan	Dan	7/1/24								

BROWN COUNTY UPDATE: DAN

DISCUSSION	<p>BC EARLY LEARNING CENTER (BCELC) & DOROTHY TRACY EDUCATION CENTER (DTEC) UPDATE</p> <p>The BCELC Director, Connie Sperry, resigned effective July 28. Tiffany Risley was hired as the new BCELC Director and began on September 18. Staffing has been a challenge, but we made significant hiring progress in November. Tiffany is doing a great job and has already improved staff culture. Dan reported on enrollment, expenses, and subsidy for the BCELC.</p> <p>The Tracy Family Foundation is the sole member of both the Brown County Early Learning Center and the Dorothy Tracy Education Center. One of the rights and powers as a member is to appoint directors for BCELC and DTEC. The recommended 2024 slate of directors is as follows:</p> <p>2024 DTEC Directors:</p>
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Jean Buckley, Jim Tracy, and Dan Teefey

2024 BCELC Directors:

Jean Buckley, Jim Tracy, and Dan Teefey

Susie made a motion to approve the recommended slate of directors. Linda seconded the motion. All voted in favor.

BROWN COUNTY HIGH SCHOOL PROMISE PROGRAM

A BC Promise Program was presented to the board in August. It was concluded that TFF should consider such a program. Dan developed a proposal based on interest and suggestions from the August meeting.

Why Transition to a Promise Program?

- Boost post-secondary enrollment for many students on the margins.
- Make Brown County more attractive
- Create a hook for student participation in BC & Beyond.

Dan shared info with the board on eligibility for the Promise Program, nuts and bolts on how the program would work, as well as the scholarship award for the Brown County Promise Program recipients and BC Promise Gold recipients. He also shared info on cost projections, and the timeline.

Recommended Board Action:

Approve the transition of the BCHS Scholarship Program to a Brown County Promise Program and to budget accordingly in future years (2024 Budget: \$325,000).

Jim made a motion to approve the transition of the BCHS Scholarship Program to a Brown County Promise Program, and to budget accordingly in future years (2024 Budget: \$325,000). Susie seconded the motion. All voted in favor.

DOROTHY TRACY ESTATE GIFT

Dorothy's Original Gift: \$1,854,426

Grants to Date:

- \$99,998 – St. Mary School windows
- \$331,570 – Holy Family renovation
- \$250,000 – Joel Oliver Memorial Swimming Pool
- \$27,768 – Mt. Sterling YMCA Roof Repairs

Remaining Balance: \$1,145,090

TFF will continue to be mindful of projects in Brown County where we could designate the funds to come from the Dorothy Tracy Estate Gift.

BC TRAILS

The Brown County Trails Master Plan has a number of trails that could be pursued. The construction on the Clark Park Loop Trail (the 1st trail!) is complete except for the laying of the asphalt, which will happen in Spring 2024. TFF has covered nearly

100% of the cost to develop this 1st trail. Mark Yingling was recognized for the significant amount of time and energy he has devoted to making this trail a reality.

Dan also shared that Brown County was not awarded an Illinois Transportation Enhancement Program grant for a trail from Clark Park to the Mt. Sterling Lake. There will likely be other grant opportunities through this program in the future.

Future Phases of the Trails Master Plan include:

1. Edgewater Lane Connection: \$5,500-\$6,500 engineering.
2. Mt. Sterling Lake Trail: Up to \$125,000 engineering. *Bridge engineering completed in Clark Park Loop work.*

JOEL OLIVER POOL

The Pool will be embarking upon a \$1M+ renovation in 2024. The pool is part of the Mt. Sterling Park District. TFF provided a \$250,000 grant for pool renovations. The Park District has been approved for a \$400,000 grant from the State of Illinois for the project. TFF also provided a 1:1 Challenge Grant of up to \$150,000 and the Park District met the challenge.

BC LIBRARY

The groundbreaking of the new Brown County Public Library was on October 27, 2023. TFF provided a \$350,000 grant for this project. The total cost of the project is approximately \$5.4M.

THE RINK

Ice skating has come to Mt. Sterling! The Rink is open! This project was undertaken by Action Brown County (ABC). The project garnered a huge amount of community support, as well as significant support from ABC, TFF, and Tracy family members. Thus far, it appears to be drawing lots of people from not only Brown County, but from West Central IL to ice skate.

CONCLUSIONS Jim made a motion to approve the transition of the BCHS Scholarship Program to a Brown County Promise Program, and to budget accordingly in future years (2024 Budget: \$325,000). Susie seconded the motion. All voted in favor.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Implement the BC Promise Program	Dan	2/15/24

BIG PROJECT IDEAS

DISCUSSION Dan provided a quick summary of the top large project ideas generated in 2022 and 2023 from the board and staff. The projects noted in green are on their way towards completion. The projects in yellow are actively being pursued by either TFF or the school district. The items not highlighted have not been addressed.

Top 2022 Ideas
Outdoor Multipurpose Pavilion/Building
Ron Clark Academy of West Central IL
Brown County Trails (trails, landscaping, bike shop, etc.)
Renovate BCHS - \$10M-\$20M
John Oliver Swimming Pool Upgrade
BCHS Promise Program
New Brown County Public Library
Develop 1 Early Childcare Center to serve Quincy Catholic Schools
TFF Office
Build senior assisted living community
Mental Health Therapist Debt Repayment Program

BROWN COUNTY & WEST CENTRAL IL – PELLA, IOWA INFO

Prior to the meeting today, trustees were provided information on a town, Pella, Iowa. Pella is an example of a town that has made tremendous progress in making community improvements through concentrated and collaborative efforts. Those from TFF who went on the visit to Pella are getting together in the next couple of weeks to discuss top 5 takeaways from the visit to bring back to the TFF board and committees. This is just an example of what can be done in small towns!

Discussion Questions:

- *What additional big ideas do you have? Which ideas should have priority and be included in the TFF 2024 budget? Which ideas should be planned for 2025 and beyond?*

Discussion Feedback:

- *Where are the biggest gaps for Brown County and which of the big ideas would fill those gaps? Education - increase dollar amt for BC Promise, pursue strategies that come out of Mt. Sterling Strategic Plan), Recreation, and Mt. Sterling housing rehab.*
- *TFF would need to do a lot of research on the Mt. Sterling housing rehab before considering tackling.*
- *Look at the couple old parks in town. Especially the one by the courthouse. Untapped resource here. Would be great to do a little amphitheater for summer concerts, splash pad, etc.*
- *Put a restaurant at the lake. Restaurant/live music venue/brewery. Utilize the lake.*
- *Develop more things for people to enjoy outside of work.*
- *Start a culinary school, a training ground for hospitality.*
- *Not sure if it's housing or more entertainment, but if we can figure out what we can do to get more people to live here, that's what our big project needs to be. Look at studies to learn. What do people look at most when deciding where to live/move to?*
- *It seems like housing is the one thing that always comes up regarding people moving here. Housing hits a lot of buckets. A lot of appetite from board on housing.*
- *Schools, housing, and entertainment should be TFF's focus for large projects.*

	<p>Discussion Questions: <i>In 2024 do we want to move forward with, wait on, or apply for grants for BC Trails? Do we do the whole lake trail, or just do engineering, or don't do anything and just apply for state funding? How much appetite do we have to do it ourselves?</i></p> <p>Discussion Feedback:</p> <ul style="list-style-type: none"> • <i>Don't see as a priority because I don't see people moving here for a trail.</i> • <i>Quincy Trails project had so much success, I would like to move forward with the second trail.</i> • <i>Think about doing a portion of the trail with a turnaround as opposed to taking through the field.</i> • <i>Not a lot of appetite to pay for this all through TFF. But an appetite to do a smaller portion or apply for state funds, which would both require engineering.</i> <p>Dan shared that he has connected with all of the property owners who own land along the sketched-out Lake Trail. They have all agreed to donate the land needed for their trail. At this point, their agreement is simply via letters of intent and are not binding agreements. He also noted that having the engineering completed for the trail would be significant in garnering future state and federal grant opportunities.</p> <p>If anyone has any other Big Project Ideas, let Dan know.</p>		
CONCLUSIONS	No firm conclusions yet.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Bring update on Big Project Ideas to January meeting.	Dan	01/23/23	

TFF BYLAWS

DISCUSSION	No action is needed from the board, but Jean provided the board the recently revised TFF Bylaws that were approved by Dot Foods, the sole member of the foundation. Jean shared a brief summary of the changes and said they take effect January 1, 2024.		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

FOCUS AREA & CAPACITY BUILDING REPORT/Q&A

DISCUSSION	Trustees were provided a Focus Area and Capacity Building update/report prior to today's meeting. Dan did a call for questions.		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Talk to TFF Staff about changing Focus Area Summaries to focus less on narrative and more on data.	Dan	01/15/24	

2023 DASHBOARD

DISCUSSION	Dan reviewed highlights from dashboard and did a call for questions.		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

2023 TRUSTEE FAREWELLS

DISCUSSION	Ben, Eric, and Kelsey go off the board at the end of 2023. Jean gave each the opportunity for closing comments. Thank you for your board service, we will miss each of you!		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

NEXT TFF BOARD MEETING DATES AND CONFERENCES

DISCUSSION	<p>2023 TFF Board Meeting Dates:</p> <ul style="list-style-type: none"> Dec. 19 11:30 – 1:00 Zoom Call <p>2024 TFF Board Meeting Dates:</p> <ul style="list-style-type: none"> Jan. 23 All Day Dot Foods – Chesterfield, MO Apr. 25 All Day Dot Foods – Chesterfield, MO Jul. 25 All Day Dot Foods – Mt. Sterling, IL Dec. 6 All Day Dot Foods – Mt. Sterling IL (TFF Christmas party that night) 		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

ADJOURN

DISCUSSION	Jean asked for a motion to adjourn the meeting.		
CONCLUSIONS	Jim made a motion to adjourn the meeting at 3 p.m. Ben seconded the motion. All voted in favor.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

AN EXECUTIVE SESSION WAS HELD IMMEDIATELY FOLLOWING THE BOARD MEETING. THERE ARE SEPARATE MINUTES FOR THE EXECUTIVE SESSION.

SUBMITTED BY (TFF ADMIN):	Kim Bielik
APPROVED BY (TFF SECRETARY):	DocuSigned by: <i>Ben Tracy</i> EDED482E03749E
APPROVED BY (TFF PRESIDENT):	DocuSigned by: <i>Jean Buckley</i> 510A19445117453