

Columbia Community Foundation
5-8-2013 Board of Directors Meeting Minutes

Meeting called to order by President Wayne Brassell at 6:39PM.

Members Present: Frank Berg (late arrival), Wayne Brassell, John Brocklehurst, Jack Callaghan, Pamala Coleman (early departure), Don Hagen, Deborah Hitchcock, Patty Rolko, Rita Ross, Doug Spielberger.

Members Absent: Dennis Ross.

1. Review and approve meeting minutes.
 - a. Reviewed minutes from 3/4/13.
 - i. No corrections or additions were suggested.
 - ii. Motion by Wayne Brassell to approve the 3/4/13 minutes.
Seconded by Pam Coleman.
Vote: 5 For, 0 Against, 4 Abstain.
Motion passed.
 - b. Reviewed 4/30/13 Scholarship selection meeting minutes.
 - i. No corrections or additions were suggested.
 - ii. Motion by Wayne Brassell to approve the 4/30/13 minutes.
Seconded by Jack Callaghan.
Vote: 8 For, 0 Against, 1 Abstain.
Motion passed.
2. Treasurer's Report.
 - i. Doug Spielberger presented the report to members.
 - i. Current balance in the Fifth Third checking account is \$26,315.56.
 - ii. Current balance in the Janney Montgomery Scott investment account is \$43,138.83.
 - ii. Deposits since the last meeting total \$48.60.
 - iii. Disbursements since the last meeting total \$1,542.09.
 - iv. There is one pending bill:
 - i. \$200.00 to Kathy Fox for tax preparation and filing.
 - ii. Discussion regarding the difference between the fees for preparing and filing 2011 taxes vs. filing 2012.
 - iii. Motion by Wayne Bassell to pay \$200.00 to Kathy Fox pending verification that the bill is correct.
Seconded by Rita Ross.
Vote: 9 For, 0 Against, 0 Abstain.
 - v. Total grants paid since the last gala total \$3,525.00.
 - vi. Total additional pending grants committed to be paid total \$14,500.00.
 - i. This total reflects a correction with the addition of a \$500.00 donation that was approved at the last meeting.
 - vii. Discussion regarding Community Corner Project.
 - i. Wayne and Debbie Brassell will donate a plaque that contains the names of donors who contributed at least \$100.00 in cash, service, or supplies toward the project.
 - viii. Discussion regarding board approval for payments.
 - i. Members were reminded that a vote should be taken prior to making a purchase that is not covered as an operating expense or pre-approved in an existing policy.
 - ii. Motion by Jack Callaghan to retroactively approve the purchase of a get well floral arrangement to be delivered to a family member of a board member.
Seconded by Pam Coleman.
Vote: 8 For, 0 Against, 1 Abstain.
Motion passed.
 - i. Motion by Wayne Brassell to approve the treasurer's report with correction.
Seconded by Pam Coleman.
Vote: 9 For, 0 Against, 0 Abstain.
Motion passed.
 - j. Discussion regarding investment advisor.
 - i. No potential investment advisors were contacted or invited to the meeting.

- ii. Wayne will attempt to contact a potential investment advisor prior to the next meeting.
3. Assistant Treasure's Report.
 - a. Update on 2012 tax documents.
 - i. The tax documents have been completed and are ready to be signed and filed.
 4. Secretary's Report.
 - a. Update on Thank You notes received.
 - i. Debi Hitchcock passed around thank you notes from Rae Brocklehurst and Genesis House.
 - b. Update on Columbia Antique Engine Show & Flea Market.
 - i. Information regarding purchasing booth space at this event was received.
 - ii. Members indicated that the foundation will not have a booth at this event.
 - c. Update on Foundation Center.
 - i. Foundation Center requests updated information on the foundation.
 - Information that they currently have was generated from GuideStar.
 - ii. Registering for an online account and updating information online comes with a complimentary subscription to *Foundation Directory Online*.
 - iii. Debi Hitchcock will register online and update the foundation's information.
 5. Scholarship Director Report.
 - a. Update on scholarship recipients.
 - i. The scholarship recipients were chosen at the April 30, 2013 scholarship selection meeting.
 - ii. Debi Hitchcock sent out official notifications to all applicants, the school, and the Chamber.
 - iii. Pam Coleman will attend the Columbia High School Awards Ceremony on May 15, 2013 at 7:00 PM to present scholarship certificates to the recipients of the LMM and CCF Scholarships.
 - iv. A member from the Chamber will present the certificate for the CCOC Scholarship.
 6. Director of Media Relations Report.
 - a. Update on what articles have been submitted since the last meeting.
 - i. No articles have been published since the last meeting.
 - b. Update on what articles need to be submitted for publication.
 - i. Second Harvest Food Bank.
 - ii. Columbia Food Center – December and May donations.
 - iii. Power if the Pen.
 - iv. Columbia Middle School.
 - This article has been on hold pending the receipt of requested photos of the Science Trip to be included in the article.
 - v. Genesis House.
 - This article should also be published in The Chronicle Telegram since Genesis House serves all of Lorain County.
 - vi. 2013 Scholarship Recipients.
 - c. Discussion regarding grouping articles together into one.
 - i. Discussed that some grants that are similar may be grouped, but others should remain separate.
 - ii. Discussed grouping them into a half page advertisement instead of a small article.
 - Discussed the cost and the current funds available.
 - Copies of the ad (or a newsletter or flyer variation of it) could also be used as handouts at the 2013 Homecoming Festival as a publicity tool.
 - iii. Motion by Pam Coleman to purchase a ½ page ad in the Rural Urban Record.
 Seconded by Wayne Brassell.
 Vote: 9 For, 0 Against, 0 Abstain.
Motion passed.
 7. Technology Directors Report.
 - a. Update on foundation's website.
 - i. Jack distributed copies of board members biographies for review prior to publishing them on the website.

- ii. There have been 32,486 hits to the Website from January 2013 through April 2013.
 - 4,269 hits were from April 2013.
 - As of May 7, 2013, there have been 1,500 hits for May 2013.
 - iii. Discussion regarding e-mail blasts.
 - E-mail addresses that have been collected can be used to send out articles, upcoming events, and save the date reminders for the Gala.
8. Grant Director Report.
- a. Update on meeting with Genesis House and Columbia Township Representatives.
 - i. A meeting was held on May 2, 2013 at the Columbia Fire Station.
 - ii. Jack Callaghan, Wayne Brassell, Dennis Ross, Dick Heidecker, Mark Cunningham, Kathy Maxwell, a representative from the VFW, a representative from the fire department, and a Lorain county sheriff were present to discuss the Genesis House and the work that they have done.
 - Various aspects and types of domestic violence were discussed.
 - b. Update on Youth 4 Youth Senior Citizens Breakfast.
 - i. Don Hagen presented a summary of the event.
 - The CCF Promotional Video was shown.
 - Wayne spoke to the attendees about what CCF has been doing to help the community.
 - ii. Wayne stated that several of the attendees were not aware of CCF prior to seeing the video.
 - Several comments were made about how tastefully done the video was.
 - Some commitments to attend future galas and/or increase their level of support were made.
9. Policy Director Report.
- a. Don Hagen presented a memo containing questions for the board to consider as the policies are revised.
 - i. Discussion regarding changing the term “executive council” to “Board of Directors”.
 - Don will revise the wording of the policies and present the revised versions for approval.
 - ii. Members were reminded that the Code of Regulations needs to be reviewed and revised, if needed, as the policies are updated.
 - Since the Code of Regulations is registered with the IRS, the policies cannot override the Code of Regulations
10. Marketing and Fundraiser Director Report.
- a. Update on foundation portfolio.
 - i. Wayne plans to have a draft portfolio to review at the June 2013 meeting.
 - b. Update on cocktail reception for major donors.
 - i. Discussion regarding who to invite.
 - Reports were presented listing donors and total amounts with board member totals blacked out.
 - Discussion regarding not setting a donation amount as the basis for considering invitees.
 - Some newer donors have the potential of continuing to donate, but may not meet a “cap” because they were not aware of the opportunity to donate to the foundation until recently.
 - Discussion regarding inviting past Honorary Chairs.
 - ii. Members discussed having this reception in beginning to mid-August 2013.
 - Invitations should be sent out by the end of June 2013 or beginning of July 2013.
 - iii. Discussion regarding funding the event.
 - A suggestion was made for board members to donate towards this event in order to avoid using the general fund to pay for it.
 - Wayne will obtain menu and pricing options from the Ballroom and send this to members.
 - iv. Discussion regarding sales and donations.
 - The event is meant to recognize donors for their support, not to request additional support.
 - Crystals could be displayed and the Fall Gala 2013 will be mentioned.
 - Attendees may decide to donate, purchase crystals, or RSVP for the Fall Gala 2013, but they will not be asked or encouraged.
 - c. Update on Honorary Chairs for The Fall Gala 2013.
 - i. Members reviewed and discussed the list of potential honorary chairs.

- ii. Some additions were suggested.
- iii. Members should send any additional suggestions to the board
- d. Update on member selection for The Fall Gala 2013 committee.
 - i. Committee Members are Wayne Brassell, Debbie Brassell, Pepper Richardson, Patty Rolko, and Chris Gernick.
- e. Update on invitations for The Fall Gala 2013.
 - i. Draft samples will be available for review at the June 2013 Board meeting.
- f. Update on Silent and Live Auction items.
 - i. Replicas of community buildings may be able to be produced to be included in the live auction.

11. New Business (Continued).

- a. Update on LED stop signs.
 - i. Members reviewed the quote from ARL.
 - ii. Members discussed what type of signs to purchase.
 - A suggestion was made to purchase at least two “Prepare to Stop” signs that can be placed on township property near areas where a county road meets a township road.
 - One “Stop” sign may also be purchased.
 - Although CCF may have some suggestions, the township will determine where to install the signs.
 - iii. Motion by Wayne Brassell to purchase three LED signs from ARL for a total cost of \$3,000.00 (\$1,000.00 each)
 Seconded by Pam Coleman.
 Vote: 9 For, 0 Against, 0 Abstain.
Motion passed.
- b. Update on Columbia Community Vacation Bible School project.
 - i. Approximately 100-125 flowers will be needed to plant in the 100’ x 1.5’ wide space in the Community Corner.
 - ii. J & J Greenhouse will be contacted regarding pricing.
 - Hosanna Lutheran Church has offered to sponsor the cost of the flowers.
- c. Update on expanding Phase 2 of the Beautification of the Community Corner.
 - i. No progress has been made in obtaining a response for lettering for two other corners.
 - ii. Wayne Brassell presented a handout proposing the construction of a clock tower.
 - The tower can be constructed of foundation stones that are already available at no additional cost.
 - Several other items needed may be able to be donated or discounted.
 - The proposed location is on the main corner since electric is already available.
 - The proposed completion date is by Labor Day 2013.
 - Wayne will continue to obtain quotes and development ideas.
- d. Update on 2013 Columbia Homecoming Festival Booth.
 - i. Patty Rolko will track the times that members sign up to work the booth.
 - ii. Past board members as past honorary chairs will be asked to assist with working the booth.
 - iii. Discussed the hours that the booth will be open.
 - It was suggested that the booth open later than in the past.
 - iv. Discussed potential give-away items.
 - Patty Rolko offered to donate promotional magnets.
- e. Discuss and approve resignation of Deborah Hitchcock.
 - i. Motion by Wayne Brassell to regretfully accept Deborah Hitchcock’s resignation both as Secretary and as a board member.
 Seconded by Doug Spielberger.
 Vote: 7 For, 0 Against, 1 Abstain.
Motion passed.

12. Old Business.

- a. Update on grant request from Columbia Fire Department.
 - i. Patty Rolko informed members that the Chamber has agreed to partner with the foundation to fund one Gumby Suit for the fire department.

13. Open Discussion

- a. Discussion regarding Service Day at Christ Church.
 - i. Doug Spielberg reported that this event is scheduled for June 1, 2013.
 - Fifteen teams go into the community to provide service at various locations.
 - ii. Discussion regarding if the foundation can consider making a donation toward this project.
 - iii. Reviewed the grant policy.
 - A grant application would need to be completed and submitted.
 - Voting would have to occur electronically since the next scheduled board meeting is after the date of the event.
 - If a grant application were submitted for this project, it would not meet the required thirty days prior to the date the funding is needed.
 - iv. The foundation is unable to assist this year, but can consider it with advanced notice for next year.

Motion by Rita Ross to adjourn.

Seconded by Don Hagen.

Vote: 8 For, 0 Against, 0 Abstain.

Meeting adjourned at 9:17 PM.

The next board meeting is scheduled for Wednesday June 12, 2013 at 6:30 PM at Columbia Hills Country Club.

Minutes approved: __/__/__.