

Columbia Community Foundation
4-10-2013 Board of Directors Meeting Minutes

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

Members Present: Frank Berg, Wayne Brassell, Pamala Coleman, Don Hagen, Dennis Ross, Rita Ross, Doug Spielberger.
Members Absent: John Brocklehurst, Jack Callaghan, Deborah Hitchcock, Patty Rolko.

1. Frank Berg was welcomed to the Columbia Community Foundation Board.
2. Review and approve meeting minutes.
 - a. Reviewed minutes from 3/4/13.
 - i. No corrections or additions were suggested.
 - ii. Motion by Dennis Ross to approve the 3/4/13 minutes.
Seconded by Don Hagen.
Vote: 6 For, 0 Against, 1 Abstain.
Motion passed.
3. Treasurer's Report.
 - a. Doug Spielberger presented the report to members.
 - i. Current balance in the Fifth Third checking account is \$27,809.05.
 - ii. Current balance in the Janney Montgomery Scott investment account is \$42,078.37.
 - b. Deposits since the last meeting total \$100.00.
 - c. Disbursements since the last meeting total \$196.35.
 - d. There are no pending bills.
 - e. Total grants paid since the last gala total \$2,200.00.
 - f. Total additional pending grants committed to be paid total \$14,825.00.
 - i. This total reflects a correction with the addition of a \$500.00 donation that was approved at the last meeting.
 - g. 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.
 - h. Discussion regarding grant considerations.
 - i. Eligible organizations and projects to which grants can be made are indicated in the foundation's policy.
 - ii. Although special consideration is given to organizations and projects within Columbia Township, surrounding community organizations and projects are also considered and encouraged to apply.
 - i. Motion by Dennis Ross to approve the treasurer's report with correction.
Seconded by Frank Berg.
Vote: 7 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.
4. Assistant Treasure's Report.
 - a. Update on 2012 tax documents.
 - i. The tax documents, including the Profit & Loss report, have been submitted to the foundation's accountant.
5. Scholarship Director Report.
 - a. Update on scholarship applications.
 - i. Pam prepared packets of applications for all board members to review.
 - ii. No further applications or supporting documentation have been received after the deadline.
 - b. Discussion regarding considering applicants who didn't submit the supporting documentation.
 - i. Transcripts and college acceptance letters were requested to be submitted by April 1 2013.
 - ii. Motion by Dennis Ross to remove the applications that do not have corresponding supporting documentation from being reviewed or considered in the rating process.
Seconded by Doug Spielberger.

Vote: 7 For, 0 Against, 0 Abstain.

Motion passed.

- iii. Pam will inform those members who are not present of which applications are disqualified.
 - c. Discussion regarding informing disqualified applicants of the reason they were not selected.
 - i. Members discussed where the responsibility lies for submitting supporting documentation.
 - It is solely the student's responsibility to submit the college acceptance letter to the foundation.
 - Although the school is responsible for supplying the transcript either to the student or directly to the foundation, it is ultimately the student's responsibility to notify the school and to confirm that this was completed.
 - ii. Members agreed that the disqualified applicants should be informed that their application was incomplete and unable to be reviewed for consideration.
 - d. Discussion regarding scholarship selection meeting.
 - i. The board will meet Tuesday April 30, 2013 at 6:30pm at Columbia Hills Country Club to select the scholarship recipients.
 - a. All board members must have their scores submitted to Pam prior to this date.
 - b. The total score results will be presented at the scholarship selection meeting.
6. Director of Media Relations Report.
- a. Update on what articles have been submitted since the last meeting.
 - i. Jack was not available for a report.
 - ii. Wayne reported that three articles have been published since the last meeting:
 - Youth 4 Youth from December 2012.
 - Two scholarship announcements and deadline reminders.
 - b. Wayne reported that he recently reminded Jack of the outstanding articles:
 - i. Second Harvest Food Bank.
 - ii. Columbia Food Center.
 - iii. Power if the Pen.
 - iv. Columbia Middle School
 - v. Scholarship deadline reminder.
 - c. Discussion regarding Hosanna Lutheran Early Childhood Center event at Columbia Food Center.
 - i. Discussed giving two yearly donations to Columbia Food Center instead of just one in December.
 - ii. Motion by Dennis Ross to give an additional \$500.00 to Columbia Food Center.
Seconded by Pam Coleman.
Vote: 7 For, 0 Against, 0 Abstain.
Motion passed.
 - iii. Wayne will inform the Director of Media Relations that the donation amount to Columbia Food Center to be reported when the article is written is now \$1000.00 instead of \$500.00.
 - iv. Frank will contact the director of Columbia Food Center to inform them of the foundation's intent to increase their donation to biannually.
 - Frank will inquire what two months of the year would be the most helpful to them to receive the donations in the future.
 - d. Discussion regarding outstanding publicity articles.
 - i. A suggestion was made to purchase a half page advertisement to catch up on all of the outstanding articles that have not been submitted.
 - A concern was addressed that the scholarship winner announcement article must be timely.
 - Members discussed that it is good to spread the articles out and have the foundation publicized almost every week in The Rural-Urban Record.
 - ii. Wayne will talk with the Director of Media Relations to work on getting the outstanding articles submitted.
7. Technology Directors Report.
- a. Update on foundation's website.
 - i. Discussion regarding adding a testimonial section to the web site where thank you letters from grant and scholarship recipients are presented.

8. Grant Director Report.
 - a. Update on Genesis House grant request.
 - i. Discussion was held regarding the approved donation from the last meeting was intended for their general fund rather than for their quilt project.
 - ii. Dennis invited the chairperson of Safe Harbor to meet with representatives of various non-profit groups I Columbia to discuss their program.
 - These organizations may decide to donate matching funds to what the foundation has committed.
 - b. Update on new grant request received.
 - i. The Columbia Fire Department has requested funding toward two Gumby Suits.
 - The total cost of the suit is \$2693.00.
 - The foundation can opt to fund just a portion of this amount, as has been done with previous requests.
 - ii. Discussion regarding tabling the discussion and vote until more members are present.
 - iii. Discussion regarding other organizations that have been requested to assist with this funding.
 - No other organizations have been approached.
 - Wayne will inform the Chamber of this opportunity to determine if they would like to partner with the foundation to grant this request.
 - iv. Dennis will contact the fire department to inform them that the foundation is in the process of considering their grant request.
9. Policy Director Report.
 - a. Update regarding Standard Operating Procedures Manual.
 - i. Don is working on this manual.
 - Don requested that members inform him of any thoughts or ideas that they have regarding policies.
10. Marketing and Fundraiser Director Report.
 - a. Update on foundation portfolio.
 - i. Wayne is working on a draft of a portfolio to be presented to potential donors to introduce them to the foundation.
 - This will include a five year summary of what the foundation has done.
 - Each board member is encouraged to solicit one major donor this year.
 - b. Update on cocktail reception for major donors.
 - i. Discussion of the criteria to consider for what donors to invite.
 - ii. Discussion regarding the venue for the reception.
 - iii. Proposed date is the end of August.
 - Invitation list should be finalized at the next meeting.
 - Invitations should be sent by the end of June.
 - c. Update on The Fall Gala 2013.
 - i. Columbia Hills Country Club has been confirmed for November 2, 2013.
 - ii. Pam and Rita will join Debbie Brassell to participate in a tasting of the fish and chicken dishes.
 - iii. The Stranger and The Trio have been secured for entertainment.
11. New Business (Continued).
 - a. Update LED stop signs.
 - i. Members were informed that one of the signs have been vandalized.
 - Consideration should be given to purchasing replacement parts for the township to have on hand.
 - ii. Discussion regarding the placement of the signs.
 - Some of the most dangerous intersections are those where the right of way isn't owned by the township.
 - LED stop signs can not replace the existing signs under these circumstances.
 - "Prepare to Stop" signs, which can be placed prior to the intersection, can be used to warn motorists of the upcoming stop sign/ intersection.
 - iii. Quotes were requested for one LED "STOP" sign and one LED "Prepare to Stop" sign.
 - A&A Safety quoted \$1,550.00 each, for a total of \$3,100.00.
 - ARL quoted \$1,000.00 each, for a total of \$2,000.00.
 - This quote includes a portion of the cost being donated.

- A&A Safety has provided a written quote.\
 - A written quote from ARL has been requested, but not yet received what intersections the signs should be placed.
- iv. Discussion regarding purchasing three signs at the lower quote instead of just two.
 - v. Dennis will update the township and discuss
- b. Update on Columbia Community Vacation Bible School project.
 - i. The Community Corner has been proposed as a potential project for a Vacation Bible School project.
 - ii. A suggestion was made to have the students plant flowers.
 - 140 plants would be needed.
 - Members will explore ways of getting donations or discounts.
 - c. Discussion regarding welcome packet.
 - i. Frank inquired if there was a welcome packet.
 - This would include information about who we are, what we do, and what the responsibilities, expectations, or opportunities are.
 - Job descriptions of various opportunities would be defined.

12. Old Business.

- a. Update on Safe Driving Practice Education Program for Teens.
 - i. Discussion regarding if we will continue to work toward following through with this project.
 - ii. Don reported that it is possible to build a program, but it will cost money.
 - If a program is developed, parents might volunteer to help implement it.
 - iii. Discussion regarding who will maintain the program.
 - Members discussed if maintaining this program falls within the mission of the foundation.
 - iv. The board will continue to investigate this project with a goal of implementing it for Spring 2014.
 - v. Frank Berg will assist with the committee for this project.
- b. Update on Community Corner Beautification Project Phase 2.
 - ii. Wayne showed members a draft of the early stages of Phase 2.
 - Wayne proposed additional planning and design for the Northwest corner.
 - A request will be made to have some blue spruce trees donated.
 - Dennis will talk with the township to determine the cost of having an electric line installed on the northwest corner.
 - iii. Ornamental grass will be planted behind the foundation stone.

13. Open Discussion

- a. Discussion regarding cuts to Columbia Schools.
 - i. One program being cut is the Youth 4 Youth.
 - Discussion if it is in the school's best interest for the foundation to solicit support to save one program as opposed to others.
 - ii. A suggestion was made for the foundation to consider taking over the Senior Citizen's breakfast.
 - The foundation would give this event back to the school if funding becomes available and a school group wants to take it over.
 - iii. The next senior citizen breakfast is still on and scheduled for May 1, 2013.
 - A request will be made to show the foundation's DVD at the event.
 - A suggestion was made to have the senior citizens who attend the breakfast provide their names and addresses to the foundation.
 - This will allow the foundation to invite those who are interested if the foundation takes over the senior citizen breakfast.
 - Pam will create a card to place at each setting to request names and addresses from those who choose to complete them.
 - iv. Wayne will talk with the superintendent and the advisor of Youth 4 Youth to determine what the options are for continuing the senior citizen's breakfast.
- b. A suggestion was made to consider either partnering with the Chamber or taking over the Valentine's Day Dance.
 - i. The ballroom may be a possible venue for this event.

- c. A suggestion was made to consider providing incentives to students who make the honor roll or receive other special honors in school or community.
 - i. The business owner who has done this in the past is no longer able to do this.
- d. Discussion regarding considering providing additional support to the Columbia Historical Society's block house project in the future.

The secretary was not present at this meeting and the remainder of the meeting was not recorded in order to be documented.

The next board meeting is scheduled for Wednesday May 8, 2013 at 6:30 PM at Columbia Hills Country Club.

Minutes approved: 5/8/13.