

Columbia Community Foundation
3-4-2013 Board of Directors Meeting Minutes

Meeting called to order by President Wayne Brassell at 6:31PM.

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

Members Absent: Pamala Coleman.

Guest Present: Frank Berg.

1. Review and approve meeting minutes.
 - a. Reviewed minutes from 2/13/13.
 - i. Some corrections were suggested and made prior to the meeting.
 - ii. One additional correction was suggested.
 - iii. Motion by Dennis Ross to approve the 2/13/13 minutes with corrections.
Seconded by Doug Spielberger.
Vote: 9 For, 0 Against, 0 Abstain.
Motion passed.
2. Treasurer's Report.
 - a. Doug Spielberger presented the report to members.
 - i. Current balance in the Fifth Third checking account is \$27,905.31.
 - ii. Current balance in the Janney Montgomery Scott investment account is \$41,084.51.
 - b. Deposits since the last meeting total \$0.00.
 - c. Disbursements since the last meeting total \$314.35.
 - d. There are no pending bills.
 - e. Motion by Dennis Ross to approve the treasurer's report.
Seconded by Wayne Brassell.
Vote: 9 For, 0 Against, 0 Abstain.
Motion passed.
 - f. Discussion regarding investment advisor.
 - i. No potential investment advisors were contacted or invited to the meeting.
 - g. Discussion regarding listing reimbursements on the treasurer's report.
 - i. Reimbursements to members will be listed only as the item or category and not as a reimbursement to a member.
3. Assistant Treasurer'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.

Meeting continued in Executive Session.

Meeting resumed.

4. Secretary's Report.
 - a. Update on purchasing a recorder.
 - i. A recorder has been purchased.
 - ii. Update on United Way information.
 - Updates to the officers and fax number have been submitted to United Way to update the foundation's listing in their records.
5. New Business.
 - a. Interview with potential new board member.
 - i. Mr. Frank Berg joined the meeting.
 - ii. Board members introduced themselves to Mr. Berg.
 - iii. Mr. Berg introduced himself to the board.

- Mr. Berg discussed his family, community involvement, and military and business experience.
 - Mr. Berg responded to questions that board members asked.
- iv. Mr. Berg was excused from the meeting.
6. Scholarship Director Report.
- a. Update on scholarship publicity
 - i. Pam sent the LMM scholarships application to all Columbia High School seniors along with a letter containing information about the other scholarship opportunities from CCF.
 - b. Discussion regarding weighting the questions on the scholarship applications.
 - i. Members reviewed the current weight distribution for scoring scholarship applications.
 - ii. Members verified that the current weight distributions are not published on the applications or application instructions.
 - iii. Members agreed to rearrange the weight distribution :
 - Extra-Curricular Activities = 25%
 - Personal Essay = 35%
 - Essay Question = 40%
 - c. Discussion regarding distribution of scholarship applications.
 - i. Members discussed that they would prefer to receive all of the applications at one time instead of as they are submitted.
 - ii. Three separate e-mailings of applications in early April, one set per scholarship, would help members track the applications.
 - d. Update on meeting with CHS Guidance Counselor.
 - i. CCF will be invited to attend the annual scholarship night in January 2014.
 - ii. Promotional posters will be displayed/distributed if provided.
7. Director of Media Relations Report.
- a. Update on what public relations articles have been submitted to the media.
 - i. An article regarding Youth4Youth has been submitted but not yet published.
 - b. Update on what public relations articles still have to be submitted to the media.
 - i. Second Harvest Food Bank.
 - ii. Columbia Food Center.
 - iii. Power if the Pen.
 - iv. Scholarship values increased and deadline reminder.
 - c. Update on The Rural Urban Record preference for submitting articles.
 - i. Jack informed members that The Rural Urban Record prefers to receive articles one at a time rather than several of them at once to spread out over several issues.
8. Technology Directors Report.
- a. Update on foundation's website.
 - i. Jack demonstrated the updated website.
 - ii. Website and Facebook page hits have increased.
 - iii. Discussion regarding maintaining the website.
 - Following outside assistance to rebuild and design the site, the website has been able to be maintained in house.
 - Members agreed that no outside quotes for website maintenance are needed at this time.
 - iv. Update on purchasing additional domains.
 - Jack has researched some available domains in order to increase the foundation's website appearing on search engines.
9. Grant Director Report.
- a. Discussion of new grant request.
 - i. Dennis Ross presented a grant request from Genesis House to assist in funding their quilt project to raise awareness of domestic violence.
 - ii. Members discussed the request.
 - Discussion regarding how the request benefits Columbia Township.

- Members discussed the foundation’s mission.
- Discussion regarding funding a portion of the request rather than the entire request.
 - Request will be forwarded to the Chamber to contact Genesis House regarding booth space at the 2013 Columbia Homecoming.
- iii. Motion by John Brocklehurst to grant \$500.00 to Genesis House to assist in supporting their quilt project. Seconded by Patty Rolko.
Vote: 7 For, 1 Against, 1 Abstain.
Motion passed.

10. Policy Director Report.

- a. Discussion regarding Standard Operating Procedures Manual.
 - i. All members have been provided with a policy handbook.
 - Review of the policies is needed to ensure that all policies inter-relate and are consistent with the others.
 - Members were requested to review the policies and present any inconsistencies to the board at the next meeting.
 - ii. A draft summary of routine Standard Operating Procedures (meetings, expenses, etc) was presented to members.
- b. Discussion regarding drafting a policy addressing content and quantity of e-mail communications among board members.
 - i. Wayne contacted the foundation’s accountant regarding public review of e-mails.
 - E-mails may be requested or subpoenaed.
 - Only documents that pertain to board decisions on behalf of the organization are subject for public review.
 - Personnel information and concerns are not subject to such a review.

11. Marketing and Fundraiser Director Report.

- a. Discussion regarding naming the Fall Gala.
 - i. A proposal was made to refer to the foundation’s Fall Gala as “The Fall Gala” rather than as “The ‘Annual’ Fall Gala”.
 - All members expressed agreement with this.
 - Jack researched the domain name “The Fall Gala.com”, and it is available.
- b. Discussion regarding entertainment for The Fall Gala 2013.
 - i. Members summarized e-mail discussions held prior to this meeting regarding potential entertainment for The Fall Gala.
 - ii. Further discussion regarding entertainment options was held.
 - iii. Motion by John Brocklehurst to hire The Stranger for \$1400 to perform at The Fall Gala 2013. Seconded by Debi Hitchcock.
Vote: 9 For, 0 Against, 0 Abstain.
Motion Passed.
- c. Update on venues for The Fall Gala 2013.
 - i. Members reviewed and discussed a quote from Elyria Country Club.
 - The food and beverage quote is higher than what has been paid to Columbia Hills Country Club in the past years.
 - The quote did not indicate the cost for the room rental.
- d. Discussion regarding photography at The Fall Gala 2013.
 - i. A suggestion was made to have a photographer take photos of the each guest, couple, or group at the beginning of the event.
 - Guests would be presented with their photo during the evening as a souvenir from the event.

12. New Business (Continued).

- b. Discussion regarding interview with Mr. Berg.
 - i. Members discussed Mr. Berg’s experiences and responses and what he can bring to the board.
 - ii. Motion by Dennis Ross to invite Frank Berg to be a member of the Columbia Community Foundation board of directors.
Seconded by Jack Callaghan.

Vote: 9 For, 0 Against, 0 Abstain.

Motion passed.

- c. Discussion regarding providing additional support to Columbia Homecoming.
 - i. Members discussed the ways that the Chamber has supported the foundation.
 - ii. Members discussed making a donation to the Chamber to be used toward funding the fireworks at the 2013 Columbia Homecoming Festival.
 - iii. Motion by Wayne Brassell to donate \$500 to Columbia Chamber of Commerce to assist with funding the fireworks display at the 2013 Columbia Homecoming Festival.
Seconded by John Brocklehurst.
Vote: 8 For, 0 Against, 1 Abstain.
Motion passed.
- d. Discussion regarding opportunity to welcome ARF to Columbia through community service.
 - i. ARF may be asking for volunteers to help with the landscaping when they begin preparing their new location in Columbia.
 - ii. Members discussed considering non-financial opportunities that exist for the foundation to serve the community.
 - This would allow the foundation to contribute to organizations, through community service, that the foundation is not permitted to fund per the guidelines stated within the policy.
 - iii. More details about this opportunity will be available for further discussion at a later date.
- e. Discussion regarding Columbia Fall/Winter Sports Sponsor Ad opportunity.
 - i. Members requested more information regarding this opportunity:
 - Who will see the advertisement?
 - Where, how, and for how long will the advertisement be distributed?
 - What is the cost of the advertisement?
 - ii. Wayne will find out more information about this and report back at the next meeting.
- f. Discussion regarding annual children's food stock.
 - i. Hosanna Lutheran Early Childhood Center will hold their annual children's food stock at the Columbia Food Center on March 21, 2013 from 9:00am to 11:30am.
 - Doug Spielberg and Dennis Ross will attend to represent the foundation and show support for the annual project.

13. Old Business.

- a. Update on Safe Driving Practice Education Program for Teens.
 - i. No update is available at this time.
- b. Update on Community Corner Beautification Project Phase 2.
 - i. Work on Phase 2 will resume in April 2013.
 - A new vendor may be needed for the lettering.
 - ii. Discussion regarding utilizing youth volunteers.
 - Church youth may be interested in participating in a Community Project.
 - Assisting with the landscaping for Phase 2 has been suggested as a possible opportunity.

Motion by Dennis Ross to adjourn.

Seconded by Rita Ross.

Vote: 9 For, 0 Against, 0 Abstain.

Meeting adjourned at 10:03 PM.

The next board meeting is scheduled for Wednesday April 10, 2013 at 6:30 PM. Location will be determined pending the availability of Columbia Hills Country Club.

Minutes approved: 4/10/13.