

Columbia Community Foundation  
Executive Council **1-9-2013** Meeting Minutes

Meeting called to order by Vice President Wayne Brassell at 6:41PM.

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

Members Absent: None.

1. Review and approve meeting minutes.
  - a. Reviewed minutes from 12/12/12.
    - i. One change was suggested.
    - ii. Motion by Pam Colman to approve the 12/12/12 with change.  
Seconded by Patty Rolko.  
Vote: 10 For, 0 Against, 0 Abstain.  
**Motion passed.**
2. Secretary's Report.
  - a. Update on CCF Board Books.
    - i. Each member received a CCF Board book that contains the current Code of Regulations and Policies.
    - ii. Members signed a form stating that they received the book, which were collected by the secretary.
  - b. Completion of Conflict of Interest Forms.
    - i. Members completed annual Conflict of Interest Forms, which were collected by the secretary.
  - c. Discussion regarding Recording Policy.
    - i. The foundation has been recording meetings on a digital recorder that belonged to the former president.
    - ii. In order to comply with the recording policy, the foundation needs to purchase a recorder.
    - iii. Motion by Jack Callaghan to spend up to \$75 on a recorder to record board meetings.  
Seconded by Patty Rolko.  
Vote: 10 For, 0 Against, 0 Abstain.  
**Motion passed.**
3. Treasurer's Report.
  - a. John Brocklehurst and Patty Rolko presented the report to members.
    - i. Current balance in the Fifth Third checking account is \$33,557.06.
    - ii. Current balance in the Janney Montgomery Scott investment account is \$35,554.75.
  - b. Deposits since the last meeting total \$1,875.00.
  - c. Disbursements since the last meetings total \$2,792.07.
  - d. Two pending bills totaling \$65.99 include:
    - i. \$9.99 to Ron Krisko for Square System Reader reimbursement.
    - ii. \$56.00 for P.O. Box rental renewal.
    - iii. Motion by John Brocklehurst to pay the pending bills.  
Seconded by Dennis Ross.  
Vote: 10 For, 0 Against, 0 Abstain.  
**Motion passed.**
  - e. Discussion regarding operational expenses.
    - i. Patty suggested that foundation expenses be paid for directly from the foundation checking account or by using the foundation credit card in order to avoid reimbursing members.
      - Members were reminded that only a few members can sign off on the foundation checking account or credit card, which would mean the task of making all purchases would fall on these few rather than other members being able to assist.
    - ii. A suggestion was made to open an account with Staples and other retailers where the foundation often purchases operating supplies.
  - f. Discussion regarding investment account.
    - i. Members were reminded that the investment advisor had historically been invited to the February board meeting in order to discuss the account and make recommendations.

- Wayne will invite the investment advisor to the next meeting.
  - Rita will obtain and review the investment account statements in order to prepare for this meeting.
- ii. Members discussed transferring funds from the checking account into the investment account.
  - iii. Motion by Dennis Ross to transfer \$5,000.00 from the checking account to the investment account.  
Seconded by Rita Ross.
    - Discussion.
      - A suggestion was made to consider moving more than \$5,000.00 into the investment account.
      - Members discussed leaving more in the checking account in order to have it available to be able to give it back to the community.

Vote: 10 For, 0 Against, 0 Abstain.

**Motion passed.**

#### 4. Old Business.

- a. Discussion regarding proposed changes to Article III (Officers) of the Code of Regulations.
  - i. Members compared the current wording to the proposed changes.
    - The current policy indicates that officer vacancies are to be filled at the next board meeting, but there is no indication on how this is to occur.
    - Members were referred to the entire policy as written in the policy handbooks that were issued at the beginning of meeting.
      - The proposed changes only include the “Number” and “Election of Officers” sections of Article III, but did not address the already existing “Vacancies” section.
      - Although no changes were proposed for this section, members were reminded that the sections of policies must flow together and that the entire policy must be reviewed and changed as a whole in order to flow and be consistent.
    - The proposed policy indicates that, in the event the vacant position is for President, “the chair” will call for nominations, but there is no definition of who “the chair” is or how he/she is appointed.
  - b. Members were reminded of how officer vacancies have been filled in the past.
  - c. Members agreed to follow this precedent until Article III is changed and approved pending further discussion.

#### 5. New Business.

- a. Election of Officers.
  - i. Pending no objections, Jack Callaghan volunteered to begin chairing the meeting in order to facilitate the election of the position of President.
    - No objections were made.
  - ii. Election of President.
    - Motion by Dennis Ross to nominate Wayne Brassell for President.  
Seconded by Doug Spielberger.  
Wayne accepted the nomination.
    - No other nominations were presented.
    - Motion by Dennis Ross to close the nominations for President.  
Seconded by Jack Callaghan.  
Vote: 10 For, 0 Against, 0 Abstain.  
**Motion passed.**
    - Secret Ballot voting conducted to elect Wayne Brassell for President.  
Vote: 9 For, 0 Against, 1 Abstain.  
**Wayne Brassell elected as President of the Columbia Community Foundation.**
  - iii. Election of Vice President.
    - The position of Vice President is now vacant due to Wayne Brassell being elected as President.
    - Motion by Dennis Ross to nominate John Brocklehurst for Vice President.  
Seconded by Jack Callaghan.  
John accepted the nomination.
    - No other nominations were presented.
    - Motion by Dennis Ross to close the nominations for Vice President.  
Seconded by Jack Callaghan.

Vote: 10 For, 0 Against, 0 Abstain.

**Motion passed.**

- Secret Ballot voting conducted to elect John Brocklehurst for Vice President.

Vote: 9 For, 0 Against, 1 Abstain.

**John Brocklehurst elected as Vice President of the Columbia Community Foundation.**

iv. Election of Treasurer.

- The position of Treasurer is now vacant due to John Brocklehurst being elected as Vice President.
- Motion by Deborah Hitchcock to nominate Patty Rolko for Treasurer.  
Seconded by Pam Coleman.  
Patty declined the nomination.
- Motion by Dennis Ross to nominate Doug Spielberger as Treasurer.  
Seconded by Jack Callaghan.  
Doug accepted the nomination.
- Motion by Patty Rolko to nominate Rita Ross for Treasurer.  
Rita declined the nomination prior to a second.
- No other nominations were presented.
- Motion by Jack Callaghan to elect Doug Spielberger as Treasurer by acclamation.  
Seconded by Don Hagen.  
Vote: 9 For, 0 Against, 1 Abstain.

**Motion passed.**

**Doug Spielberger elected as Treasurer of the Columbia Community Foundation.**

v. Confirmation of remaining officer positions.

- Patty Rolko will remain in the role of the Assistant Treasurer because the Treasurer position is viewed by some members as a two person job.
- Deborah Hitchcock will continue to serve as the Secretary.

vi. Appointment of Committee Chairpersons.

- Scholarship Committee.
  - Pam Coleman was appointed as the Scholarship Committee Chairperson.
- Technology Committee.
  - This committee is responsible for maintaining and updating the foundation's web site, Facebook Page, and LinkedIn Page.
  - Statements to be posted online using these resources will be submitted to the committee by the Director of Media Relations.
  - Jack Callaghan will continue to serve as the Director of Media Relations.
  - Rita Ross and Jack Callaghan were appointed as Technology Committee Co-Chairpersons.
- Policy Committee.
  - Don Hagen was appointed as the Policy Committee Chairperson.
- Grant Committee.
  - Denis Ross was appointed as the Grant Committee Chairperson.
- Gala Committee.
  - Members agreed to remove this committee as the Gala event falls within "Fundraising and Marketing"
- Fundraising and Marketing Committee.
  - Wayne Brassell was appointed as the Fundraising and Marketing Committee Chairperson.

6. Scholarship Committee Report.

a. Update on changes to 2013 Scholarship applications.

i. Changes to the applications have been proposed by the scholarship committee.

- New and distinct essay questions will be created for each of the three scholarship applications in order to eliminate the ease of copying and pasting.
- Paper applications as well as online applications may be accepted.
- It was suggested that the eligibility requirements for the LMM Scholarship be changed to "any graduating student from Columbia High School" in order to not eliminate any CHS students who don't live in Columbia Township.

- It was recommended that eligibility for the CCOC Scholarship be in conjunction with students who reside within, but don't necessarily attend, the school districts that the chamber serves.
- b. The application acceptance dates will run from February 15 to April 1.
    - i. This will allow for members to have 30 days to review and rate the applications by May 1 in order to select and announce winners within a timeframe that meets the needs of each of the schools.
7. Technology Committee Report.
- a. Discussion regarding the options available for maintaining the current web site.
    - i. The program that has been used is Dreamweaver.
      - This program may be able to be donated to the foundation.
      - A member of the scholarship committee will maintain the scholarship portion of the website for the purposes of being able to accept applications online even if the rest of the site is not updated.
    - ii. The foundation can pay someone to maintain the web site.
      - Do any current members have the skill to maintain the website?
      - Two or three quotes should be obtained.
        - These quotes should focus on local vendors in order to keep services within the community.
        - RBK Publishing, who has been maintaining the site for free, has declined to quote.
8. Director of Media Relations Report.
- a. Discussion regarding presentation of the oversized check.
    - i. Members were encouraged to think of other ways of promoting both the foundation and the recipients besides with the oversized check.
      - Photos of the funded event or activity may be used.
      - The recipients can submit, to the foundation, suggested articles and photos to use.
      - The oversized check can still be used occasionally, just not for every donation.
  - b. Update on what public relations articles still have to be submitted to the media.
    - i. Youth-4-Youth Senior Citizen Breakfast.
    - ii. Food bank donations.
    - iii. Power of The Pen article will be due following the event on January 19, 2013.
  - c. Update on foundation newsletter.
    - i. Sending out a newsletter may be expensive.
      - It was suggested that a quarterly newsletter be published in the Rural Urban instead of submitting several articles.
        - Publishing one large article may cost money as opposed to publishing several smaller articles for free.
        - More articles would allow for more exposure since the foundation would appear in several issues rather than just four per year.
  - d. Update on utilizing other media resources.
    - i. The Chronicle Telegram will publish a quarter page advertisement for \$400.00, which is a third of the normal listed price.
9. Grant Committee Report.
- a. Review and discuss grant request received.
    - i. A request was received via a personal letter rather than via the proper grant request procedure.
    - ii. Members reviewed and discussed the donation policy.
      - The foundation does not fund individuals.
      - The foundation does not fund travel expenses.
    - iii. Members were informed that no expenses (travel or conference) are paid for by any other source and that no donations have been received for this cause as of now.
    - iv. Members agreed that that the policy identifies this situation as one that can't be funded by the foundation.
      - Members who feel the desire to donate to this cause were encouraged to do so as individuals and not as someone associated with the foundation.
      - No official vote was called in order to decline or grant this request.

- Dennis will send out a letter justifying this as a good cause, explaining the reasons the foundation is not able to assist, applauding the effort, and wishing success.

10. Open Discussion.

- a. Discussion regarding potential new board members.
  - i. Dennis presented a biography for a potential new board member.
  - ii. Other potential new board members were suggested.
  - iii. Members discussed the maximum number of board members as being eleven, which means there is one available opening.
- b. Discussion regarding Southwest General Annual Meeting of Delegates.
  - i. This meeting will be on April 22, 2013.
  - ii. A representative to serve as a delegate should be chosen in order to attend training prior to the meeting.
    - John Brocklehurst volunteered to serve as the delegate, but will not be available for the training.
    - John will contact Southwest General to inquire if he can still be a delegate either without attending the training or by attending a make-up training.
- c. Discussion regarding the foundation's telephone line.
  - i. A cell phone for the foundation has been purchased.
    - The telephone number for the foundation has been transferred to this cell phone.
    - Wayne has the cell phone and will respond to all calls that come in on the foundation line.

Motion by Deborah Hitchcock to adjourn.

Seconded by Rita Ross.

Vote: 10 For, 0 Against, 0 Abstain.

**Meeting adjourned at 9:08 PM.**

**The next board meeting is scheduled for Wednesday February 13, 2013 at 6:30 PM at Columbia Township Hall.**

**Minutes approved: 2/13/13.**