

**Columbia Community Foundation**  
**Minutes: Board of Directors Meeting 6/12/2013**

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Call to Order: 6:37 PM by Wayne Brassell, presiding

Members:

Frank Berg	Absent	Wayne Brassell	Present
John Brocklehurst	Present	Jack Callaghan	Present
Pamala Coleman	Present	Don Hagen	Absent
Patty Rolko	Present	Dennis Ross	Present
Rita Ross	Present	Doug Spielberger	Present

- 1) Remarks from the chair, regarding the passing of Rae Brocklehurst, discussion of a possible memorial
- 2) Review minutes from May 8<sup>th</sup> meeting – without objection TABLED
- 3) Treasurer’s Report (attached) – Doug Spielberger
  - a) Wayne Brassell reports he has invited Brian Kljun to July meeting to discuss his firm
    - i) Without objection, Treasurer will provide investment overview to Brian Kljun to help him prepare for the meeting
- 4) Assistant Treasurer’s report – Patty Rolko
  - a) Donation receipts to be revised to simplify, be generated by QuickBooks
  - b) Wayne Brassell reports Kokosing is willing to lease office to the Foundation for \$1 per year.
    - i) Motion by Patty Rolko to proceed to a lease agreement, seconded by Pam Coleman.
    - ii) Vote: 8 For, 0 Against, Motion PASSED
- 5) (in lieu of Secretary’s report) Discussion of duties and responsibilities of the Secretary
  - a) Chair asks for volunteers from the board for position of Secretary
    - i) Motion by Dennis Ross to elect Jack Callaghan as Secretary
      - (1) Second by Doug Spielberger
      - (2) Vote: 7 For, 0 Against, 1 Abstain, Motion: PASSED
- 6) Scholarship Committee Report
  - a) Columbia Awards night recap –
  - b) Discussion about judging criteria going forward
- 7) Media Committee Report
  - a) Half page ad being prepared for Rural Urban Record Homecoming section
    - i) Discussion of photos, content
  - b) Releases published since last meeting:
    - i) Genesis House,
    - ii) CCF Scholarship Recipients,

**Columbia Community Foundation**  
**Minutes: Board of Directors Meeting 6/12/2013**

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Page 2 of 3

- iii) Lucille MacClellan Scholarship Recipients.
- iv) Chamber of Scholarship Recipient is pending

8) Technology Committee Report

- a) Website hits: April 4269, May 5313, June (thru the 11<sup>th</sup>) 1959
- b) 'Correspondence' page added to website with Thank You letters, etc.
- c) 'Grants' page will be updated with new total
- d) Passwords have been changed on the website and email account
- e) Committee chair will provide each board member with a profile of their foundation email account delivery and forwarding instructions to allow members to request changes if needed

9) Grants Committee Report

- a) No new grant requests received

10) Policy Committee – no report

11) Marketing & Fundraising Committee Report

- a) Wayne Brassell suggests commissioning a marketing professional to develop a marketing piece for Board members to give you to potential donors, cost to be donated
  - i) Without objection board directs Wayne to proceed
- b) Update on the Donor Appreciation Reception
  - i) Date set for August 2, 2013, board agrees time should be 6-9pm
  - ii) Discussion of menu, amenities, presentation
  - iii) Discussion of invitation, Jack will create special email address for RSVPs
  - iv) Discussion of invitation list

12) Gala Committee Report

- a) Discussion of Honorary Chairs
  - i) Motion by Pam Coleman to name Bill Brendza, Ron Bodnar, Paul Jakobsky (posthumously) and Wilma & Russ Trende (Russ posthumously) Honorary Chairs
    - (1) Second by Patty Rolko
    - (2) Vote: 8 For, 0 Against – motion PASSED
- b) Gala committee has met – did taste selections – menu essentially set

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13) New Business

- a) LED Safety Signs- Chief Anthony has requested the flashing stop sign be placed on Boston Road where it dead ends into Boone Rd., the flashing 'stop ahead' signs be placed on Emmons before Rt. 252 and Squire before Rt. 252. Order has been placed for signs
- b) The vacation Bible School will donate the planting flowers at the Community Corner June 24<sup>th</sup> and 25<sup>th</sup>, about an hour each day
  - i) Two new Silver Blue Spruce trees donated by Wayne and Debbie Brassell will be planted at the corner, no objections
- c) Clock Tower Update
  - i) Stakes placed at potential location
  - ii) Some in kind services pledged already
  - iii) Cost estimate presented, ~\$7300, Wayne Brassell believes donations both cash and goods/services will cover it, donor plaque for donations above set point
  - iv) Motion by Jack Callaghan to proceed
    - (1) Seconded by Dennis Ross
    - (2) Vote: 8 For, 0 Against, motion PASSED
- d) Office printer – Wayne Brassell suggests board consider a quality color printer for Foundation office.
  - i) Could offset some of the foundations costs for professional printing (invites, etc)
  - ii) Relieves Doug, Patty, Jack etc from supplying printing for agendas, minutes, press releases, etc
  - iii) Without objection from the board, Wayne will approach Paul Hanna at Blue Technologies to discuss options
- e) Discussion of Homecoming Booth
  - i) Work schedule
  - ii) Raffle items
    - (1) Pedal cars
    - (2) Longaberger Flag
    - (3) 5 year CCF crystals set

14) Motion to Adjourn by Dennis Ross

- a) Second by Patty Rolko
  - i) Vote: 8 FOR, 0 Against. MEETING ADJOURNED 9:50 PM