

Columbia Community Foundation
Executive Council 2-8-2012 Meeting Minutes

Meeting called to order by President Ron Krisko at 6:39 PM.

Members Present: John Brocklehurst, Jack Callaghan, Deborah Hitchcock, Ron Krisko, Patty Rolko, Dennis Ross.

Members Absent: Wayne Brassell, Don Hagen, Rita Ross.

Guests Present: Joy Mitchell, Mary Melnyk

1. New Business.

- a. Discuss yearly financial investment review with Joy Mitchell, CCF Investment Advisor
 - i. Ms. Mitchell offered her business cards and reported that she has increased her credentials by becoming certified in an additional area.
 - ii. Ms. Mitchell handed out a detailed booklet of the foundation's portfolio and a supplemental sheet.
 - The information in the book is current as of last week and the information on the supplemental sheet is current as of last night.
 - The portfolio is equally weighted with a 60/40 mix.
 - The current investments and returns were discussed.
 - Only one fund has a negative return, but it is likely to increase (per past trends).
 - iii. Discussed recommendations.
 - The current selected fund distribution is performing well.
 - Ms. Mitchell suggested making no changes.
 - There is no need to update and sign new investment policy statement, since no changes are being made.
 - iv. Joy Mitchell and Mary Melnyk left the meeting.

2. Review and approve meeting minutes.

- a. Reviewed minutes from 12-14-11
 - i. One change was suggested.
 - ii. Motion by Dennis Ross to approve the 12-14-11 minutes with change.
Seconded by Debi Hitchcock.
Vote: 4 For, 0 Against, 2 Abstain.
Motion passed.
- b. Reviewed minutes from 1-11-12.
 - i. One change was suggested.
 - ii. Motion by John Brocklehurst to approve 1-11-12 minutes with change.
Seconded by Patty Rolko.
Vote: 4 For, 0 Against, 2 Abstain.
Motion passed.
- c. Reviewed minutes from 1-13-12 electronic vote.
 - i. No corrections or changes were suggested.
 - ii. Motion by Dennis Ross to approve the 1-13-12 electronic vote minutes.
Seconded by John Brocklehurst.
Vote: 5 For, 0 Against, 1 Abstain.
Motion passed.
- d. Reviewed minutes from 1-18-12 officer meeting.
 - i. No corrections or changes were suggested.
 - ii. Motion by Deborah Hitchcock to approve the 1-18-12 officer meeting minutes.
Seconded by John Brocklehurst.
Vote: 3 For, 0 Against, 0 Abstain.
Motion passed.

3. President's Report.

- a. Update on 02/29/12 Ohio Attorney General's Office joint training session at 6:30 PM with Columbia Chamber of Commerce.
 - i. The date of this event has been changed to Wednesday 2/29/12 at 6:30 PM at Seaway Bolt.
 - Ron has put together a list of local non-profits, which contains 58 organizations, for a mailing list.
 - The Chamber will assist with mailing out the information to the organizations on the mailing list.
 - ii. It was requested that Jack Callaghan, Director of Media Relations, write an article to announce this event and send it to all media outlets.
 - The article should indicate that all non-profit organizations are invited, not just those in Columbia Township.
 - The presentation is free and will be about an hour long.
 - The presentation is meant to be interactive as well as informative.

4. Treasurer's Report.

- a. John Brocklehurst presented a report to members.
 - i. Current balance in the Fifth Third checking account is \$20,213.21.
 - ii. Current balance in the Janney Montgomery Scott investment account is \$32,417.02.
- b. Deposits since the last meeting total \$1,000.00 and include:
 - iii. \$1,000.00 from Southwest General Hospital for 2011 Fall Gala Donation.
- c. Payments since the last meeting total \$619.67 and include:
 - i. \$97.99 to Ron Krisko for reimbursement for postage.
 - ii. \$58.18 to Windstream for monthly telephone expenses.
 - iii. \$56.00 to Columbia Station Postmaster for 2012 P.O. Box rental.
 - iv. \$407.50 to CQ Printing for publication of tri-fold brochures and scholarship posters.
- d. Three pending bills totaling \$188.89 include:
 - i. \$59.52 from Windstream for monthly telephone expenses.
 - ii. \$33.97 from Ron Krisko for reimbursement for scholarship materials.
 - iii. \$95.40 from Rita Ross for reimbursement for postage.
- e. Motion by Dennis Ross to pay the pending bills.
Seconded by Jack Callaghan.
Vote: 5 For, 0 Against, 1 Abstain.
Motion passed.
- f. Update on contributions since 2011 Fall Gala.
 - i. These figures were not included on the report.
- g. Update on future commitments.
 - i. \$2,800.00 is reserved for the possible purchase of LED signs.
 - ii. \$1,500.00 is reserved for the CCOC Scholarship.
 - iii. \$2,000.00 is reserved for the LMM Scholarships.
 - iv. \$4,000.00 is reserved for the CCF Scholarships.
- h. Update on ongoing IRS audit.
 - i. The auditor hasn't been in contact with the foundation.
 - A request for an extension was sent.
 - John will contact him to find out the status.
- i. Update on 2011 tax filings
 - i. Patty has entered the data and would like John to review the file.
 - Patty would like to send the file to accountant by March 1, 2012 and no later than March 15, 2012.
- j. Update on 2011 Community Corner Project in-kind donation forms received to date and donation receipts sent.
 - i. Wayne is still trying to obtain a donation form from one of the donors.
 - ii. Wayne reported that at least two donors have indicated that they don't want a receipt and they won't be completing the form nor writing their donations off.
 - Members discussed that it is sometimes better for companies not have a donation acknowledged.
 - Members discussed how the foundation needs to record those donations.
 - Without a donation form on file, the foundation can't issue a donation receipt.

- Patty will inquire from the foundation's accountant what the implications would be for not claiming the donations and/or if the foundation can complete the donation forms as being from anonymous donors.
- k. Discuss possible participation in Columbia Chamber of Commerce's 2012 placemat advertising.
 - i. Dennis and John informed members of this advertising opportunity.
 - 5000 placemats are published and used at events in Columbia such as the VFW Lenten Fish Fry and the Palm Sunday Pancake Breakfast.
 - Motion by Jack Callaghan to graciously accept the offer from Dennis and John to fund the foundation's advertising on the 2012 placemats.
Seconded by Debi Hitchcock.
Vote: 5 For, 0 Against, 1 Abstain.
Motion passed.
 - l. John informed members that he found postage stamps at a reduced cost.
Motion by Dennis to reimburse John for 100 postage stamps.
Seconded by Jack Callaghan.
Vote: 5 For, 0 Against, 1 Abstain.
Motion passed.
 - m. John informed members that Don Disantis has expressed interest in performing at the 2012 Fall Gala.
 - i. John requested that Mr. Disantis send a contract to the foundation.
 - ii. The contract will be reviewed for approval at the next meeting, since the Fall Gala Committee Chairperson was unable to be at tonight's meeting.
5. Director of Media Relations' Report.
 - a. Update on what public relations articles have been submitted to local publications and to which ones since 1/11/12.
 - i. The Community Corner article ran on front page.
 - Jack submitted a corrected version, but the corrected version was not the one that was published.
 - Jack sent a copy of the article to all board members.
 - b. Members discussed posting the articles on web site.
 - i. Ron agreed that this can be accomplished fairly easily when time permits, since the foundation has most of the articles ever created and published since the foundation's inception.
 - c. Update on what public relations articles still have to be submitted to the media.
 - i. An announcement regarding the Attorney General Training will need to be published.
 6. Scholarship Committee Report.
 - a. Update on 2012 CCF Scholarship applications received to date.
 - i. There have been none submitted yet.
 - b. Update on 2012 Lucille MacClellan Memorial Scholarship applications received to date.
 - i. There have been none submitted yet.
 - c. Update on 2012 CCOC Scholarship applications received to date.
 - i. One application has been received.
 - d. Update on sending 2012 scholarship announcement mailings to local schools and libraries.
 - i. Rita assisted with completing this task.
 - e. Update on 2012 scholarship announcement to local media.
 - i. Jack sent them out once and will send out a second time as reminder for potential applicants.
 7. Grant Committee Report.
 - a. Discuss quotes received for LED Stop signs.
 - i. One quote has been received from A&A Safety.
 - b. Discuss list of the most dangerous intersections in Columbia Township.
 - i. A list from Lorain County Sheriff Department through Columbia Township has been requested, but hasn't been received yet.
 - The severity of accidents (a few fatalities vs. numerous fender benders) needs to be considered.
 - Having a list the top five intersections would be sufficient.
 - Members discussed asking the Columbia Township Fire Chief, and/or the Ohio State Highway Patrol.

- It would be useful to obtain lists from all three places to see if they agree.
 - i. Members discussed if that one, two, and four way stops all need to be considered.
 - Sometimes better signage may be all that is needed.
 - Sometimes a warning to slow down sign may be all that is needed.
8. Fundraising and Marketing Committee Report.
- a. 2012 Fall Gala Subcommittee Report.
 - i. There are no updates at this time.
 - b. Community Corner Project Phase 2 Subcommittee Report.
 - i. Update on plans, donations of services, equipment, or monies.
 - There are no updates at this time.
 - Ron announced that there have been comments from community about how great the corner looks.
 - Community members have asked if the foundation will be doing any other beautification projects.
 - This may be an opportunity to encourage other organizations take on the beautification of the other corners.
 - c. Website Subcommittee Report.
 - i. Update on foundation website and statistics.
 - In January, there were 1,359 total hits, 245 unique visitors, and 562 visits.
 - The top hitting links in January were Scholarships, Events, and Grants.
 - ii. Update on foundation Facebook site and statistics.
 - The foundation has 61 followers.
 - d. Discuss new possible fundraising ideas.
 - i. Homecoming booth reservation forms are due by April 1, 2012.
 - The booth size and price and size are the same as last year.
 - The booth and what to do in order to draw people in will be discussed further at the next meeting.
9. Old Business.
- a. Review and discuss any possible new board member candidates for consideration.
 - i. No additional biographies have been received.
 - Members will continue to ask possible candidates.
 - ii. Need to think about what skills are we lacking and then bring in people who have those strengths.
 - Areas where skills can be utilized include Fundraising, Policy Writing, and Job Description Writing.
10. Open Discussion.
- i. Discussion regarding the policies that are tabled at each meeting.
 - These policies are not written.
 - They can be pulled from other organizations, but need to be tweaked to apply specifically to the foundation.
 - ii. Ron reminded all members that they are invited to the 2/29/12 training by the Ohio Attorney General Office's personnel.
 - Members should bring any questions they have, since the training is meant to be interactive.

Motion by Patty Rolko to adjourn.
 Seconded by Jack Callaghan.
 Vote: 5 For, 0 Against, 1 Abstain.
Meeting adjourned at 8:57 PM.

The next board meeting is scheduled for Wednesday March 14, 2012 at 6:30 PM at Columbia Town Hall.

ADDENDUM: The 3/14/12 meeting was not held due to not enough board members being available to attend in order to have a quorum.

Minutes approved 4/11/12.