

Columbia Community Foundation
Executive Council **4-11-2012** Meeting Minutes

Meeting called to order by President Ron Krisko at 6:43 PM.

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

1. Review and approve meeting minutes.
 - a. Reviewed minutes from 2/8/12.
 - i. No corrections or changes were suggested.
 - ii. Motion by Dennis Ross to approve the 2/8/12 minutes.
Seconded by John Brocklehurst.
Vote: 5 For, 0 Against, 1 Abstain.
Motion passed.
 - b. Reviewed minutes from 2/26/12 electronic vote.
 - i. No corrections or changes were suggested.
 - ii. Motion by Dennis Ross to approve 2/26/12 electronic vote minutes.
Seconded by Patty Rolko.
Vote: 5 For, 0 Against, 1 Abstain.
Motion passed.
 - c. Reviewed minutes from 3/31/12 electronic vote.
 - i. No corrections or changes were suggested.
 - ii. Motion by Dennis Ross to approve the 3/31/12 electronic vote minutes.
Seconded by John Brocklehurst .
Vote: 5 For, 0 Against, 1 Abstain.
Motion passed.
 - d. Reviewed minutes from 3/29/12 electronic vote.
 - i. No corrections or changes were suggested.
 - ii. Motion by Dennis Ross to approve the 3/29/12 electronic vote minutes.
Seconded by Patty Rolko.
Vote: 5 For, 0 Against, 1 Abstain.
Motion passed.
2. 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 training went well and was well attended.
 - There were more than 29 attendees (not everyone signed the attendance sheet).
 - Several good compliments were received regarding offering the training and the training itself.
 - We may want to consider organizing more attorney general trainings in the future along with the Columbia Chamber of Commerce.
 - ii. The Attorney General didn't discuss what violations have occurred among other organizations.
 - Members discussed that with over fifty non-profits in Columbia Twp. alone, there must be a lot of errors being made statewide.
 - Most errors by non-profits are not intentional, rather just a misunderstanding of the requirements and current laws.
 - b. Update on Associate Chief Justice Yvette McGee Brown speech on 03/16/12 at Murtis Taylor Human Services System at 5:30 PM.
 - i. The speech was not the topic that was advertised.
 - Instead of nonprofit governance, it was a political campaign.
 - c. Update on Nonprofit Executive Director Reception on 03/22/12 at LCCC at 7:00 PM.
 - i. The event was hosted by Lorain County Community Foundation and Leadership Lorain County.
 - This was a large event.
 - Board representatives from many area nonprofit organizations of all sizes were in attendance.

- ii. Members were informed of the benefits of Leadership Lorain County.
 - The majority of representatives attending the reception were alumni of Leadership Lorain County.
 - It is a nonprofit program that teaches individuals, not organizations, how to be a valued, productive, and effective board member and leader within the community.
 - Members inquired what it takes to go through the program and if there is a cost.
 - Candidates are self-nominated by completing a form and then are chosen through a screening process.
 - Members inquired about the benefit of completing the program.
 - Participants develop networking contacts, learn ways of leading, and learn how to be a good board member.
 - Businesses associated with those who have completed the program may be considered for awards.
- d. Update on Southwest General Health Center's Annual Meeting of Delegates on 04/23/12 at SWGHC at 7:00 PM.
 - i. Ron Krisko will attend as the foundation's delegate and Debi Hitchcock has been designated as the back-up delegate.
 - ii. It was suggested that the Chamber and the Foundation be certain to have representatives present.
 - A vote to revise the bylaws to reduce the number of trustees to serve on the board from three to two trustees from each of the six communities.
 - Most healthcare boards have 12-20 members, Southwest General Health Center currently has 34.
- e. Update on completing the United Way's 2012 Annual Survey.
 - i. This has not yet been completed by Ron Krisko.

3. Treasurer's Report.

- a. John Brocklehurst presented a report to members.
 - i. Current balance in the Fifth Third checking account is \$19,581.35.
 - This balance includes adding back in the voided check for \$60.00 to the Columbia Chamber of Commerce for Placemat Ads that was never processed.
 - ii. Current balance in the Janney Montgomery Scott investment account is \$32,817.06.
- b. Deposits since the last meeting total \$73.76 and include:
 - i. \$60.00 donation from Dennis Ross and John Brocklehurst
 - ii. \$13.76 Truist donation.
- c. Payments since the last meeting total \$705.62 and include:
 - i. \$33.97 to Ron Krisko for reimbursement for Scholarship Supplies.
 - ii. \$59.12 to Windstream for January telephone expenses.
 - iii. \$59.14 to Windstream for February telephone expenses.
 - iv. \$43.75 to John Brocklehurst for reimbursement for postage.
 - v. \$280.00 to IRS for Backup Withholding.
 - vi. \$83.84 to Debi Hitchcock for reimbursement for Office Supplies.
 - vii. \$95.40 to Rita Ross for reimbursement for postage.
 - viii. \$50.00 to Columbia Chamber of Commerce for payment for Homecoming Booth.
- d. There are no pending bills that need to be approved.
- e. Update on commitments since the 2011 Fall Gala.
 - i. No commitments were reported.
- f. Update on future commitments.
 - i. \$2,800.00 for Solar Road Signs.
 - ii. \$1,500.00 for Chamber of Commerce Scholarship.
 - iii. \$2,000.00 for two Lucille MacClellan Scholarships.
 - iv. \$4,000.00 for two Columbia Community Foundation Scholarships.
- g. Update on contribution in memory of a board member's family member.
 - i. This has not yet been sent.
- h. Update regarding hiring Backstage Productions for the 2012 Fall Gala.
 - i. The band has reserved the date.
 - ii. No decision regarding hiring them will be made until the Gala Chairperson is available to participate in the discussion.
- i. Update on ongoing IRS audit.

- i. The IRS audit has been concluded.
- ii. It was concluded that the foundation is a validly operating 501(c)3 organization.
- j. Update on 2011 tax filings.
 - i. The taxes have been sent to the foundation's accountant.
 - One in-kind donation form is missing and will be requested.
 - The taxes will be reviewed and filed before the 5/15/12 deadline.
- k. Update on Columbia Chamber of Commerce's 2012 Homecoming Booth rental.
 - i. The payment to reserve a space at the 2012 Homecoming Festival has been sent.
- l. Update on other possible foundation IRS 1099 issues.
 - i. Motion by Dennis Ross to enter into Executive Session.
Seconded by Patty Rolko.
Vote: 5 For, 0 Against, 1 Abstain.
Motion passed.

Meeting continued in Executive Session.

Meeting Resumed.

- ii. John Brocklehurst and Patty Rolko agreed to look into past foundation payments made and get back to the board at the next board meeting.

- m. Update on Columbia Food Center press event on 03/22/12 at 10:00 AM.
 - i. Fox 8 News did not cover the event as planned due to other breaking news that they covered instead.
 - ii. The event was covered in the Rural-Urban Record, but there was no mention of either the foundation's or the chamber's presence.

- 4. Director of Media Relations' Report.
 - a. Discussion of possibly hiring an outside consultant to handle the foundation's Director of Media Relations' duties.
 - i. Members reviewed the quote that was received.
 - ii. Members proposed questions:
 - Would we have to use her for all of our publicity opportunities?
 - Is there a minimum number of articles/photos per year that would be required in order to receive the discounted quote?
 - Does the quoted price include publication in several different media resources or just the Rural-Urban Record?
 - Will the articles be generic or will they reflect what we want them to write about the foundation?
 - iii. The price quoted is reasonable if no members are able to cover an event.
 - iv. A Director of Media Relations person on the board would still be needed to:
 - Inform the hired writer of upcoming events.
 - Provide information regarding the event to be included in the article.
 - Review the article to ensure accuracy.
 - v. Members discussed other possible resources to utilize for writing and submitting articles.
 - vi. Members determined that the questions need to be answered before moving forward.
 - b. Update on what public relations articles have been submitted to local publications and to which ones since 2/8/12.
 - i. Ron Krisko and Debi Hitchcock each wrote one and submitted it to all media sources on the foundation's list.
 - ii. Jack Callaghan completed one, but it is unknown if it was submitted to more than one media source.
 - c. Update on what public relations articles still have to be submitted to the media.
 - i. The Handicap Accessible Fountain has been installed.
 - A member of the Chamber has written an article that is awaiting the foundation's media director's approval.
 - A suggestion was made to get a plaque identifying the foundation and the chamber as the donors of the fountain.

- A request was made to go into executive session.
- Motion by Dennis Ross to enter into executive session.
Seconded by Debi Hitchcock.
Vote: 5 For, 0 Against, 1 Abstain.
Motion passed.

Meeting continued in Executive Session.

Meeting Resumed.

5. Scholarship Committee Report.
 - a. Update on 2012 Scholarship applications received.
 - i. Six applications have been received for the Lucille MacClellan Memorial Scholarship.
 - ii. Two applications have been received for the Chamber of Commerce Scholarship.
 - iii. Twelve applications have been received for the Columbia Community Foundation Scholarship.
 - b. Update on supporting documentation that has been received by the applicants.
 - i. All applicants for the Lucille MacClellan Memorial scholarship have submitted the supporting documentation.
 - ii. One applicant for the Chamber of Commerce scholarship has NOT submitted the supporting documentation.
 - iii. Three applicants for the Columbia Community Foundation have NOT submitted the supporting documentation.
 - iv. Members discussed if the applicants should be contacted to remind them to submit the supporting documentation.
 - One of the questions that applicants must answer on the application is if they agree to provide the supporting documentation to the foundation.
 - The final submission webpage reminds applicants of the requirements.
 - A confirmation e-mail is also sent to each applicant after submitting their applications which reminds them to submit the documentation.
 - Members agreed to have Ron Krisko, as he is the only member aware of the identities of the applicants, contact the applicants regarding missing supporting documentation.
 - Members discussed if e-mail or a phone call would be the best method.
 - The application process is online and the confirmations are received via e-mail.
 - It would be more consistent with the rest of the application process to send an electronic reminder.
 - Members discussed keeping the reminder generic so that it can be used for all applicants with missing documentation.
 - c. Update on 2012 scholarship reviews and ratings submitted to date.
 - i. One member has submitted ratings.
 - ii. The deadline for submitting ratings will be the morning of the day prior to the meeting which will be held to finalize the winners.
 - d. Update on Special Scholarship Selection Meeting.
 - i. Members discussed available dates, times, and locations.
 - ii. The meeting will be held on Wednesday April 25, 2012 at 6:30 PM at Ron Krisko's home.
6. Grant Committee Report.
 - a. Discuss quote received for LED Stop signs.
 - i. Two quotes have been received and were reviewed.
 - b. Discuss the list of the most dangerous intersections in Columbia Township.
 - i. The township has not provided any data regarding accident statistics.
 - ii. One member identified where Hawke Rd. ends at Root Rd. as the site in Lorain County where Life Flight is most frequently called to due to motor vehicle accidents.
 - Members discussed that the possible cause of accidents at that location may be visibility obstructions, not the need for better signage.
 - iii. Members discussed the intersection of Boone Rd. and Rt. 82 as a high accident area.
 - The possible cause of accidents at that location may be due to the jog in the road, not signage.

- This intersection may be considered for reconstruction in the future, so we should not consider placing signs there at this time.
- iv. One member has suggested placing signs where Emmons Rd. ends at Rt. 252.
 - The possible cause of accidents at this location may be due to limited visibility because of the hill on SR 252.
- v. Members discussed that we need to look at cause of accidents as well as the number of accidents when considering where to place signs.
 - A stop sign may not be what is needed, but rather a “Cross Traffic does not Stop” sign, “Dangerous Intersection Ahead” sign, or some other warning sign may be more appropriate.
- vi. Members discussed that many accidents don’t occur at four-way intersections.
 - If only one sign is needed, the savings can be used to consider funding additional projects or locations.
 - There may be an upcoming need for new laptop computers to be placed in each of the three emergency vehicles at the Columbia Township Fire Department.
 - A grant request may come in the future from them.
- vii. Efforts will be made to try to collect more accident data regarding the most dangerous intersections for the next meeting.
- c. Discuss any grant requests received.
 - i. A request letter has been received, but was not accompanied with a grant application.
 - The request is to sponsor an individual, which does not meet our guidelines.
 - Motion by Debi Hitchcock to not approve the grant request due to not meeting our published grant guidelines.
Seconded by Dennis Ross.
Vote – 5 For, 0 Against, 1 Abstain
Motion passed.

7. Fundraising and Marketing Committee Report.

- a. 2012 Fall Gala Subcommittee report.
 - i. The band has not yet been booked.
 - ii. The venue has not yet been booked.
- b. Community Corner Project Subcommittee report.
 - i. Discussion of plans for Phase Two.
 - Members discussed if there will be a Phase Two.
 - Members discussed getting other organizations involved.
 - A suggestion was made to consider a memorial.
 - ii. Ron reported that several positive comments continue to be given.
 - Comments are being shared by people outside of Columbia Township as well as those who live here.
- c. Website Subcommittee report.
 - i. Update on foundation website and statistics.
 - The total number of hits from January 2012 until now is 7,227, including:
 - 1,350 total unique visitors.
 - 118 hits in April 2012.
 - The highest number of recent hits was on the scholarships link.
 - The second highest number of hits was the link to the Columbia Community Foundation 1023 form.
 - The third highest number of hits was the Grants link.
 - The fourth highest number of hits was the link to the Community Corner sponsors.
 - The Community Corner Sponsors list and pictures have been updated.
 - It was suggested to consider linking the Community Corner sponsor names to their websites.
 - ii. Update on foundation Facebook site and statistics.
 - The foundation has 65 followers.
- d. 2012 Columbia Homecoming Booth report.
 - i. It was suggested that plastic tables and chairs be purchased by foundation instead of borrowing them.
 - For this year, Dennis Ross will borrow plastic tables and chairs and from John Coss.

- ii. Members were asked to consider if we want to get banners that contain the foundation's logo.
 - It was suggested that a small banner be purchased in order to identify our booth from the outside of the tent rather than just a large one inside the tent.
 - iii. Discuss possible giveaway items for 2012.
 - Items suggested for consideration include:
 - Coasters
 - Pill Cases
 - Sewing Kits
 - First Aid Kits
 - Chip Clips
 - Water Bottles
 - Members agreed to consider having a drawing for a pair of Gala tickets again this year.
 - It was suggested that the question "Are you 18 years old or older?" be added.
 - Members discussed giving out small bottles of water.
 - This may be an option for this year because there are no other groups giving away water.
 - Bottles of water will go well with giving away the coasters that we already have.
 - Members discussed the idea of holding a raffle.
 - It is uncertain, based on the recent presentation by the Ohio Attorney General, if it is legal for the foundation to hold a raffle.
 - Members discussed considering pull tab bingo.
 - It is uncertain, based on the recent presentation by the Ohio Attorney General, if it is legal for the foundation to facilitate pull tab bingo.
 - iv. Discuss booth volunteer worker schedule.
 - Members were asked to consider when they can help at the booth.
 - Only five board members have committed to being available to man the booth throughout the entire three day event.
 - Members discussed considering not keeping the booth open as long.
 - The latest hours of the festival have typically been people walking around but not stopping at booths.
 - Members suggested asking past honorary chairs, grant recipients, and some former board members to assist in manning the booth.
 - Members discussed moving the booth next to the chamber tent.
 - The chamber tent is manned all the time and may be willing to keep watch over the foundation booth during times when no one is available to man the foundation's booth.
8. Policy and Procedure Committee Report.
- a. No committee has been established in order to create the proposed ten new policies, update existing ones, and identify areas for new and updated policies and procedures to consider.
 - i. As new and updated policies and procedures are drafted, Ron Krisko will send them out for review.
9. Old Business.
- a. Review and discuss any possible new board member candidates for consideration.
 - i. No progress has been made in contacting potential board member candidates.
 - ii. Members discussed that we need to obtain consistent commitments from current members before considering adding more.
10. New Business.
- a. Discuss Upcoming Senior Citizen Breakfast.
 - i. Dennis Ross and Don Hagen agreed to present the oversized check.
 - ii. Jack will be contacted to determine his availability for media coverage.
 - b. Discussion regarding UPSP Bulk Mailing.
 - Bulk mailings are addressed to "Residential Customer", "P.O. Box Holder", or "Postal Customer".
 - There are two levels with different rates:
 - Residential – which covers about 3,000 addresses.

- Residential Plus Business – which covers about 3,400 addresses.
 - No bulk mailing permit is needed to use this service, but members must attend a training session on how to properly package the mailings.
 - Members were asked to consider using bulk mailing to send out information about the fall gala or to have a postal donation drive.
- c. Discussion regarding meeting attendance concerns.
- i. Motion by Patty Rolko to enter into Executive Session.
 Second by Dennis Ross.
 Vote: 6 For, 0 Against, 0 Abstain.
Motion passed.

Meeting continued in Executive Session.

Meeting resumed.

- ii. Dennis Ross and Don Hagen agreed to handle speaking with board members who have had an attendance issue in the past twelve months.

d. Discussion regarding meeting location.

- i. The Columbia Hills Country Club is open for the season and available for meetings.
- Members discussed the pros and cons of having foundation board meetings at the country club.
 - Members present were split 50/50 regarding whether to have board meetings at the country club or at the Columbia Township Town Hall.
 - A member of the country club must book the space.
 - None of the board members present at this meeting are members of the country club.
- ii. Meetings will continue to be held at the Columbia Township Town Hall until more members are available to participate in the discussion.

11. Open Discussion.

- i. Members were informed of an event on April 18, 19, and 20 at Wright Patterson Air Force Base in Dayton.

Motion by Dennis Ross to adjourn.

Seconded by Patty Rolko.

Vote: 6 For, 0 Against, 0 Abstain.

Meeting adjourned at 9:16 PM.

The next meeting will be a Special Foundation Scholarship Board Meeting on April 25, 2012 at 6:30 PM at Ron Krisko's home.

The next regularly scheduled board meeting is scheduled for Wednesday May 9 at 6:30 PM at Columbia Town Hall.

Minutes approved 5/9/12.