

Columbia Community Foundation
Executive Council 7-11-2012 Meeting Minutes

Meeting called to order by President Ron Krisko at 6:38 PM.

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

1. Review and approve meeting minutes.
 - a. Reviewed minutes from 6/13/12.
 - i. No corrections or changes were suggested.
 - ii. Motion by Wayne Brassell to approve the 6/12/12 minutes.
Seconded by John Brocklehurst.
Vote: 5 For, 0 Against, 1 Abstain.
Motion passed.
2. President's Report.
 - a. Update on new foundation PayPal and E-Bay donation accounts.
 - i. The PayPal Account has been verified.
 - We have received one donation via PayPal.
 - ii. The E-Bay account has not yet been created.
 - b. Lorain County Beautification Award.
 - i. Ron Krisko informed members of this award.
 - It was suggested that the Community Corner project be entered in either or both the Landscaping or Community Service Award categories.
 - The deadline to enter is July 19, 2012.
 - Wayne Brassell will submit the application and required documentation.
3. Treasurer's Report.
 - a. John Brocklehurst presented a report to members.
 - i. Current balance in the Fifth Third checking account is \$15,103.83.
 - ii. Current balance in the Janney Montgomery Scott investment account is \$32,857.74.
 - b. Deposits since the last meeting total \$623.59. and include:
 - i. \$150.00 for replenishment of Homecoming Petty Cash.
 - ii. \$382.00 for Pedal Car Raffle.
 - iii. \$22.50 for Homecoming Donation Box.
 - iv. \$19.00 for Sale of Crystal.
 - v. \$50.00 for Jim Hart Memoriam.
 - c. Payments since the last meeting total \$3,308.63 and include:
 - i. \$58.63 to Windstream for June Telephone Expenses.
 - ii. \$3,100.00 to A&A Safety for purchase of two LED Stop Signs.
 - iii. \$150.00 to Petty Cash for Homecoming Booth Cash Box.
 - d. Three pending bills totaling \$550.35 include:
 - i. \$5.18 to Ronald Krisko for reimbursement for purchase of Certificate Envelopes.
 - ii. \$500.15 to Ronald Krisko for reimbursement for purchase of pens for Homecoming Giveaways.
 - iii. \$45.02 to Deborah Hitchcock for reimbursement for purchase of booth supplies.
 - e. Motion by Dennis Ross to pay the pending bills.
Seconded by Don Hagen.
Vote: 3 For, 1 Against, 2 Abstain.
Motion passed.
 - i. Discussion.
 - One member expressed that the cost of the pens was higher than what had been quoted at the last meeting.
 - Some members did not recall an exact quote being provided.

- Deborah Hitchcock reminded members that a suggestion had been made to put a cap on the dollar amount within the motion to purchase the pens.
 - At that time, members determined that to be unnecessary and a motion to purchase the pens was passed without and cap spending amount.
- f. Update on commitments since the 2011 Fall Gala.
 - i. Two corrections were made to the Treasurer's Report regarding the total grants disbursed since the 2011 Fall Gala.
 - ii. Grants disbursed since the 2011 Fall Gala total \$7,600.00 and include:
 - \$1,000.00 to Columbia Local School District for science club use toward an educational field trip (11/15/11).
 - \$1,500.00 to Columbia Historical Society for use toward the Block House Project (11/15/11).
 - \$300.00 to Columbia High School for Youth4Youth (11/16/11).
 - \$100.00 to St. Jude's Children's Research for the memorial of a board member's family member (12/19/11).
 - \$500.00 to Columbia Food Center for general donation (12/19/11).
 - \$500.00 to Second Harvest Food Bank for general donation (12/19/11).
 - \$300.00 to Columbia High school for Youth4Youth (4/23/12).
 - \$3,100.00 (in the form of two flashing LED stop signs) to Columbia Township (6/21/12).
 - iii. Future commitments prior to the 2012 Fall Gala total \$8,500.00 and include:
 - \$1,500.00 for payment of CCOC Scholarship (due in August 2012).
 - \$2,000.00 for payment of two LMM Scholarships (due in August 2012).
 - \$4,000.00 for payment of two CCF Scholarships (due on August 2012).
 - \$1,000.00 for payment of annual insurance premium (due in September 2012).
 - iv. John Brocklehurst reported that he welcomes suggestions on how to continuously improve the Treasurer's Report.
 - g. Update on 2011 tax filings.
 - i. John Brocklehurst stated that the report has been completed.
 - John Brocklehurst, Patty Rolko, and Ronald Krisko will review it together before submitting it.
 - Ron Krisko will then sign the report and send it to the foundation's accountant.
 - h. Update on other foundation IRS 1099 issues.
 - i. No further action has been made concerning the documentation regarding the attorney fees from 2010.
 - There is no deadline for this to be completed since this was not an IRS directive, but rather the foundation's own remedy due to what was learned from the audit.
 - i. Update on CCF 2011 Annual Report to donors.
 - i. The annual report will begin to be drafted once the 2011 taxes are reviewed and filed.
4. Director of Media Relations' Report.
 - a. Update on schedule of public service announcement articles submitted or to be submitted to local publications since the last meeting.
 - i. The Director of Media Relations was not present.
 - No report was submitted.
 - b. Discuss and review the foundation newsletter mock-up.
 - i. Wayne Brassell indicated that this project has not yet been initiated.
 5. Scholarship Committee Report.
 - a. Update on 2012 Columbia Homecoming Festival opening ceremonies on 06/29/12.
 - i. Two recipients attended the opening ceremony.
 - State Representative Matt Lundy presented them with certificates.
 - The certificates were hand delivered to the other recipients when they stopped by the foundation's booth during the homecoming festival.
 6. Grant Committee Report.
 - a. Discuss any grant requests received.
 - i. No requests have been received.

7. Fundraising and Marketing Committee Report.

a. 2012 Fall Gala Subcommittee report

i. Review and approve 2012 Fall Gala budget.

- The budget has not yet been created.

ii. Review updates of 2012 Fall Gala forms and documentation.

- Tasks that have been assigned include:
 - Ron Krisko will take care of corporate mailings.
 - Debbie Brassell will take care of invitations.
 - Debi Hitchcock to maintain and update the spreadsheet of donations and event sales.
- Discussion regarding auction items.
 - The process for tracking the items is still being considered.
 - The process for announcing the winners needs to be less time consuming.
 - Considerations should be made to only have about ten live auction items and the remaining items be in the silent auction.

iii. Discuss the event time.

- A suggestion was made to start the event at 5:00 PM end it at 10:00 PM.
 - In previous years, many people have left before the event ended at 11:00 PM.
- The Gala Committee Chairperson suggested maintaining the start time at 6:00 PM, but have a shorter event window and end the event at 10:00 PM instead of 11:00 PM.

iv. Discuss and choose 2012 Fall Gala menu.

- The menu selections were sent out to board members to review.
 - The prices reflect a slight increase from last year.
 - Although six out of nine board members were present, the Fall Gala Committee Chairperson felt that there were too many members missing to be able to vote on the menu selections at this meeting.
 - The chairperson indicated that the final menu selection is not due until 3-4 days prior to the event.
 - It was pointed out to the group that the final menu selections need to be completed before the invitations are completed and mailed out.
- The chairperson suggested that the bar option remain as an open bar.
 - Other options include cash bar or drink chips.
 - Some members noted that having an open bar results in drinking away a significant amount of potential profit.
 - Other members stated having an open bar boosts auction sales because people spend more when they are drinking.
 - One member did not agree with this reasoning.
 - One member stated that we should not make changes to the Fall Gala since it has been successful in the past.
 - It was pointed out that a major change was made last year by adding the special scholarship auction.
 - This proved to be a profitable change to the structure of the Fall Gala.
 - It was noted that those who donated toward this auction did so because they believe in the cause, not because they had been drinking.
 - A suggestion was made to have better monitoring of alcohol consumption and encourage guests to stop drinking after they have had several drinks.
 - A suggestion was made to have designated drivers available in case a guest is unable to safely drive home.
 - Motion by Wayne Brassell to have an open bar at the 2012 Fall Gala.
Seconded by Don Hagen.
Vote: 4 For, 1 Against, 1 Abstain.

Motion passed.

v. Discuss and choose 2012 Fall Gala crystal Columbia Township image.

- Reviewed the suggestions that have been submitted.
- Three additional ideas were submitted:

- The Columbia Library
 - The Columbia Community Corner
 - The Columbia Township Fire Station
- vi. Discuss and choose 2012 Fall Gala Honorary Chairpersons utilizing the CCF Fall Gala Honorary Chairperson Nomination and Selection Policy.
- The names of the Honorary Chairpersons from previous years were reviewed.
 - This will be discussed further at next meeting.
- b. Community Corner Project Subcommittee report
- i. Review sponsor listing plaque prices from three vendors.
 - No progress has been made on this.
 - ii. Discuss installing a plaque to recognize donors.
 - Wayne Brassell has researched the plaque and provided a description to members.
 - The names of all donors to the project will be included on the plaque.
 - iii. Wayne and Debbie Brassell have researched the cost and will donate this plaque to the foundation.
- c. 2012 Columbia Homecoming Booth report
- i. Discuss 2012 booth wrap-up.
 - Dennis Ross was thanked for the use of tables and chairs.
 - The pedal car raffle went well and brought people to the booth to discuss the foundation and take a brochure.
 - Per the inventory, three crystals were sold, but no monies have been accounted for them.
 - No Current Board Members, past Honorary Chairs, or past Board Members who worked at the booth on the day the missing inventory was discovered indicated that they sold any crystals that day.
 - The inventory tracking and security measures at events will need to be reviewed and improved to prevent this loss in the future.
 - Consider one audit per shift and/or additional random audits throughout the event.
 - Asking past Honorary Chairpersons and board members to help work the booth proved to be beneficial.
 - Most Honorary Chairpersons were happy to be asked, but would have preferred more notice.
 - Having new faces working the booth brings new connections to the booth.
 - Showing the DVD did not bring in people.
 - An “all in one” visual, such as a poster with numerous pictures from events and grant presentations, may have drawn in more attention.
 - A suggestion was made to have a visual meter or thermometer showing the foundation’s progress.
 - What amount the foundation started with.
 - What amount has been raised since the foundation was started.
 - What amount has been reinvested back into the community.
 - d. Discuss new possible fundraising ideas.
 - i. No new ideas were presented.
8. Technology Committee Report.
- a. Update on foundation website and statistics.
 - i. No update was available.
 - b. Update on foundation Facebook site and statistics.
 - i. No update was available.
 - c. Update on foundation Linked-In site and statistics.
 - i. No update was available.
9. Strategic Planning Committee Report.
- a. Set date for special Strategic Planning Meeting for all board members.
 - i. Members decided to delay this meeting until after the 2012 Fall Gala.
10. Policy and Procedure Committee Report.
- a. No policies were reviewed due to lack of time.

11. Old Business.

- a. Review and discuss any possible new board member candidates for consideration utilizing the CCF New Board Member Candidate Selection Policy
 - i. No new biographies were presented.
 - ii. Members discussed the policy and procedure regarding new board member candidates.
 - Members discussed the idea of having a waiting list.
 - One member does not agree with having a waiting list.
 - Ron stated that similar policies and procedures are used by several advanced foundations.
 - Ron shared his experience of interviewing for a board position then being asked to serve on a committee instead.
 - Ron also recognized that policies and procedures are works in progress and always changing based on the organizational needs and the desires of the board members.
 - It was suggested that the “waiting list” be considered a group of community members who are helping the foundation prior to being a board member.
 - Committees or a “Young Founders” club could be established.
 - Current board members will have the opportunity to see how well they would participate and perform as a board member.
 - Supporters of the foundation who would like to assist but not at the level required of a board member will have the opportunity to do so.
 - Committees are already established within the foundation but are not utilized to their full potential by the chairpersons of each of those committees.
 - iii. A member shared that research has shown that an optimal board size is 12-15 members.
 - We currently have nine members.
 - Members were asked to consider the various reasons that past board members have left.
 - Discussed that new ideas and participation is needed in order to promote growth and progress.
- b. Discussion regarding the previously received biography that has been reviewed by members.
 - i. Motion by Dennis Ross to invite the potential new board member candidate to the next meeting to interview as a potential board member.
Second by Don Hagen.
Written Vote: 6 Yes, 0 Against, 0 Abstain.
Motion passed.
 - ii. Wayne Brassell will invite the potential new board member candidate to the next meeting.

12. New Business.

- a. Update on driving safe educational programs available for the schools.

Meeting continued in executive session.

Meeting resumed.

- ii. Don Hagen reported his progress.
 - Don and Dick Heidecker, Columbia Township Trustee, met with Lorain County Sheriff Stammetti.
 - Sheriff Stammetti provided four additional contact persons who are invested in programs that promote safety and/or safe driving.
 - Don and Dick are scheduled to meet with one of these contacts on 7/18/12.
 - Don spoke with Columbia Schools Superintendent Bansek regarding this idea.
 - Superintendent Bansek expressed an interest in the foundation moving forward on researching and proving input regarding assisting the schools with safe driving.
- iii. Four potential names have been suggested for the program:
 - CCFC4U – Columbia Community Foundation Cares For You.
 - SAF-D – Strategies Against Fatal Driving.
 - Boom and Doom - Safe Practices for New Drivers.
 - Dukes are (is?) for Dummies - Safe Practices for new Drivers.
- iv. Don Hagen stated that he would like to have an Education Committee as part of the foundation.

- Don was named the chairperson of the newly formed Education Committee.

Motion by Dennis Ross to adjourn.

Seconded by Wayne Brassell.

Vote: 5 For, 0 Against, 1 Abstain.

Meeting adjourned at 9:07 PM.

The next board meeting is scheduled for Wednesday August 8, 2012 at 6:30 PM at Columbia Hills Country Club.

Minutes approved: 8/8/12.