

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

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

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

Members Absent: Don Hagen.

Guest Present: Doug Spielberger.

1. New Business.
 - a. Interview potential new board member candidate.
 - i. Doug Spielberger introduced himself and indicated his experience and interest.
 - ii. Members asked questions, to which Mr. Spielberger responded.
 - iii. Mr. Spielberger was invited to remain for dinner and a portion of the board meeting in order to further investigate his interest in joining the board.
2. Review and approve meeting minutes.
 - a. Reviewed minutes from 7/11/12.
 - i. No corrections or changes were suggested.
 - ii. Motion by Wayne Brassell to approve the 7/11/12 minutes.
Seconded by Dennis Ross.
Vote: 5 For, 0 Against, 3 Abstain.
Motion passed.
3. President's Report.
 - a. Update on new foundation EBay donation accounts.
 - i. A voided check was needed to submit to E-Bay to finalize the creation of the account.
4. Treasurer's Report.
 - a. John Brocklehurst presented a report to members.
 - i. Current balance in the Fifth Third checking account is \$7,001.58.
 - ii. Current balance in the Janney Montgomery Scott investment account is \$33,662.49.
 - b. Deposits since the last meeting total \$398.10 and include:
 - i. \$350.00 for Jim Hart Memoriam.
 - ii. \$48.10 for Jim Hart Memoriam.
 - c. Payments since the last meeting total \$8,500.35 and include:
 - i. \$505.33 to Ronald B. Krisko for reimbursement for certificate envelopes and promotional pens.
 - ii. \$45.02 to Deborah Hitchcock for reimbursement for booth supplies.
 - iii. \$50.00 to Ohio Dept. of Treasury for tax filing fee.
 - iv. \$400.00 to Kathleen Norton Fox, Inc. for tax preparation fee.
 - v. \$3,000.00 to Lorain County Community College for Nicole Miller's scholarship payments.
 - vi. \$1,000.00 to Loyola University Chicago for Cheyanne Frosti's scholarship payment.
 - vii. \$2,000.00 to The Ohio State University for Grant Ranchoff's scholarship payment.
 - viii. \$1,000.00 to The Ohio State University for Abby Jean Filer's scholarship payment.
 - d. No pending bills were submitted.
 - e. Update on commitments since the 2011 Fall Gala.
 - i. Grants disbursed since the 2011 Fall Gala total \$13,600.00 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 Youth 4 Youth (4/23/12).
 - \$3,100.00 (in the form of two flashing LED stop signs) to Columbia Township (6/21/12).
 - \$2,000.00 for payment of two LMM Scholarships (8/1/12).
 - \$4,000.00 for payment of two CCF Scholarships (8/1/12).
 - \$1,500.00 for payment of CCOC Scholarship (8/1/12).
- ii. Future commitments prior to the 2012 Fall Gala total \$8,500.00 and include:
- \$1,000.00 for payment of annual insurance premium (due in September 2012).
- f. Update on 2011 Tax Filings.
- i. Taxes have been filed and processed.
- g. Update on other foundation IRS 1099 issues.
- i. A 1099 will be issued to Cavitch for 2010.
- h. Update on audit.
- i. A bill has been received for interest and penalties.
- i. Update on CCF 2011 Annual Report to donors.
- i. No progress has occurred on this yet.
- j. A member expressed concern regarding a past donation.
- i. The concern is that no correspondence has been received by the recipient.
- Some members were able to provide a verbal update.
 - Progress regarding use of the donations has been published in the Rural-Urban Record in lieu of sending each donor updates.
 - Progress regarding the project was also available at the recipient's booth at the 2012 Columbia Homecoming Festival.
 - A thank you card was received from the recipient, which Deborah Hitchcock shared with board members several months ago.
5. Director of Media Relations' Report.
- a. Update on what public relations articles have been submitted to local publications and to which ones since the last meeting.
- i. Release of Pedal Car Winners and Gala Ticket winners.
- This article was submitted, but has not yet appeared in the papers.
- c. Discuss and review the foundation newsletter mock-up.
- i. No progress has been made on this.
6. Scholarship Committee Report.
- a. Scholarship payments have been submitted to the respective schools.
7. Grant Committee Report.
- a. Discuss any new grant requests received.
- i. No new requests have been received.
8. Fundraising and Marketing Committee Report.
- a. 2012 Fall Gala Subcommittee report.
- i. Review and approve 2012 Fall Gala budget.
- A suggestion was made to not include the return stamps on the RSVP envelopes.
 - Discussed keeping the order for 100 crystals rather than reducing it to 75.
 - Discussed getting lapel pins and pendants for honorary chairs instead of flowers.
 - Honorary chairs should receive a gift.
 - Pins and pendants may not allow the honorary chairs to stand out as well as flowers do.
 - Flowers may be able to be donated.
 - Motion approve the budget with corrections by Patty Rolko
Seconded by Dennis Ross.
Vote: 6 For, 0 Against, 2 Abstain.
- Motion passed.**

- ii. Review updates of 2012 Fall Gala forms and documentation.
 - Members discussed that the sponsorship levels should be revamped.
 - Wayne and other committee members will work on the documents and send them to the board for review.
- iii. Discussion regarding advertising.
 - Advertising should emphasize that the event is not by invitation only.
 - Consideration should be given for setting and advertising a dollar amount and/or number of guests goal.
 - Discussion regarding running a full page ad in the Rural-Urban Record and looking into running an ad in the Chronicle-Telegram.
 - These ads should be run in September.
 - Wayne and Jack will get prices and take e-vote.
- iv. Discuss and choose 2012 Fall Gala menu.
 - Discussed replacing spinach stuffed potato cake with roasted garlic mashed redskin potatoes so that there is only one potato choice along with the asparagus.
 - Members were unclear how many meal choices there should be.
 - Five choices were listed, but only four options have been offered in the past.
 - Members decided to offer Fish, Chicken, Filet, and a Vegetarian if there are four choices, but include the pork if there are five.
 - Members were unclear if the dessert includes both cheesecake and mousse (allowing guests to choose one or the other) or if a decision on which one to serve must be made.
 - The caterer will be contacted tomorrow to confirm this.
- v. Discuss and choose 2012 Fall Gala crystal Columbia Township image.
 - Members discussed the options that have been presented.
 - Motion by Dennis Ross to select the Community Corner for the 2012 Fall Gala Crystal image. Seconded by Debi Hitchcock.
 - Discussion held.
 - It was questioned if the Community Corner image can easily be transferred onto a crystal.
 - Discussion was held regarding if the Community Corner is truly considered a landmark if it would appear to be “self-serving” by using it.

Vote: 3 For, 3 Against, 2 Abstain.

Motion Failed Due To a Tie Vote.

 - Motion by Jack Callaghan to select the Columbia Baptist Church for the 2012 Fall Gala Crystal image. Seconded by John Brocklehurst.
 - Discussion held.
 - Members who voted for the last motion will vote against this one.
 - A suggestion was made to narrow the potential images down to three and then use a written secret vote to decide.

Motion amended by Jack Callaghan to select between the Columbia Baptist Church, the Community Corner, and the Bronson House for the 2012 Fall Gala Crystal image.

Vote: The **Community Corner** received the most votes.
- vi. Discuss and choose 2012 Fall Gala Honorary Chairpersons utilizing the CCF Fall Gala Honorary Chairperson Nomination and Selection Policy.
 - Members reviewed the list of potential honorary chairs.
 - Some additional names were suggested.
 - Members discussed how many honorary chairs should be chosen.
 - Each member selected four candidates by written secret ballot.
 - Motion by Jack Callaghan to accept the four candidates with the highest number of votes as the 2012 Honorary Chairs. Seconded by Rita Ross.
 - Vote: 6 For, 0 Against, 2 Abstain.

Motion Passed.

b. Community Corner Project Subcommittee Report.

- i. Update on acquiring and installing sponsor listing plaque.
 - Wayne and Debbie Brassell have confirmed their financial support for this.
 - ii. Update on Lorain County Beautiful finalist award.
 - The paperwork and supporting documentation for entry was submitted by Wayne Brassell.
 - Wayne reported that at least one other nomination for the Community Corner was received.
 - The Community Corner was selected as a finalist in two categories.
 - The finalist paperwork will be completed and submitted by Wayne Brassell by 08/13/12.
 - c. Discuss new possible fundraising ideas.
 - i. No new ideas were presented.
9. Technology Committee Report.
- a. Update on foundation website and statistics.
 - i. The highest hitting link was Don Hagen's biography.
 - ii. Other board members' biographies also received a significant amount of hits.
 - b. Update on foundation Facebook site and statistics.
 - i. This update was not available.
 - c. Update on foundation LinkedIn site and statistics.
 - i. This update was not available.
10. Education Committee report.
- a. Update on driving safe educational programs available for the schools.
 - i. Don Hagen was not present, but submitted a written update.
 - Lt. Travis Hughes and Ms. Allison Cariglio of the Lorain County Health Department are interested in meeting with the foundation regarding moving forward on this project.
 - Members suggested that this be a meeting outside of the regular monthly board meeting.
 - Since the board is considering adding new members, potential new board member candidates may be asked to be guests at future board meetings.
 - Having a separate meeting will allow the focus to be exclusively on this project.
 - ii. Jack Callaghan reported that he spoke with State Farm and they may want to help sponsor this project.
11. Strategic Planning Committee Report.
- a. Set date for special Strategic Planning Meeting for all board members.
 - i. Members discussed putting off strategic planning until after the 2012 Fall Gala.
 - No date will be set until after the 2012 Fall Gala.
12. Policy and Procedure Committee Report.
- a. Review and approve updated CCF Succession Policy with new officers and directors listed.
 - i. A suggestion was made to consider having a committee to write the policies and make recommendations.
 - The policies have been written and have been awaiting discussion and approval.
 - ii. No further points of discussion were presented.
 - iii. Motion by Deborah Hitchcock to approve the CCF Succession Policy with the proposed updates and changes.
 - No second was made.
 - Motion failed.**
13. 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 biographies for consideration at the next meeting were presented.
14. New Business (continued).
- a. Mr. Spielberg was excused from the meeting.

Meeting continued in Executive Session.

Meeting resumed.

- b. Motion by Wayne Brassell to add Mr. Doug Spielberg to the CCF Board of Directors.
Seconded by Dennis Ross.
Discussion held.
Vote: (by written secret ballot): 8 For, 0 Against, 0 Abstain.
Motion passed.
 - i. Wayne will contact Mr. Spielberg to welcome him to the board.
- c. Discuss new potential board member candidate.
 - i. Members reviewed the biography of the potential new board member candidate.

Meeting continued in Executive Session.

Meeting resumed.

- d. Motion by Jack Callaghan to invite the potential new board member to the next meeting for an interview.
Seconded by Patty Rolko.
Vote: (by written secret ballot): 8 For, 0 Against, 0 Abstain.
Motion passed.
- e. Rita Ross will contact the potential new board member to invite to the next board meeting.

15. Open Discussion.

- i. The flashing LED Stop signs that were purchased have not yet been installed.
 - Wayne Brassell will call to inquire.
- ii. James R. Hart Memorial.
 - The foundation has received numerous donations in memory of James R. Hart, who's obituary requested that donations in his memory be made to the foundation.

Motion by Dennis Ross to adjourn.

Seconded by Patty Rolko.

Vote: 7 For, 0 Against, 1 Abstain.

Meeting adjourned at 9:45 PM.

The next board meeting is scheduled for Wednesday September 12, 2012 at 6:30 PM at Columbia Hills Country Club.

Minutes approved: 9/12/12.