

Columbia Community Foundation  
Executive Council **9-12-2012** Meeting Minutes

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

Members Present: Wayne Brassell, John Brocklehurst (early departure), Jack Callaghan, Don Hagen, Ron Krisko, Patty Rolko, Dennis Ross, Rita Ross, Doug Spielberg.

Members Absent: Deborah Hitchcock.

Guest Present: Pam Coleman.

1. New Business.
  - a. Interview potential new board member candidate.
    - i. Mrs. Coleman introduced herself and discussed her community involvement and commitment.
    - ii. Members introduced themselves and shared their level of involvement with the foundation.
    - iii. Mrs. Coleman and members shared questions and answers.
    - iv. Members reviewed Mrs. Coleman's biography and asked questions.
2. Policy and Procedure Committee Report.
  - a. Review and approve updated CCF Succession Policy with new officers and directors listed.
    - i. Ron Krisko summarized the updated language to the policy.
      - Members discussed the purpose of the policy.
      - Wording changes were discussed in order to clarify the intent of the policy.
    - ii. Motion by Don Hagen to return the policy to the committee for further revisions.  
Seconded by Dennis Ross.
      - Discussion regarding which members will participate on the policy committee.Vote: 8 For, 0 Against, 1 Abstain.  
**Motion passed.**
  - b. Review and approve new CCF Code of Ethics Policy.
    - i. Ron Krisko summarized the policy.
    - ii. Members reviewed and discussed the policy.
      - Wording changes were suggested and discussed.
    - iii. Motion by Wayne Brassell to approve the CCF Code of Ethics Policy with changes.  
Seconded by Jack Callaghan.  
Vote: 7 For, 0 Against, 2 Abstain.  
**Motion passed.**
3. Review and approve meeting minutes.
  - a. Reviewed minutes from 8/8/12.
    - i. One correction was suggested.
    - ii. Motion by Dennis Ross to approve the 8/8/12 minutes with correction.  
Seconded by Wayne Brassell.  
Vote: 6 For, 0 Against, 3 Abstain.  
**Motion passed.**
  - b. Reviewed minutes from 8/30/12 electronic vote.
    - i. No corrections or changes were suggested.
    - ii. Motion by John Brocklehurst to approve 8/30/12 electronic vote minutes.  
Seconded by Patty Rolko.  
Vote: 6 For, 0 Against, 3 Abstain.  
**Motion passed.**
  - c. Reviewed minutes from 9/4/12 electronic vote.
    - i. No corrections or changes were suggested.
    - ii. Motion by John Brocklehurst to approve the 9/4/12 electronic vote minutes.  
Seconded by Dennis Ross.  
Vote: 7 For, 0 Against, 2 Abstain.  
**Motion passed.**

4. President's Report.
  - a. Update on new foundation PayPal, eBay, and MissionFish donation accounts.
    - i. All three accounts are set up.
    - ii. Discussed how to utilize these accounts.
      - There are stated exclusions that prohibit the accounts from being used for "ticket sales".
      - These accounts may be used for general donations.
      - These accounts may be able to be used for auction check out.
        - The compatibility with the auctioneer's software and set up would need to be verified.
5. Treasurer's Report.
  - a. John Brocklehurst presented a report to members.
    - i. Current balance in the Fifth Third checking account is \$9,152.55.
    - ii. Current balance in the Janney Montgomery Scott investment account is \$34,201.93.
  - b. Deposits since the last meeting total \$2,359.76 and include:
    - i. \$220.00 from Jim Hart Memorial Contributions.
    - ii. \$2,139.76 from Citizens Against Zoning Abuses.
  - c. Payments since the last meeting total \$208.79 and include:
    - i. \$58.28 to Windstream for July telephone expenses.
    - ii. \$61.45 to Windstream for August telephone expenses.
    - iii. \$89.06 to the IRS for late penalty and interest.
  - d. Two pending bills totaling \$110.06 include:
    - i. \$74.08 to Ronald Krisko for reimbursement for policy binder supplies.
    - ii. \$35.98 to Deborah Hitchcock for reimbursement for Homecoming Booth supplies.
  - e. Motion by John Brocklehurst to pay the pending bills.

Seconded by Dennis Ross.  
Vote: 8 For, 0 Against, 1 Abstain.  
**Motion passed.**
  - f. Update on commitments since the 2011 Fall Gala.
    - i. Grants disbursed since the 2011 Fall Gala total \$14,800.00 and include:
      - \$1,000.00 to Columbia Middle School 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's Senior Citizen Breakfast (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's Senior Citizen Breakfast (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 (8/7/12).
    - ii. Future commitments prior to the 2012 Fall Gala total \$1,000.00 and include:
      - \$1,000.00 for payment of annual insurance premium (due in September 2012).
  - g. Update on other foundation IRS 1099 issues.
    - i. John reported that we received the paperwork for the 2010 1099 that needs to be issued.
      - The paperwork has been completed and it ready to submit.
      - John is awaiting a reply from the IRS auditor for instructions regarding where to submit the paperwork.
        - Should it be submitted per the instructions or to the auditor since it may be related to the previous audit.
  - h. Update on foundation insurance quote and payment.
    - i. Only the renewal quote for the current insurance has been received so far.

- ii. Patty and John are waiting on replies for securing at least two additional quotes.
- iii. Motion by Dennis Ross to spend up to \$1,000.00 for the foundation's annual insurance premium with the officers determining the agent once all quotes have been received.  
Seconded by Jack Callaghan.  
Vote: 7 For, 0 Against, 2 Abstain.

**Motion passed.**

- i. Update on CCF 2011 Annual Report to donors.
    - i. This has not been completed yet.
      - A draft copy will be sent to members for review.
6. Director of Media Relations' Report.
- a. Update on what public relations articles have been submitted to local publications and to which ones since 8/12/12.
    - i. The winners of the pedal cars were announced with photos.
  - b. Update on what public relations articles still have to be submitted to the media.
    - i. The township has not submitted their photos of installing the most recently donated LED Stop Signs.
      - Foundation members will recreate the photo opportunity and submit the photos to Jack to be submitted to the media with a corresponding article.
  - c. Discuss and review the foundation newsletter mock-up.
    - i. Jack has all of the articles and pictures.
      - Jack and Wayne will work on creating a draft newsletter to send to the board for review.
  - d. Update on the Rural-Urban Record advertisement.
    - i. Discussion of what to include in the advertisement.
      - The ad should mention that the foundation is celebrating its fifth year and fifth Fall Gala.
      - Include pictures of foundation members presenting various grants.
      - Ensure that it is noted that all are invited to the 2012 Fall Gala.
      - Direct readers to the web site for the "donate" button and for more information.
      - Goal is to have the advertisement submitted by the end of September.

(John Brocklehurst left the meeting early at 8:55 PM.)

7. Scholarship Committee Report.
- a. Update on CCOC Scholarship Application.
    - i. The chamber submitted proposed changes to the application.
      - This will be reviewed at the next meeting.
8. Grant Committee Report.
- a. Update on grant requests received.
    - i. Discuss grant request received via e-mail.
      - This request was denied due to not meeting the foundation's donation criteria.
        - A reply was sent acknowledging their good cause, stating the reason we are unable to assist, and directing them to contact alternative unspecified organizations.
        - Members discussed specific organizations to which to direct such requests in the future.
    - ii. Discuss Columbia Middle School grant application received.
      - A total of \$7,500.00 is needed to fund the trip.
      - The request is for funding any portion of this cost.
      - Motion by Don Hagen to fund \$1,000.00 toward the Columbia Middle School educational trip.
        - Discussion regarding when and how much to give in ways that benefit the most people.
- Seconded by Jack Callaghan with the request that they provide pictures from last year's trip.  
Vote: 7 For, 0 Against, 1 Abstain.  
**Motion passed.**
9. Fundraising and Marketing Committee Report.
- a. 2012 Fall Gala Subcommittee Report.
    - i. Review updates of 2012 Fall Gala forms and documentation.

- Discussed and clarified verbiage.
- Suggestions were made regarding verbiage changes.
- ii. Review updates to 2012 Fall Gala mailing list.
  - Discussed adding members from the boards of other local organizations.
- iii. Discussed auction items and procedure.
  - Jack informed members his knowledge of a company that will collect (not donate) items such as cruises, trips, sports memorabilia, etc.
    - This saves members from obtaining big ticket item donations.
  - Members discussed ideas for making the check out process quicker and easier.
    - Members were invited to join Wayne and the auctioneer to a meeting on 8/15/12 at 10:00 AM to discuss this process.
- b. Community Corner Project Subcommittee report.
  - i. Update on acquiring and installing sponsor listing plaque.
    - Patty informed members on where to look for weatherproof plaques.
    - Members discussed waiting to purchase the plaques pending potential plans for the remaining two corners.
  - ii. Update on Lorain County Beautification finalist award.
    - Wayne submitted the paperwork.
  - iii. Discuss possibly beautifying two more corners within Columbia Township.
    - No other community organizations have expressed interest in taking on the beautification of other corners.
    - Wayne suggested that the two corners be used to depict the foundation's mission statement.
      - Four foundation stones are left over from the previous beautification project.
      - Landscaping materials may be able to be donated.
      - Quotes for lettering and logo depiction have been requested from the previous supplier.
    - Wayne will meet with the township road crew to discuss this idea
    - Ron will request permission from Columbia Township Trustees.

#### 10. Education Committee Report.

- a. Update on driving safe educational programs available for the schools.
  - i. Don attended a meeting on 8/29/12 in order to discuss with other Lorain County safety and school officials.
    - Lorain County JVS has a safe awareness driving program for 11<sup>th</sup> and 12<sup>th</sup> grade students who attend JVS.
    - The concept of driving simulators was discussed.
    - Billboards and banners have been placed at critical intersections where accidents have occurred.
    - Finding time for schools to incorporate a safe driving program is difficult due to the curriculum requirements set forth by the state, but several ideas and options were discussed.
  - ii. Members discussed moving forward with developing a program.
    - The next step may be for the committee and others who want to assist to develop a curriculum that is relevant for today, including texting or using a cell phone while driving and recent local tragedies.
    - Members discussed putting together a seminar or expanding the JVS program to be offered to Columbia High School students.
      - JVS has offered to share their curriculum with the foundation, including a video.
    - Members discussed working with the school to determine if certain students may be required to attend the program, such as those who have a permit to drive to school.

#### 11. New Business (continued).

- a. Discussed the interview with the potential new board member.
  - i. Mrs. Coleman was excused from the meeting.

**Meeting continued in Executive Session.**

**Meeting Resumed.**

- ii. Motion by Rita Ross to add Mrs. Pam Coleman to the CCF Board of Directors.  
Seconded by Dennis Ross.  
Vote (by secret written ballot): 8 For, 0 Against, 0 Abstain.  
**Motion passed.**
- iii. Rita will contact Ms. Coleman and welcome her to the board.

Motion by Dennis Ross to adjourn.  
Seconded by Patty Rolko.  
Vote: 8 For, 0 Against, 0 Abstain.  
**Meeting adjourned at 10:04 PM.**

**The next board meeting is scheduled for Wednesday October 10, 2012 at 6:30 PM at Columbia Hills Country Club.**

**Minutes approved: 10/10/12.**