

Columbia Community Foundation  
Executive Council **1-18-2012** Officers Meeting Minutes

Meeting called to order by President Ron Krisko at 7:09 PM.

Members Present: Wayne Brassell, John Brocklehurst, Deborah Hitchcock, Ron Krisko.

Members Absent: Patty Rolko

1. New Business.
  - a. Discuss a foundation personnel issue in executive session.

**Meeting continued in Executive Session.**

**Meeting resumed.**

- Wayne agreed to discuss the results of the discussions with the person involved.
- b. Discuss future of the foundation and how to get board members involved.
    - i. Discussion about the need to delegate various tasks which are necessary to run the foundation.
    - ii. We need to better determine individual board member's strengths and use them.
      - People need to be made to feel useful.
      - The strategy of attempting to access the personal and business connections of board members has not been effective.
      - It was suggested that job descriptions be written out in order to determine the various duties required to successfully run the foundation and divide them up.
      - Creating additional specialized positions like the Director of Media Relations, would prevent several duties from falling onto the responsibility of officers who already have several responsibilities.
        - These include such positions as Website Director, Corresponding Secretary, Personnel Clerk, and Policy Writer.
    - iii. People will help with what they have a passion for.
      - People will be more likely to help if they are passionate about the task they are assisting with.
      - People will do what they want to do and won't do what they don't want to do.
      - Board members need to be required to do more than just attend a meeting once a month and a fundraiser once a year.
    - iv. Discussed the use of e-mails.
      - E-mails are necessary and efficient in order to conduct business and relay information in between meetings.
        - The foundation does not have official office space for board members to check in.
        - Board members do not see or talk with each other on a daily basis.
      - Some people may be afraid of making a mistake when using e-mail.
      - Perhaps the officers only should be on copy for most e-mails rather than the entire board.
        - The board should only be on copy if a discussion needs to take place and/or a decision needs to be made.
      - Perhaps a time frame for e-mail updates, such as every 10 days, be used unless a discussion or decision needs to occur prior to that.

Motion to adjourn by Deborah Hitchcock.

Seconded by Ron Krisko.

Vote: 4 For, 0 Against, 0 Abstain.

**Meeting adjourned at 8:24 PM.**

**The next board meeting is scheduled for Wednesday February 8, 2011 at 6:30 PM at Columbia Town Hall.**

**Minutes approved 2/8/12.**