

Columbia Community Foundation Executive Council Meeting Agenda

Date: 01-11-12

6:30 PM - 9:00 PM

- 1) Dinner (~30 minutes)
- 2) Opening of Meeting & Roll Call. [Wayne Brassell, John Brocklehurst, Jack Callaghan, Donald Hagen, Deborah Hitchcock, Ronald Krisko, Patty Rolko, Dennis Ross, Rita Ross]
- 3) Review and approve meeting minutes (Ron Krisko)(~10 minutes).
 - a) Review and approve 11-09-11 meeting minutes.
 - b) Review and approve 12-14-11 meeting minutes.
 - c) Review and approve 12-20-11 electronic vote minutes.
 - d) Review and approve 12-31-11 electronic vote minutes.
- 4) Officer and Committee Reports.
 - a) President's report (Ron Krisko)(~5 minutes).
 - i) Update on 01/25/12 Ohio Attorney General's Office joint training session at 6:30 PM with Columbia Chamber of Commerce.
 - b) Vice President's report (Wayne Brassell)(~2 minutes).
 - i) None.
 - c) Secretary's report (Debi Hitchcock)(~5 minutes).
 - i) Update on 2011 CCF holiday cards sent to donors.
 - ii) Distribute and collect updated contact information sheets and CCF Conflict of Interest Disclosure Forms from all board members.
 - d) Treasurer's report (John Brocklehurst)(~10 minutes).
 - i) Columbia Community Foundation's bank and investment accounts balances.
 - ii) Review and approve foundation bills.
 - iii) Update on ongoing IRS audit (John Brocklehurst).
 - iv) Update on 2011 Community Corner Project in-kind donation forms received to date and donation receipts sent.
 - v) Update on 2011 Fall Gala donation receipts sent.
 - e) Director of Media Relations' report (Jack Callaghan)(~2 minutes).
 - i) Update on schedule of public service announcement articles submitted or to be submitted to local publications since 12/14/11.
 - f) Scholarship Committee report (Ron Krisko)(~15 minutes).
 - i) Discussion on 2012 CCF Scholarship application updates.
 - ii) Discussion on 2012 Lucille MacClellan Memorial Scholarship application updates.
 - iii) Discussion on 2012 CCOC Scholarship application updates.
 - iv) Review and choose vendor from RFQ responses received for printing foundation brochures and scholarship posters.
 - v) Update on printing of foundation brochures and scholarship posters.
 - vi) Update on 2012 scholarship announcement mailings to local schools and libraries.
 - vii) Update on 2012 scholarship announcement to local media outlets (Jack Callaghan).
 - g) Grant Committee report (Don Hagen)(~2 minutes).

- i) Discuss any grant requests received.
- h) Fundraising and Marketing Committee report (Wayne Brassell)(~10 minutes).
 - i) 2012 Fall Gala Subcommittee report (Wayne Brassell).
 - ii) Community Corner Project Phase 2 Subcommittee report (Wayne Brassell).
 - (1) Update on plans, donations of services, equipment, or monies.
 - iii) Website Subcommittee report (Ron Krisko).
 - (1) Update on foundation website and statistics.
 - (2) Update on foundation Facebook site and statistics.
 - (3) Discuss foundation website design and data (Wayne Brassell).
 - iv) Discuss new possible fundraising ideas.
- i) Strategic Planning Committee report (TBD)(~2 minutes).
 - i) Update on the creation of the foundation's Strategic Plan. [Tabled]
- 5) Old Business.
 - a) Review and discuss updated CCF New Board Member Candidate Selection Policy (Ron Krisko)(~10 minutes).
 - b) Review and discuss any possible new board member candidates for consideration (Debi Hitchcock)(~15 minutes).
- 6) New Business.
 - a) Review and discuss update to CCF Code of Regulations concerning terms for board members and officer elections (Ron Krisko)(~15 minutes).
 - b) Review and discuss new CCF Expense Payment and Reimbursement Policy (Ron Krisko)(~2 minutes). [Tabled]
 - c) Review and discuss new CCF Record Retention and Destruction Policy including a checks-and-balances procedure (Ron Krisko)(~2 minutes). [Tabled]
 - d) Review and discuss new CCF General Payment Policy covering non-corporations (Ron Krisko)(~2 minutes). [Tabled]
 - e) Review and discuss new CCF Directed Donation Policy (Ron Krisko)(~2 minutes). [Tabled]
 - f) Review and discuss new CCF Board Member Membership Policy (Ron Krisko)(~2 minutes). [Tabled]
 - g) Review and approve new CCF Code of Ethics Policy (Ron Krisko)(~2 minutes). [Tabled]
 - h) Review and discuss new CCF Board of Directors Roles and Responsibilities Policy (Ron Krisko)(~2 minutes). [Tabled]
 - i) Review and approve new CCF Code of Conduct Policy (Ron Krisko)(~2 minutes). [Tabled]
 - j) Review and approve new CCF Confidentiality Agreement (Ron Krisko)(~2 minutes). [Tabled]
- 7) Open Discussion (~5 minutes).
- 8) Next Foundation Meeting on February 8, 2012 at 6:30 PM at Columbia Town Hall (~2 minutes).
- 9) Meeting Adjournment.