

Columbia Community Foundation
Executive Council 04-30-08 Meeting Minutes

Meeting called to order by President Ron Krisko at 7:45 PM.

Members Present: Ron Krisko, Lou Price, Debi Hitchcock, Joe Desmont, Wayne Brassell, Dennis Ross, Debra Rose.

Members Absent: Dr. Don Hagan, Ed Neiger.

1. Reviewed Minutes from 04/09/2008 and Revised Minutes from 02/26/2008 and 03/26/2008.
 - a. Motion by Dennis Ross to approve 04/09/2008 minutes.
Seconded by Joe Desmont.
Vote: 6 For, 0 Against, 1 Abstain.
 - b. Motion by Dennis Ross to approve revisions to 02/26/2008 and 03/26/2008 minutes.
Seconded by Joe Desmont.
Vote: 6 For, 0 Against, 1 Abstain.
2. President's Report.
 - a. Ron Krisko attended the Basic Grant 101 Course on 04/12/2008.
 - i. Ron provided a summary of the course as it may pertain to the Foundation and has a packet of information available for review.
 - ii. Discussion was held regarding the necessary steps in order for the Foundation to be able to secure grants, including where to search for available grants.
3. Secretary's Report.
 - a. The Foundation welcomed new Secretary Deborah Hitchcock to the board.
4. Treasurer's Report.
 - a. The Foundation has a balance of \$22,742.82
 - b. Dennis Ross reported that the Foundation has two pending bills:
 - i. \$125.00 - Ron Krisko for reimbursement for the Basic Grant 101 Course.
 - ii. \$57.30 - Columbia Hills Country Club for 04/09/2008 meeting meals.
 - c. Discussion was held regarding the need to present the bills to the Chamber for payment.
 - i. Chamber needs to approve payment of the Foundation bills.
 - ii. Bills will be presented at the 05/07/2008 Chamber meeting.
 - d. Motion by Dennis Ross to pay the pending bills.
Seconded by Wayne Brassell.
Vote: 6 For, 0 Against, 1 Abstain.
 - e. Wayne Brassell inquired about the handling of Foundation funds.
 - i. Discussion was held regarding how funds are to be used and maintained.
 - Attorney fees and operating costs need to be determined.
 - A regular checking account will be opened to manage operating costs.
 - Additional funds will be invested for growth.
 - f. Joe Desmont proposed that a "For deposit only" rubber stamp be purchased for use while conducting Foundation business.
 - g. Motion by Dennis Ross to purchase a rubber stamp.

Seconded by Debi Hitchcock.
Vote: 6 For, 0 Against, 1 Abstain.

5. Scholarship Committee Report.

- a. Ron Krisko announced the scholarship winners.
 - i. There was a tie for The Columbia Chamber of Commerce Scholarship winner between Rebecca Lehane and Nicole Dunn.
 - ii. The winner of The Lucille MacClellan Memorial Scholarship is Nicole Dunn.
- b. Discussion held regarding awarding the The Columbia Chamber of Commerce Scholarship to Rebecca Lehane since Nicole Dunn was the clear winner of The Lucille MacClellan Memorial Scholarship.
- c. Motion by Ron Krisko to award The Columbia Chamber of Commerce Scholarship to Rebecca Lehane.
Seconded by Dennis Ross.
Vote: 6 For, 0 Against, 1 Abstain.
- d. Motion by Ron Krisko to award The Lucille MacClellan Memorial Scholarship to Nicole Dunn.
Seconded by Joe Desmont.
Vote: 6 For, 0 Against, 1 Abstain.
- e. Ron Krisko will notify the scholarship winners and then post them on the Foundation's web site.
- f. Ron Krisko informed members that the Columbia High School will have an awards night on 05/20/2008 and recommended that representation from the Foundation be present to meet the winners.
- g. Discussion was held regarding making changes to the application for next year.
 - i. Applicants should be instructed not to use their name in the narrative sections in order to assure blind ratings.
 - ii. The criteria for each individual scholarship should be reviewed and possibly revised in order to better reflect the background and purpose of the scholarship.

6. Grant Committee Report.

- a. Discussion was held regarding asking Dr. Don Hagen for information regarding his experience with and knowledge of charities and becoming the foundation's new Director of Grants.

7. Fundraising and Marketing Committee Report.

- a. Discussion was held regarding possible fundraising events.
 - i. Types of events – formal and informal.
 - Initial formal gala to introduce the Foundation and its purpose to the community and local businesses.
 - Clam bake.
 - Golf outing.
 - Silent auction.
 - Dining at local restaurants where Foundation receives a portion of the profits.
 - Annual formal dinner.

- ii. Debra Rose informed members that the Arts Council may be able to assist with paying for entertainment for fundraising events.
8. Create-a-Logo Contest Report.
- a. Debra Rose presented an updated flyer regarding the Logo Contest.
 - b. Ron Krisko will post the announcement on the Foundation's web site.
 - c. Members reviewed and discussed revisions to the flyer.
 - d. Motion by Lou Price to approve the flyer with revisions.
Seconded by Joe Desmont.
Vote: 6 For, 0 Against, 1 Abstain.
9. Update on Potential New Members.
- a. Discussion was held regarding extending another invitation to Jamie Cottom to join the board.
 - i. Wayne Brassell offered to make another attempt to contact Jamie Cottom regarding his interest in joining the board.
 - b. Discussion was held regarding extending an invitation to Bill Fisher to join the board as a representative from the Columbia Fire Department.
 - i. Dennis Ross offered to attempt to contact Bill Fisher regarding his interest in joining the board.
 - c. Motion by Dennis Ross to invite Bill Fisher to join the board.
Seconded by Joe Desmont.
Vote: 6 For, 0 Against, 1 Abstain.
10. Discussion of Legal Documents.
- a. Ron Krisko presented changes that have been made to the Code of Regulations.
 - i. Article I – The number of Directors changed from “six (6)” to “nine (9)”.
 - ii. Article III – The name of the Secretary was updated.
 - b. Ron Krisko presented his questions regarding Form 1023 and the responses from the attorney.
 - i. Part I, 6b – change phone number to 440-236-8000.
 - ii. Part I, 9b – Add e-mail address “president@columbiacommunityfoundation.org”.
 - iii. Part V, 7a-9a – “Yes” should be marked for these items as we need to have a separate web services agreement as a spin off from the Chamber of Commerce.
 - iv. Part VI, Page 5, Item 1a, 1b. and 2 (narrative page) – change “schools” to “school”.
 - v. Part VIII, 3a – will remain as “no”, but can be changed in the future if the Foundation teams with the VFW hall for any bingo or gambling activities.
 - vi. Part VIII, 4a – the board will need to discuss what fundraising activities will be anticipated and check the appropriate boxes.
 - vii. Part VIII, 4d – the board will need to determine the locations where fundraising will be conducted. Debra Rose inquired if Washington DC will need to be included in this since many grants are generated from there.
 - viii. Part VIII, 4e – the board will need to discuss and determine if donors will be permitted to advise The Foundation how their donations are to be used. If so, the board will need to determine and write the criteria regarding this and have copies available for donors.

- ix. Part VIII, 13f – will remain “no”, but can be changed in the future if it is determined that the Foundation will develop an application form (i) and/or a proposal (ii) for grants.
- x. Part IX, 23, column c – change “15,00” to “1,500”.
- xi. Part X, 6 – This box needs to be checked since box 5i is checked.
- xii. Part X, 7 – The board needs to submit an explanation.
- xiii. Schedule H, Section I, 1a-f – the board needs to prepare a written document to describe the type, purpose, amount, terms, and publicity of scholarships and provide copies of the solicitation, advertisements, and applications.
- xiv. Schedule H, Section I, 4a – the board will need to discuss the criteria for selecting various grant and scholarship recipients and put it in writing.

Motion by Dennis Ross to adjourn the meeting.

Second by Joe Desmont.

Meeting adjourned at 9:37 PM.

Next meeting is Wednesday May 14, 2008 at 6:30 PM.

Minutes Approved on 05/14/08.