

Columbia Community Foundation
Executive Council 05-14-08 Meeting Minutes

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

Members Present: Ron Krisko, Lou Price, Debi Hitchcock, Wayne Brassell, Don Hagan, Ed Neiger, Debra Rose.

Members Absent: Joe Desmont, Dennis Ross.

1. Reviewed Minutes from 04/30/2008.
 - a. Discussion was held regarding adding that Ron Krisko will post an announcement regarding the Logo Contest on the Foundation's web site.
 - b. Motion by Lou Price to approve 04/30/2008 minutes with addition.
Seconded by Wayne Brassell.
Vote: 5 For, 0 Against, 2 Abstain.

2. Create-a-Logo Contest Report.
 - a. The contest announcement has been posted on the Foundation web site and will be published in the *Rural Urban Record*, posted on Loraincounty.com and sent to the Columbia Schools.
 - b. Discussion was held regarding extending the deadline in order to provide students with more time to prepare.
 - c. Motion by Debra Rose to extend the deadline for Create-a-Logo Contest submissions to June 6, 2008.
Seconded by Ed Neiger.
Vote: 6 For, 0 Against, 1 Abstain.

3. Vice President's Report.
 - a. Reviewed the RBK Publishing Contract.
 - i. Discussion was held regarding addressing the back-up of foundation website contents in the contract and assuring that the board will be able to obtain the password to access the Foundation's files if needed.
 - ii. Ron Krisko indicated that the only additional charge in the contract would be for the cost of the CDs on which the files are backed up and suggested that he provide the password to his attorney in a secure envelope in the case of his death so that the foundation has access to its website.
 - iii. Motion by Debra Rose to accept the contract with the addition of the cost for monthly back-ups and that the password will be submitted to the attorney.
Seconded by Debi Hitchcock.
Vote: 5 For, 0 Against, 2 Abstain.

4. Treasurer's Report
 - a. Ron Krisko gave report on Joe Desmont's behalf.
 - b. The Foundation has a balance of \$22,556.15.
 - c. The Foundation has one pending bill:
 - i. \$62.58 - Columbia Hills Country Club for 04/30/2008 meeting meals.

- d. Motion by Lou Price to pay the pending bill.
Seconded by Ed Neiger.
Vote: 5 For, 0 Against, 1 Abstain.
5. Scholarship Committee Report.
- a. Ron Krisko reported that letters of acceptance or rejection have been sent to all scholarship applicants.
 - i. Ron Krisko will present the Lucille MacClellan Memorial Scholarship to the winner at the Columbia High School awards ceremony on May 20, 2008 at 7:00 PM.
 - ii. The Columbia Chamber of Commerce Scholarship will be presented to the winner by a member of the Chamber at the awards ceremony.
 - iii. Both scholarship winners will be invited to be recognized at the opening ceremony of the 2008 Columbia Homecoming Festival.
 - b. Discussion was held regarding to whom the scholarship checks should be written.
 - i. Discussed that addressing the checks directly to the educational institute may result in that amount being deducted from the student's financial aid package.
 - ii. Discussed that writing the checks to the student or parent may result in the student not following through with educational plans and not using the award for its intended purpose.
 - iii. Further discussion to address these concerns and attempt to resolve them will occur at a later date.
6. Grant Committee Report.
- a. Ed Neiger reported that assistance in writing grants is available through the person who provided the Grant Writing 101 course and that the fee for this is incorporated into the grant.
 - b. Discussion was held regarding the role of the Director of Grants.
 - i. The role will be to conduct research on the various grants that are available, but the actual writing of the proposal may be completed by a committee rather than solely by the Director of Grants.
 - c. Don Hagen educated members on the fact that the requesting party is often expected to put forth about 50% of the amount of the grant, therefore reducing the actual amount rewarded approximately by half of what was requested.
 - d. Don Hagen considered and agreed upon taking on the responsibility of the Director of Grants.
 - e. Motion by Wayne Brassell to accept Don Hagen as the Director of Grants.
Seconded by Ed Neiger.
Vote: 5 For, 0 Against, 1 Abstain.
7. Fundraising and Marketing Committee Report.
- a. Don Hagen and Ed Neiger informed members of the successful fundraising events that other organizations have held.
 - b. Discussed using the Columbia Hills Country Club for a one time large event to introduce the foundation and its purpose to the community. Events that may potentially occur annually thereafter will then be considered.

- c. Discussed the need for having a Fundraising and Marketing Committee. Wayne Brassell indicated that he would take on this responsibility for this first year.
8. Update on Potential New Members.
- a. Wayne Brassell reported that he has not made contact with Jamie Cottom, but continues his offer to make this effort.
 - b. Dennis Ross was unavailable to report on the status of extending an invitation to Bill Fisher to join the board.
9. Discussion of Legal Documents.
- a. Discussed changes to the Code of Regulations.
 - i. Article I, 5 – Don Hagen suggested that the wording “either of them” be changed to indicate that two directors need to agree to calling a meeting instead of implying that just one director can call a meeting.
 - Motion by Lou Price to change the wording in Article I, 5.
Seconded by Ed Neiger.
Vote: 6 For, 0 Against, 1 Abstain.
 - ii. Article VII, 3 – Discussed adding the words “in writing each year” and removing “and be given the opportunity to disclose” in order to indicate that disclosing a conflict of interest is required rather than optional.
 - iii. Article VII, 4 – Discussed adding the word “written” to indicate that disclosure must be provided in writing.
 - Motion by Debra Rose to change the wording in Article VII, 3 and 4.
Seconded by Wayne Brassell.
Vote: 6 For, 0 Against, 1 Abstain.
 - b. Reviewed the Articles of Incorporation and Code of Regulations.
 - c. All members who were present signed the Articles of Incorporation.
 - d. Motion by Ed Neiger to accept the Articles of Incorporation with the new Code of Regulations.
Seconded by Lou Price.
Vote: 6 For, 0 Against, 1 Abstain.
 - e. Discussed changes to Form 1023 and the attached narrative descriptions.
 - i. Discussed changing the wording throughout to indicate “a minimum of two” scholarships will be awarded each year instead of specifying two.
 - ii. Part IV – change wording to remove “it is anticipated that” in both the second and third paragraphs.
 - iii. Part V, 2b-c – “Yes” will be marked, narrative description will be inserted.
 - iv. Part V, 7a – 8a - “Yes” will be marked, narrative description will be inserted.
 - v. Part V, 9a - “Yes” will be marked, narrative description will be inserted to address 9b-f.
 - vi. Part VIII, 4a – types of fundraising to be checked: “mail solicitations”, “e-mail solicitations”, “personal solicitations”, “foundation grant solicitations”, “accept donations on your website”, “receive donations from another organization’s website”, and government grant solicitations”.

- vii. Wording of the Part VIII, 4a narrative will be changed to remove the words “a few” from the first sentence and change the word “between” to “among” in the last sentence.
- viii. Part VIII, 4d – Ron Krisko is waiting to hear back from the attorney regarding how specifically the fundraising locations will need to be addressed in the narrative section (region, state, city, etc).
- ix. Wording of the Part VIII, 4d narrative will be changed to remove the word “Currently” from the last sentence.
- x. Part VIII, 4e – “Yes” most likely will be checked, but Ron Krisko will talk with the attorney for clarification of the definition of “separate accounts”. The Foundation’s investment advisor will handle all accounts.
- xi. Wording of the Part IX, 23 narrative will be changed to clarify that \$1,500 “per year” will be utilized. A list of expenses and estimated amounts will be provided.
- xii. Wording of the Part X, 7 narrative will be revised to indicate that the transfer of the scholarship program from The Columbia Chamber of Commerce to the newly formed Columbia Community Foundation has occurred.

Motion by Ed Neiger to adjourn the meeting.

Second by Wayne Beassell.

Meeting adjourned at 9:46 PM.

Next meeting is Wednesday May 28, 2008 at 6:30 PM.

Minutes Approved on 05/28/08.