

Columbia Community Foundation
Executive Council 05-28-08 Meeting Minutes

Meeting called to order by President Ron Krisko at 6:46 PM.

Members Present: Ron Krisko, Debi Hitchcock, Wayne Brassell, Don Hagen, Ed Neiger, Debra Rose, Dennis Ross.

Members Absent: Lou Price, Joe Desmont.

1. Reviewed Minutes from 05/14/2008.
 - a. One punctuation correction was suggested.
 - b. Don Hagen clarified that he was referring only to his experience with the City Council of Cleveland when discussing that some grants require the recipient to put forth 50% of the funds.
 - c. Motion by Wayne Brassell to approve 5/14/2008 minutes with correction.
Seconded by Ed Neiger.
Vote: 6 For, 0 Against, 1 Abstain.
2. Treasurer's Report
 - a. Ron Krisko gave report on Joe Desmont's behalf. No updated information was provided since the last meeting.
 - b. As of 5-14-2008, The Foundation had a balance of \$22,556.15.
3. Scholarship Committee Report.
 - a. Ron Krisko reported that the recipients were acknowledged at the Columbia High School awards ceremony on May 20, 2008.
 - i. Ron Krisko presented a certificate to the Lucille MacClellan Memorial Scholarship winner.
 - ii. The Columbia Chamber of Commerce Scholarship winner was not present to receive the certificate, but was acknowledged by a member of the CCOC.
 - iii. Both Scholarship winners were invited to be recognized at the opening ceremony of the 2008 Columbia Homecoming Festival. Ron Krisko will follow up with them to inquire if they plan to participate.
 - b. Wayne Brassell made the suggestion to consider inviting future scholarship recipients and their families to dinner with the board members.
 - c. Don Hagen suggested that presenting the scholarships at a CCF meeting would be more personal and meaningful to the recipients and their families than only being recognized at a school assembly.
 - d. Discussion regarding who the scholarship checks should be made out to was revisited.
4. Fundraising and Marketing Committee Report.
 - a. Wayne Brassell reported that he has received approval to hold a kick-off Fall Gala event at the Columbia Hills Country Club, but a date needs to be chosen.
 - i. Discussed was held regarding when to hold the event.
 - Proposed date is Saturday October 18, 2008, pending upon discovery conflicting events that may already be scheduled within the community.
 - ii. Discussion was held regarding pricing of the event.
 - Wayne Brassell suggested a goal of receiving a 50% profit for the foundation from each ticket price.
 - Discussed similar events as starting point for comparison.
 - Southwest General Health Center's fundraising event starts at \$250 and increases to around \$10,000 for a corporate table.
 - Mayo Society's fundraising event is priced at \$175 per couple.

- Discussed a goal of \$200-\$300 per couple pending upon the estimated costs of holding the event.
- iii. Discussion was held regarding planning the event.
 - Discussed inviting community members to assist in planning the event rather than limiting this task to board members.
 - Details that will need to be discussed include:
 - Type of event.
 - Discussion will need to occur regarding whether the event should be a sit-down dinner or a buffet.
 - Entertainment.
 - Discussion will need to occur regarding what type of entertainment to secure and what resources can be utilized to assist with this.
 - Invitations.
 - Discussed a goal of inviting approximately 75% community members and 25% corporations
 - Discussed that invitations could be extended to SWGHC, Baldwin Wallace, and Columbia VFW
 - Don Hagen suggested that 2-3 mailings be sent, the first of which should be sent by the end of August for a mid-October event.
 - Discussed inviting Columbia High School alumni who own businesses as a way of obtaining sponsors with ties to the community.
 - iv. Ron Krisko suggested that a commemorative memo of the event be provided to all attendees.
 - v. Discussion was held regarding the need for a presentation to be provided at the event in order to educate the community about CCF, it's purpose, goals, and how funding will be acquired and distributed.
 - Discussion was held regarding inviting CCF's attorney to be available to respond to questions.
5. Create-a-Logo Contest Report.
 - a. Lou Price was unavailable to report if there are any updates.
 - b. The contest announcement with the new deadline was published in the *Rural-Urban Record*.
 - c. Discussion was held regarding how the board will judge entries.
 - i. Debra Rose suggested that all entries be laid out for review (names withheld).
 - ii. Criteria such as overall design, how well the design fits the mission, and general pros and cons will be discussed to determine a winner.
 - d. Ron Krisko reported that one submission to the contest has been received.
 - e. The entry was reviewed and discussion was held regarding the steps to take if the board is not satisfied with any of then entries that are submitted.
 - i. The idea of temporarily using an already existing logo, such as one that is displayed in the Town Hall, was suggested.
 - ii. If no winner is selected, the contest may be re-opened at the beginning of the school year, at which time the assistance of the art teachers may be enlisted to encourage students to participate.
 6. Update on Potential New Members.
 - a. Wayne Brassell reported that he has not yet been able to make contact with Jamie Cottom.
 - b. Dennis Ross reported that he continues to plan to talk to Bill Fisher.
 - c. Discussion was held regarding inviting potential members to attend a meeting.
 - i. Members agreed that this might increase the interest of potential members since they would be able to attend a meeting prior to committing to becoming a director.

- ii. Dennis Ross suggested that Bob MacIntyre be invited to a meeting since he has previously been the president of a non-profit organization and may be able to provide suggestions and feedback to the Foundation.
7. Discussion of inviting guests to CCF Meetings.
- a. Ron Krisko reminded members of the offer from a member of the Lorain County Community Foundation, Brian Frederick, to attend a meeting and provide guidance on running a foundation.
 - b. Don Hagen suggested that Paul Kline (or another member of the Southwest Community Health Foundation) be invited to attend a meeting to provide guidance to CCF board members.
 - i. Debra Rose suggested that someone from Southwest Community Health Foundation be invited instead of Brian Frederick.
 - ii. Motion by Wayne Brassell to invite a representative from Southwest Community Health Foundation to a meeting.
Seconded by Debra Rose.
Vote: 5 For, 0 Against, 2 Abstain
8. Discussion of Legal Documents.
- a. Reviewed final draft of Form 1023 and the narrative descriptions.
 - i. Ron Krisko reported that the attorney has a signed copy of the Articles of Incorporation even though the copy that was returned to CCF does not have the signatures.
 - ii. Discussed corrections to Form 1023.
 - Part VI, Page 5, Item 1a, 1b. and 2 (description page):
 - The word “schools” was not changed to “school” as previously discussed.
 - Suggestion to divide the second paragraph into two paragraphs in order to separate out the description of the first scholarship for clarity.
 - Part VIII, Page 6, Item 4a:
 - The boxes were not marked as discussed. “phone solicitations” should not be marked and “accept donations on your website” should be marked.
 - Part VIII, Page 6, Item 4d (description page):
 - Discussed the role of the Foundation in obtaining and maintaining donations as it relates to the meaning of the statement, “There are no plans for other organizations to conduct fundraising for or on behalf of Columbia Community Foundation.”
 - Clarified that the Columbia Chamber of Commerce is separate from Columbia Community Foundation and that this remains true when if the chamber holds a fundraiser and contributes some of the funds to the foundation. This does not result in a conflict of interest nor is the chamber raising funds on behalf of the foundation.
 - Part VIII, Page 7, Item 13e (description page):
 - The word “organizations” should be “organization’s”
 - Part IX, Page 10 (description page):
 - Suggestion to add “\$”s to all figures instead of just the first one.
 - Schedule H, Page 25, Item 1b (description page):
 - Ron Krisko reported that the attorney suggested that the student/parent to submit a bill from the educational institution to CCF. The foundation will then submit the amount of the scholarship directly to the school as payment towards the bill.
 - This procedure ensures that the schools directly receive the money without affecting the students’ financial aid since a bill was already generated.
 - Since the check would be written directly to the school from CCF, this procedure also increases the likelihood of funds being recovered in the event that a scholarship recipient withdraws from the school.
 - Schedule H, Page 25, Item 3:

- This description page is missing.

Motion by Dennis Ross to adjourn the meeting.

Seconded by Wayne Brassell.

Vote: 6 For, 0 Against, 1 Abstain.

Meeting adjourned at 9:18 PM.

Next meeting is Wednesday June 11, 2008 at 6:30pm

ADDENDUM: The next meeting was changed to Tuesday June 17, 2008 at 6:30pm in order to accommodate the schedule of guest speaker Paul Kline.

Minutes approved on 06/17/08.