

**MINUTES OF THE FEBRUARY 24, 2014 BOARD MEETING
HIGHLAND COMMUNITY FOUNDATION, INC
LINCOLN CENTER, HIGHLAND, INDIANA**

Roll Call:

President Jim Dal Santo called the meeting to order at 6:30 PM

- Present – Jim Dal Santo, Paul Doherty, Rich Garza, Jr., Richard Krooswyk, Pat Popa, Ed Stone, Richard Underkofler and Judy Vaughn. Cecile Petro arrived at 7:45 PM.
- Absent – Patty Dunham, Kathy Grimler and Terry Krooswyk requested excused absences.
- By an email received prior to the meeting, Craig Chism resigned from the board. “I am not going to be able to make the meeting this evening once again...since I took over my new position with the paper in November most of my evenings and weekends have been filled with work related commitments. I am not able to offer the allotted time necessary to fulfill my obligation and in fairness to the active board members I offer up my resignation effective immediately”

Minutes: Motion made by Ed Stone to approve the minutes of the board meeting held January 13, 2014. Motion seconded by Pat Popa. Motion passed unanimously.

Financial Statements:

- Legacy Foundation Fund statements as of December 31, 2013 had not been received by the time of the meeting.
- Standard Bank Checking Account. There was a \$31,752.41 balance in this account as of January 31, 2014. The statement shows a \$14.95 bankcard processing fee, which may be waived.

Development Strategies: At our January 13th meeting we discussed updated fundraising strategies for our Initial Project as well as our Endowment fund. Updated strategies were discussed again at this meeting, but a motion was not offered to approve them. This is a summary of the discussion:

45th Street Project:

- An earlier strategy to host a Cinco de Mayo event at the project site will be abandoned. The Parks Department was willing to furnish tents, picnic tables and trash receptacles for the event. However, the Park Board determined it will not be party to a temporary event license naming BP as an additional insured. BP will not authorize service of alcohol on the site. A caterer would incur additional expense to acquire insurance in limits required by BP. There would not likely be sufficient income from the event to offset the additional insurance expense.
- An earlier strategy to secure Cinco de Mayo participant opinion and feedback regarding the “best landscape design proposal submission” will also be abandoned.
- As an alternative fundraiser, President Dal Santo asked and received board approval to ask the Highland Chamber to let our foundation manage a silent auction and/or raffle at a second annual 2014 “Pizza Palooza”. It was suggested this would be a good venue to sell engraved pavers. *Postscript: This event is scheduled for Monday, May 12, 2014.*
- Invited BP representatives, available HCF, Park Board and staff members will consider design-build contract proposals received, interview and answer questions from the prospective contractors. *Postscript: These sessions will be held Tuesday, April 22, 2014 from 10 AM to 2 PM at the Lincoln Center, Room 108.*

Capital Campaign for an Ashley Ritz Memorial Sculpture:

- A major contribution from the Ritz Family will be received by April 1, 2014.

- Memorial Committee work on completing the Case Statement and Sculpture Budget will be complete April 30, 2014.

Endowment Fund:

- President Dal Santo will nominate a chair and persons willing to serve on an Endowment Committee at our May 7, 2014 board meeting.

Old Business:

RFP for Design-Build Contract for 45th Street Landscape Improvement:

- Motion made by Richard Underkofler to authorize distribution of the final draft of the RFP to prospective contractors as it has been approved by BP and the Park Board. Motion seconded by Judy Vaughn. Motion passed unanimously.
- Motion made by Underkofler to send the final version of the RFP to only those contractors whose representatives attended a meeting held January 31st to review and offer comments on the first draft of the RFP. Motion seconded by Paul Doherty. Motion passed unanimously.
- Motion made by Underkofler to consider proposals from firms whose representatives attended the January 31st meeting and any other prime contractor who has 2014 Highland landscape contractor and business licenses and who employs or has entered into a subcontract with a firm that employs a person, who is in good standing with a Certificate of Registration from the Indiana Board of Registration for Architects and Landscape Architects. Motion seconded by Richard Krooswyk. Motion passed unanimously. The board determined our interests would be better served if we had an opportunity to consider proposals from more landscape contractors.

FY 2013 Tax Return: Underkofler reported a \$400 penalty levied for filing our initial federal return late has been waived.

Status of 501(c)(3) Application: Contrary to previous information received, an Underkofler phone inquiry to the IRS disclosed our application has still not as of yet been assigned for review by an agent. Receipt of our application was acknowledged December 19, 2012. According to an update on the IRS website, we should expect up to 90 plus 180 days for applications to be assigned for review after receipt is acknowledged.

Engraved Paver Sales Flyer: Motion made by Ed Stone to spend up to \$350 for CJ Printing to produce an additional 1,000 copies of a flyer disclosing the purchase price for an engraved paver may not be income tax deductible since our 501(c)(3) tax status may not be approved by the time we intend to launch the sales campaign. Motion seconded by Rich Garza. Motion passed unanimously.

New Business:

Ashley Ritz Memorial Committee: Motion made by Richard Krooswyk to approve President Dal Santo's nomination of Marina Mikolajczyk to the Ashley Ritz Memorial Committee. Motion seconded by Ed Stone. Motion passed unanimously.

Endowment Committee: Motion made by Ed Stone to approve President Dal Santo's recommendation to create an Endowment Committee consisting of a Chair, potential major donors and representatives of potential grantees to evaluate the community's capacity to raise endowment gifts. Motion seconded by Judy Vaughn. Motion passed unanimously.

Endorsement of Town Theatre Grant Application: Motion made by Pat Popa to approve a letter signed by President Dal Santo endorsing a \$25,000 grant application submitted by Cecile Petro to the Indiana Office of Community and Rural Affairs and the Indiana Office of Tourism Development to refurbish the Town Theatre Marque. This would be a \$50,000 project matched by \$4,500 from the South Shore Convention & Visitors Authority and \$20,500 from the Highland Redevelopment Commission. The letter states our foundation has identified the Town Theatre Renovation Project as a priority use of interest earnings on funds contributed to our Endowment Fund. Our foundation will

help with fundraising by selling limited edition prints of the Theatre drawn by a local artist and selling name plates for new seats. Two members of our board are participating in meetings of the Redevelopment Commission's Main Street Committee. Motion seconded by Ed Stone. Motion passed unanimously.

Livable Communities Grant: Cecile Petro reported another \$24,000 grant has been awarded from the Northwest Indiana Regional Plan Commission (NIRPC) that will enable the Highland Redevelopment Commission to plan for an Art District that will have the Town Theatre as its focal point. The plan will identify real estate that could be redeveloped or re-purposed leading to job creation and amenities for residents.

2014 Oktoberfest:

- Motion made by Judy Vaughn to host a third Oktoberfest fundraising event on Thursday, October 2, 2014. Motion seconded by Cecile Petro. Motion passed unanimously.
- Motion made by Richard Krooswyk to accept terms offered by the Park Board to host our 2014 Oktoberfest at the Lincoln Center Banquet Hall. The rental fee would be \$930.00 including tables and chairs as needed and two Highland police officers to provide security. This compares to a \$1,214.13 cost incurred for last year's event at the Indiana Welcome Center for rental of the exhibit hall, tables, chairs and security. Motion seconded by Ed Stone. Motion passed unanimously.
- Richard Krooswyk and Ed Stone volunteered to co-chair the 2014 Oktoberfest event. The board members present discussed lowering the ticket price and the reducing catering expense by limiting the variety of buffet items; e.g. "a beer and brats" theme.

Legacy Foundation Meetings: Pat Popa and Underkofler will attend a Legacy Foundation Annual Reception on February 26th and Neighborhood Spotlight Initiative Training Session on February 28th.

Next Meetings:

- Tuesday, April 22, 2014, Lincoln Center, Room 108, 10 AM to 2 PM for invited BP representatives, available HCF and Park Board members and staff to consider design-build contract proposals received for the 45th Landscape Improvement, interview and answer questions from contractors who've submitted proposals
- Wednesday, May 7, 2014, Lincoln Center, 6:30 PM: Next Board Meeting

Adjournment: Motion was made by Richard Garza to adjourn the meeting. Motion was seconded by Paul Doherty. Motion passed by unanimous consent. The meeting adjourned at 8:15 PM.

Respectfully submitted,

Richard Underkofler, Secretary