

HIGHLAND COMMUNITY FOUNDATION

MINUTES OF MARCH 20, 2013 QUARTERLY BOARD MEETING

ROLL CALL

The Board of the Highland Community Foundation convened in a meeting held March 20, 2013 that began at 7:31 PM in Room 116 at the Lincoln Center. Craig Chism, Patty Dunham, Victor Garcia, Adam Gawlikowski, Kathy Grimler, Richard Krooswyk, Terry Krooswyk, Jim McShane, Pat Popa and Richard Underkofler were present. Ed Stone participated in the meeting by phone. Cecile Petro arrived at 8:00 PM; Judy Vaughn arrived at 8:15 PM. Jim Dal Santo and Lisa Kusiak were absent. Adam Gawlikowski chaired the meeting on request of President Underkofler.

APPROVAL OF MINUTES

Minutes of quarterly board meeting held January 15, 2013 were approved. Motion by Richard Underkofler; seconded by Jim McShane; approved by unanimous consent.

COMMITTEE REPORTS

- a. Board Policy & Priorities Committee: Jim McShane, Chair; Members: Adam Gawlikowski, Richard Krooswyk and Ed Stone. Jim McShane presented three documents for review: Board Policy GP-01 *Mission Statement*; Board Policy GP-102 *Vision Statement*; and a proposed Table of Contents for Governance Documents to be placed in a binder as they are proposed by the Committee and accepted by the board. Board Policy GP-01 *Mission Statement* was approved. Motion by Adam Gawlikowski; seconded by Richard Krooswyk; approved by unanimous consent. A committee meeting was scheduled to be held Friday, April 5th beginning at 7:00 AM at Sophia's Restaurant.
- b. Engraved Paver Sales Committee: Cecile Petro, Chair; Members: Kathy Grimler, Terry Krooswyk, Richard Underkofler and Judy Vaughn. Underkofler reported this committee is scheduled to meet at the conclusion of this board meeting. *Postscript: the next meeting for this committee will begin at 6 PM, Thursday, May 9th at Langel's Restaurant.*
- c. Oktoberfest Committee: Pat Popa and Adam Gawlikowski, Co-Chair; Members: Craig Chism, Patty Dunham, Victor Garcia, Lisa Kusiak and Jim Dal Santo. *Postscript: Pat Popa reported this committee had not met, but a Monday, April 22nd meeting will be held at the home of Patty Dunham at about 6:30 PM, the time to be confirmed closer to the date. Patty's home address is 8730 Parkway Drive in Highland.*

FINANCIAL STATEMENTS

Financial statements received from Legacy Foundation for the fiscal period ended December 31, 2012 were provided with the agenda documents and discussed. Fund balances were \$24,679.15 in the Operating Fund and \$6,393.15 in the Endowment Fund. Underkofler reported more detailed information has been requested pertaining to revenues and expenditures because he underestimated funding available for the initial project by \$5,000. A motion was approved to reinvest a \$45.00 distribution of Endowment Fund earnings to become a part of the permanent corpus of the fund. Motion by Richard Underkofler; seconded by Jim McShane; approved by unanimous consent.

STATUS OF INITIAL PROJECT - a landscape improvement of the vacant lot owned by BP Pipelines at the southeast corner of the intersection of 45th and 5th Streets. Richard Underkofler presented this report.

- a. Infrastructure Construction: An Interlocal Agreement for work to be managed by the Highland Public Works Department to extend water service, install curb and gutter and provide an asphalt overlay along the 5th Street frontage of the site using \$8,500 of the BP Foundation grant has been approved

by the Town Council and the Parks & Recreation Board. The Agreement is expected to be approved by the Water Board March 28th. The work is expected to be completed by June 30, 2013.

- b. Electrical Service: Park & Recreation Superintendent Alex Brown reported Hyre Electric has determined the electrical service extension will NOT conflict with curb, gutter and overlay work on 5th Street. Alex desires to postpone an application to NIPSCO for an extension of electrical service until power is needed because NIPSCO will begin charging on completion of the service drop.
- c. Irrigation System: Mark Hirchak d/b/a Rainmaker Irrigation, based at 9928 Express Drive in Highland, has pledged a substantial contribution for the underground sprinkler system and provided a specification for a backflow prevention device to be installed by a licensed plumber with the water service extension.
- d. Capital Campaign: An updated worksheet identification of board members who've volunteered to initiate solicitations of potential donors was provided with the agenda documents. Adam Gawlikowski outlined plans for a sustained initiative to raise the remaining funds needed for completion of the project. More board member and donor contact information was provided. Underkofler will forward letterhead template, our brochure, case statement, elevator pitch and copies of fund raising communications used for earlier solicitations. Gawlikowski will forward copies of communications he is using for current solicitations. Board members were asked to initiate, complete and report on the results of their solicitations as soon as possible.

OLD BUSINESS

- a. Board Development Training: A \$750.00 Legacy Foundation Capacity Building and Training Grant has been approved to underwrite the \$30 per session cost of board training sponsored by Nonprofit University of Northwest Indiana. Jim McShane and Underkofler participated in a session held February 7th. Adam Gawlikowski, Richard Krooswyk and Jim McShane participated in a session held March 7th. Jim DalSanto intends to participate in the May 2nd session. Remaining 2-hour sessions are scheduled to begin at 3:30 PM on first Thursdays, April through November 2013 at Indiana Wesleyan University in Merrillville. A flyer was provided with the agenda documents.
- b. Application for 501(c)(3) Tax Exemption: A letter dated February 13th from the IRS providing an update on the status of the application was received in our P.O. Box on March 20th. The letter said, "The case has been assigned to an Exempt Organizations specialist for technical review. We assign applications to specialists in the order we receive them." An IRS website says, "Currently, we are assigning applications received in March 2012". Underkofler reported Cedar Lake Town Manager Ian Nicolini told him an application for Cedar Lake's Park Foundation took 9 months from receipt before it was approved. *Post Script: A subsequent inquiry by Terry Krooswyk concluded retaining an attorney would not expedite a decision on the application.*
- c. Bank Account: We've opened an account with Standard Bank. Underkofler wrote a personal check for the \$100.00 opening balance. We will not deposit more money into the account until after our 501(c)(3) status is approved.

NEW BUSINESS

- a. Credit Card Processing Report: Victor Garcia presented a report on comparative merchant services available from two vendors that would enable our foundation to accept credit card payments. The report concluded, "There should be discussion regarding the need to accept credit cards. If the Board feels this is necessary, there should be a decision made as to which product is best. The Board should also determine if hardware (a tablet computer) should be purchased." Board action on this report was postponed to a future meeting.
- b. Ashley Ritz Memorial: Kathy Grimler reported a Facebook site has been established titled "Name Highland Park in Memory of Ashley Ritz", which is receiving substantial support (likes). Underkofler

said several members of the Town Council expressed an interest in a memorial to Ashley Ritz at the 45th Street improvement site as well. Board action on this topic was postponed to a future meeting.

NEXT MEETING

The next quarterly board meeting was scheduled for 6:00 PM, Wednesday, June 19, 2013 at the Lincoln Center.

ADJOURNMENT

Adjournment was approved by general consent at 8:50 PM.

Respectfully submitted,

Richard Underkofler
For James Dal Santo, Board Secretary