

HIGHLAND COMMUNITY FOUNDATION
MINUTES OF AUGUST 19, 2013 BOARD MEETING

ROLL CALL

The Board convened in a meeting that began at 6:10 PM in Room 112 at the Lincoln Center.

Present: Jim Dal Santo, Patty Dunham (arrived 6:25 PM), Paul Doherty, Kathy Grimler, Richard Krooswyk, Pat Popa, Cecile Petro, Ed Stone, Richard Underkofler and Judy Vaughn

Absent: Craig Chism and Victor Garcia; Excused with prior notice - Terry Krooswyk, Lisa Kusiak and Adam Gawlikowski

BOARD MEMBER RESIGNATION

An email from Victor Garcia was received reporting he is resigning from the board. Victor wrote, "Work and family commitments have kept me from fulfilling the needs of the organization at the level I expect from myself. Rather than serve at a subpar level, I feel it is better for the organization if I step down from this position. I truly believe in the work of the Highland Community Foundation and am happy to support its mission in any way I can. I wish you and the other Board members much success in meeting the needs of the organization. If there is anything I can do to help support the organization in the future, please ask." *P.S. In email messages subsequent to this meeting, Victor reported he would be willing to serve as the Master of Ceremonies for this year's Oktoberfest, would donate silent auction registration forms and help out on the day of the event to set up the auction tables.*

APPROVAL OF MINUTES

Minutes of quarterly board meeting held June 19, 2013 were approved. Motion by Judy Vaughn; seconded by Paul Doherty; approved by unanimous consent.

FINANCIAL STATEMENTS

Legacy Foundation Funds: The ending fund balance as of June 30, 2013 in the Operating Fund was \$22,858.62; the ending fund balance in the Endowment Fund was \$6,661.47. Only cash in the Endowment Fund is actively managed in pooled investment accounts. \$72.00 of current investment income in the Endowment Fund will be reinvested in the permanent balance of the fund.

Standard Bank Operating Account: The balance in the Standard Bank checking account was \$6,600 as of July 31, 2013 after \$6,000 was transferred from the Legacy Foundation Operating Fund.

PRESENTATION

Future Eagle Scouts David Hoffman and Richard Garza III accompanied by Richard Garza, Jr. made a presentation to the board asking if and how they may play a role with our initial project. The boys reported they would need to make a proposal to the Calumet Scout Council for work to begin in the summer of 2014. They would handle solicitation of sponsors and/or funds for the project. The board suggested landscape plantings or low maintenance benches would be suitable physical improvements.

COMMITTEE REPORTS

Oktoberfest Committee: Pat Popa and Adam Gawlikowski, Co-Chair. Members: Craig Chism, Patty Dunham, Richard Underkofler, Victor Garcia, Lisa Kusiak, Jim Dal Santo. The Committee met 7/15/13 and submitted a report as herein revised.

- 1) Sponsor Solicitation Flyer: Kathy Grimler volunteered to complete the flyer design started by Victor Garcia. Each board member now needs to expend some priority time and energy to solicit sponsors.

- 2) Sponsor Levels: Since sponsors have been difficult to secure based upon previous recommended contribution levels, the board decided to alter contribution levels as follows:
- Gold Sponsor @ \$5,000 Strack & VanTil (in recognition of last year's donation - no complimentary tickets);
 - Silver Sponsors @ \$1,500 (NIPSCO and perhaps Times Media Company subject to confirmation from Craig Chism for an advertising trade-out, includes four complimentary tickets);
 - Bronze Sponsors @ \$750 (As of yet unidentified, includes two complimentary tickets); and
 - Meal Sponsors @ \$500 (Trade-out with Calumet Brewery and Ideations & Promotions; no complimentary tickets)

A suggestion was made to translate the various sponsor levels from English to German on the solicitation flyer. *P.S. In an email message subsequent to this meeting, Adam Gawlikowski suggested changing the color of the left panel of the flyer to match the color of the Oktoberfest clip art.*

- 3) Tickets & Invitations: Rich Underkofler was authorized to retain CJ Printing to print tickets and invitations for direct mail to potential donors about 30 days prior to October 3rd event date. 250 tickets were printed at a cost of \$43.36. 200 invitations (6" x 9") will cost \$219.79 plus \$56.00 for postage. Kathy Grimler volunteered to design the invitations. Tickets were distributed at this meeting. An updated confidential invitation mailing list was sent to each board member via email prior to the meeting. The mailing list will be updated to delete board members and potential donors whose contact information is missing.
- 4) Commemorative Glasses: Lisa Kusiak d/b/a Ideations and Promotions offered to donate 200 glasses valued at \$500. Lisa offered three design options). The Committee selected 14 oz. 7.48" x 2.72" Rim Milan Pilsner Glasses. Oktoberfest clip art with the year 2013 will appear below on one side; our foundation logo will appear on the opposite side. Last year's surplus glasses that are in storage with Terry Krooswyk will be offered as silent auction items
- 5) Entertainment: Adam Gawlikowski was authorized to retain "The German Band" @ \$400.00. This is a 15 to 25 member nonprofit group from Hobart that donates its income to a Food Bank.
- 6) Silent Auction: Rich Krooswyk volunteered to succeed Victor Garcia in managing the silent auction. Cecile Petro volunteered to help.
- 7) Beverage: Adam Gawlikowski is soliciting in-kind donations for beer and wine from Calumet Breweries. Coffee and water will be provided by Comforts' Catering. An expense will be incurred for soda pop.
- 8) Tables & Chairs: Pat Popa is soliciting a quote from Aide Rentals for tables, chairs and table linens.
- 9) Budget: An \$8,102 budget was proposed for event expenses, if 200 guests will be served. The Committee was granted approval to incur expense without subsequent board review and approval subject to staying within the proposed expense budget. Accounts payable will be paid on request to Treasurer Ed Stone from our Standard Bank Checking Account.

Engraved Paver Sales Committee: Cecile Petro, Chair. Members: Kathy Grimler, Terry Krooswyk, Richard Underkofler, Judy Vaughn. The Committee met August 5th. Minutes are attached and incorporated herein by reference.

Board Policy & Priorities Committee: Richard Krooswyk, Chair. Members: Adam Gawlikowski, Ed Stone, Richard Underkofler. No report; this committee has not met since the last board meeting.

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. Rich Underkofler presented this report.

- a. Infrastructure Construction: The water service line extension has been completed. The remainder of work to 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 is expected to be complete by the end of September 2013.
- b. Ashley Ritz Memorial: Pat Popa reported no subsequent development since a meeting was held with Gary and Donna Ritz to discuss a proposal for a memorial art feature. Marina Mikolajczyk (host of Ashley's Facebook site) and Kathy Grimler may be joining Pat Popa and Patty Dunham on a memorial committee.

OLD BUSINESS

- a. Application for 501(c)(3) Tax Exemption: We still haven't heard whether our application is acceptable or requires more information. Currently, the IRS is assigning applications received in April 2012; receipt of our application was acknowledged December 2012. A letter requesting expedited processing was sent and denied.
- b. Board Development Training: A \$750 Legacy Foundation Grant was approved to underwrite the \$30 per session cost of board training sponsored by Nonprofit University of Northwest Indiana (NU). \$150 has been expensed from our Operating Fund for participation by board members Underkofler, McShane, Gawlikowski and Rich Krooswyk for sessions held February 7 and March 7, 2013. Remaining NU sessions have been canceled due to low attendance. We have until January 25, 2014 to use the \$600 unencumbered grant for additional board member training that may become available from other sources. Underkofler reported the Center for Urban and Regional Excellence at IU Northwest has scheduled non-credit course topics on Event Planning and Fundraising Essentials for Monday evenings in September and November. No board member could be available to participate in this training. Instead, the board desires a proposal on a fundraising training topic in one session from 6:30 to 8:30 PM to be held at the Lincoln Center on Monday, November 4, 2013.

NEXT MEETING

A special board meeting is scheduled for 6:30 PM, Monday, September 16, 2013 at the Lincoln Center, Room 112 to discuss Oktoberfest topics. Underkofler requested an excused absence due to a previously planned vacation.

ADJOURNMENT

Adjournment was approved by general consent at 7:50 PM.

Respectfully submitted,

James Dal Santo, Board Secretary

**HIGHLAND COMMUNITY FOUNDATION
BRICK PAVER COMMITTEE
MEETING OF August 5, 2013 at 5:30 PM**

Roll: Rich Underkofler, Judy Vaughn, Kathy Grimler, and Cecile Petro were present. Terry Krooswyk was absent with notice.

Substance of Meeting:

Members discussed progress with the Brick Paver Program. Because the Foundation has not received its 501(c)(3) non-profit status, the Foundation Board decided not to move forward with publicizing the program and selling the bricks at this time. After much discussion, the Brick Paver Committee recommended publicizing the program at the Oktoberfest. A blown-up poster of the paver flyer and a sign-up sheet for those who would like additional information will be available. Three sizes of brick pavers will be on display during the fest.

Approved actions:

The Brick Paver Committee approved the current flyer and also approved auctioning off each of the three sizes of brick pavers for the following minimum bids: \$50, \$75, and \$100 at the Oktoberfest.

Future Action Items:

The following people have signed up for these action items:

1. Contact the printer to blow-up the paver flyer to the size of previous poster boards used last year—Rich Underkofler.
2. Prepare a sign-up sheet for Oktoberfest participants to gain more information on the Brick Paver Program when the Foundation's 501-C-3 status is approved—Kathy Grimler.
3. Take the three sample sized bricks to the Oktoberfest—Cecile Petro.
4. Take an appropriate sized table to display information, sign-up sheet, and poster board regarding the Brick Paver Program to the Oktoberfest—Kathy Grimler.
5. Take last year's poster boards that illustrated the green space at 5th and 45th Streets to the Oktoberfest—Cecile Petro.
6. Take easels to the Oktoberfest to display the poster boards—Kathy Grimler and Cecile Petro.
7. Request the use of the Chamber of Commerce's easel for the Oktoberfest—Cecile Petro.
8. Compile a list of Town of Highland vendors to contact for potential contributions--Judy Vaughn.

Meeting adjourned at 6:40.

Minutes submitted by Cecile Petro.