

**MINUTES OF THE NOVEMBER 12, 2015 BOARD MEETING  
HIGHLAND COMMUNITY FOUNDATION, INC  
LINCOLN CENTER, HIGHLAND, INDIANA**

Roll Call: President Jim Dal Santo called the meeting to order at 6:05 p.m.

Present: Jim Dal Santo, Paul Doherty, Richard Krooswyk, Cheryl Nicksic, Pat Popa, Richard Underkofler, Judy Vaughn, Dave Wilkinson. Abe Rivera arrived at 6:24 p.m.

Absent: Cecile Petro and Ed Stone gave prior notice of their absence.

Guests: Arriving at 7:25 p.m. were Endowment Committee Members Bruce & Ken Leep and Carolyn Saxton, President, Legacy Foundation.

Appointment of Board Members: Rich Underkofler reported terms of Jim Dal Santo, Paul Doherty, Richard Krooswyk, Cheryl Nicksic, Pat Popa, Judy Vaughn and Ed Stone expire January 2016.

- **A motion** was made by Rich Underkofler and seconded by Judy Vaughn to approve appointments of Lance Ryskamp and Jim Dal Santo to the board for terms expiring in January 2019. Lance and Jim were both initial board members. Motion passed by unanimous consent.
- **A motion** was made by Judy Vaughn and seconded by Rich Krooswyk to accept Cheryl Nicksic's offer to extend her term on the board to expire in January 2019. Motion passed by unanimous consent. Cheryl will retire from the Endowment Committee, but remain a member of the Oktoberfest and Public Art Committees.

Election of 2016 Board Officers: Rich Underkofler reported Jim Dal Santo is willing to accept another one-year term as President; Lance Ryskamp is willing to serve a one-year term as Vice President; and he is willing to accept another one-year term as Secretary. We are still recruiting for a Treasurer.

- **A motion** was made by Dave Wilkinson and seconded by Rich Krooswyk to elect Jim Dal Santo, President; Lance Ryskamp, Vice-President; and Rich Underkofler, Secretary for the 2016 calendar year. Motion passed by unanimous consent.

Minutes:

- **A motion** was made by Pat Popa and seconded by Paul Doherty to approve minutes of the board meeting held August 13, 2015. Motion was approved by all board members present except Lance Ryskamp who abstained.

Financial Statements:

- Standard Bank Funds: At October 30, 2015, there was a \$19,108.40 balance in our Operating Fund.
- Legacy Foundation Funds: Legacy Foundation distributes financial statements on a semi-annual basis. At June 30, 2015, there was a \$10,223.45 balance in our Endowment Fund.

Endowment Committee: The committee met November 3, 2015. Draft minutes were forwarded with the agenda documents. The committee recommended two motions pertaining to implementation strategies of our 2016 Development Plan.

- 1) Endowment Case Statement: A motion to approve a proposed case statement was tabled for consideration at this meeting. Ed Stone suggested more information should be provided regarding projects and programs proposed for endowment funding. Endowment consultant Sue Nunn suggested omitting a \$350,000 goal and providing descriptive information about each proposed project in a brochure. Sue said a case statement is needed for capital campaigns. She said face-to-face meetings with potential donors to learn of their philanthropic interests would be better than identifying proposed projects. Rich Underkofler reported an endowment case statement was recommended by Trish Alt, an earlier endowment consultant, to provide a common script in recruiting for persons to become members of the board, its committees and those we ask to solicit gifts. Rich Underkofler revised the case statement based upon direction given by endowment committee members.
  - **A motion** was made by Dave Wilkinson and seconded by Rich Krooswyk to approve a revised endowment case statement dated November 9, 2015 distributed with agenda documents. Motion passed by unanimous consent.
- 2) Email Marketing: A motion to retain Mailchimp for prospective donor solicitation was tabled for consideration at this meeting. Use of this application is “free” for mailings less than 2,000. However, there has been concern that our list of email addresses could be sold and used by third parties for marketing their products and services. Cecile Petro said she desired to research other alternatives. A copy of proposal from CBL Consulting was distributed with agenda documents.
  - **A motion** was made by Lance Ryskamp and seconded by Pat Popa to accept a proposal from Ed Dabrowski d/b/a CBL Consulting, Inc. to host and underwrite the expense of a “Blue Host” email marketing application in exchange for recognition of the contribution on the HCF website. Motion passed by unanimous consent.

Oktoberfest Committee:

- The 2015 Oktoberfest attracted a record number of 155 guests. Income from sponsorships, ticket sales, a raffle and auction of items donated by business patrons was \$13,109 after expenses.
- Favorable feedback was received about the quality of the entertainment and food. It was suggested we should continue to guarantee catered meals based upon 95% of tickets distributed and we should consider soliciting bids from other caterers for providing the meal.
- *Postscript: After the meeting adjourned, Rich Krooswyk, who volunteered continued Oktoberfest service, suggested polling the board to authorize reserving the Lincoln Center Banquet Hall on the second Thursday of October for the 2016 event; and retaining Die Musikmeisters Band again for the entertainment. Rich explained changing the date to the second Thursday of the month would enable attendance by members of boards and commissions which meet on the first Thursday of each month.*

### Public Art Committee:

About 70 persons participated in an Ashley Ritz Memorial Sculpture Dedication Event held October 24, 2015. Invitations were mailed to 85 persons, foundations, businesses and contractors who contributed or had a role in soliciting funds for the \$24,331 project. Ashley's sister Lauren Selo said, "The Ritz Family expresses our gratitude to all the contributors who made this possible". Gary and Donna Ritz underwrote the expense for donuts and beverages. A sound system, podium, tent and tables were provided by the Parks & Recreation Department. Artist Randy Simko presented the model of the sculpture to the Ritz family. Lance Ryskamp posted event photos on our Facebook and Twitter sites.

### 45th Street Landscape Improvement:

- The \$49,858 Phase 2 contract with Ambrose Landscape Service is complete. The Park Board approved final payment applications at its November 19<sup>th</sup> meeting.
  - BP will not approve concept plans to install of a Pergola on the site because it would impair aerial inspection of pipeline corrosion.
  - One more expense will be needed to drain storm water in the rain garden to mitigate ponding water becoming a breeding place for mosquitoes. Plans for the drainage work prepared by the Arsh Group at no additional project expense have been approved by BP Pipelines and the property owner. A cost estimate prepared by the Highland Public Works Department was distributed with agenda documents.
- **A motion** was made by Rich Underkofler and seconded by Cheryl Nicksic to approve an estimated \$1,830.63 expenditure on a unit cost basis for work by the Public Works Department to install a drain pipe from the rain garden to a storm drain catch basin in the apartment building parking lot south of the project site. Motion passed by unanimous consent.

Grant to Parks & Recreation Department: Rich Underkofler reported \$21,822 is our balance due to the Park & Recreation Department for the 45<sup>th</sup> Street Project and requested a motion to disburse an installment grant for expenditures incurred by the Park & Recreation Department for the project.

- **A motion** was made by Rich Krooswyk and seconded by Judy Vaughn to disburse a \$11,000 grant for expenditures incurred by the Park & Recreation Department for the 45<sup>th</sup> Street Project. Motion passed by unanimous consent.

Endowment Gift Acceptance Policies: Endowment consultant Sue Nunn suggested we should adopt gift acceptance policies. On review of a resolution drafted for review by the Endowment Committee, Sue recommended considering other entities for managing endowment gifts, such as an agency in Georgia that handles real estate gifts. She suggested receiving all gifts received by check in our operating account. Rich Underkofler reported we initially planned to receive online gifts in our operating account where the bankcard processing fee will be paid by the donor. We planned to write a check to Legacy Foundation for deposit of endowment gifts. This method would have enabled a monthly accounting of receipts and avoid Legacy Foundation's third party processing fee for bankcard payments. After receiving direction from Carolyn Saxton, all endowment gifts whether online or by check have been directed to Legacy

Foundation. A copy of a resolution recommended by the Endowment Committee and Legacy Foundation's gift acceptance policies were distributed with agenda documents.

- **A motion** was made by Rich Underkofler and seconded by Cheryl Nicksic to approve Resolution 2015-1 Adopting Legacy Foundation Gift Acceptance Policies as the policies for gifts to our Endowment. Motion passed by unanimous consent.

Name for Endowment Donors: Endowment consultant Sue Nunn suggested we should give special recognition to donors who make endowment gifts at an amount to be subsequently determined. After considerable email communications, the Endowment Committee came to a consensus on a recommended name.

- **A motion** was made by Cheryl Nicksic and seconded by Lance Ryskamp to give special recognition to donors who make gifts to our Endowment by naming the group as members of the "HOPE SOCIETY – Highland's Opportunity for a Perpetual Endowment". Motion passed by unanimous consent.

2016 Lake Michigan Coastal Zone Grant: A \$100,000 Pre-Proposal submitted by Rich Underkofler on behalf of the Highland Parks & Recreation Department for a Community Tree Inventory and Management Plan was selected to advance to a Full Proposal round. Matching funds must be pledged for 50% of the project cost. An Inter-Local Agreement will be considered to underwrite the matching share from budgets of the Highland Sanitary District, Street, Parks and Recreation Departments.

- **A motion** was made by Abe Rivera and seconded by Judy Vaughn to authorize a contract with the Parks & Recreation Department in which a fee would be paid for Underkofler's grant administration and reporting services based upon 5% of the project cost; prescribing the fee will be pledged to our community foundation's future tree planting program. Motion passed by unanimous consent.

Giving Tuesday: On Tuesday, December 1<sup>st</sup> from 12 AM to 11:59 PM, our foundation will be participating with Legacy Foundation in #GivingTuesday, a nation-wide 24 hour day of online philanthropic giving. Nonprofit organizations with endowment funds at Legacy Foundation are eligible to receive matching contributions. There is a \$20,000 pool available that Legacy will use to match donations at 50 cents on the dollar until the funds are exhausted. The match will be distributed on a first come, first serve basis. Donors can schedule a donation for December 1 prior to the date.

#### Next Meetings:

- Endowment Training: The next Endowment Committee training session will be held Friday, December 11<sup>th</sup> from 1 to 3 p.m. at the Legacy Foundation Offices in Merrillville.
- Endowment Committee: The next Endowment Committee meeting will be held Tuesday, February 16, 2016 beginning at 6:30 p.m. at the Lincoln Center, Room 113.
- Next Board Meeting: The next board meeting will be held Tuesday, February 23, 2016 beginning at 6 p.m. at the Lincoln Center, Room 113.

Endowment Development Plan: A board approved development plan is due by the end of the year as a “homework assignment” for organizations participating in endowment building training sessions at Legacy Foundation. Rich Underkofler will forward a draft update via email for review and editing by board and endowment committee members. Cheryl Nicksic suggested we should consider providing grants for the Highland Historical Society.

Adjourn: The meeting adjourned at 7:40 p.m.

After the meeting adjourned Jim Dal Santo, Lance Ryskamp, Rich Krooswyk, Abe Rivera, Rich Underkofler and Dave Wilkinson joined Endowment Committee members Bruce Leep and Ken Leep for a discussion about the management and accounting of our Endowment Fund with Carolyn Saxton, President of Legacy Foundation. Endowment consultant Sue Nunn reported to Carolyn that Legacy Foundation policies may have been misrepresented at a November Endowment Committee meeting. Carolyn answered questions about Legacy Foundation’s gift acceptance policies. She confirmed contributions to our Endowment must be made direct to Legacy Foundation for required donor acknowledgement and accounting to the IRS.

Lance Ryskamp said he reviewed our methods of accepting online payments. Lance commented online gifts to our Operating Account at Standard Bank, where the donor is required to pay the third party processing fee, may be impairing contributions. Lance desires to research alternative methods for online contributions.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Richard Underkofler', written over a horizontal line.

Richard Underkofler, Secretary

Postscript: Engraved Brick Paver Sales Report:

- Ambrose Landscape Service installed 73 engraved pavers at the 45<sup>th</sup> Street Memorial Plaza. After a \$3,185 expense for acquiring and inscribing the pavers, net income from paver sales has been \$5,366.
- An enlarged version of the Engraved Paver Plan (Sheet D-4 of the 45th Street Landscape Plan) was used to physically identify quadrants where the pavers were installed. The location of each engraved paver by quadrant has been shown on a spreadsheet to be retained for future reference.
- We will continue to sell pavers for several more years. The Parks & Recreation Department will install them for a fee based upon 10% of our income. One order has been received for a paver to be installed next summer.