

HIGHLAND COMMUNITY FOUNDATION
MINUTES OF NOVEMBER 16, 2011 BOARD MEETING

ROLL CALL

Keith Bruxvoort, Adam Gawlikowski, Richard Krooswyk, Terry Krooswyk, Cecile Petro, Lance Ryskamp and Richard Underkofler were present at the 3 PM scheduled start of the meeting in the upstairs conference room of the corporate offices of Strack & VanTil, 2244 45th Street, Highland, Indiana. Jim Dal Santo was absent. Pat Popa was introduced, a guest who may be interested in becoming a member of our board.

APPROVAL OF MINUTES

Terry Krooswyk made a motion to approve minutes of the board meeting held October 28, 2011. Adam Gawlikowski seconded the motion. Motion carried by unanimous consent.

BOARD MEMBER BIOGRAPHICAL INFORMATION

We are still awaiting digital copies of resumes from Jim Dal Santo and Cecile Petro.

CONTRACT FOR BRAND, LOGO & WEBSITE DEVELOPMENT

Richard Krooswyk made a motion to authorize execution of a Student Internship Services Agreement with Heather Parker for Brand, Logo and Website Development subject to approval of a \$1,000 Legacy Foundation "Make it Happen" Grant. Keith Bruxvoort seconded the motion. The motion was approved by unanimous consent. Heather is a graphics design student at Purdue Calumet University. She expects to be available for at least one year for maintenance of our website. Heather will be compensated \$750 for the initial scope of work services. Her compensation will be \$12.00 per hour for additional services to maintain the website; design a brochure, pledge card and organization letterhead; participate in meetings and other services not identified in the scope of work for initial services. ***P.S. At a meeting held December 6th, the board of the Legacy Foundation approved a \$1,000 "Make it Happen Grant" to our Foundation for developing a brand, logo and website. The Internship Services Agreement with Heather Parker was signed December 9th. February 9, 2012 is the substantial completion date for her Initial Services.***

STATUS OF INTIAL PROJECT

On November 17th the Highland Park Board was scheduled to consider a 99-year License Agreement with BP Pipelines Company, Inc. of the form recommended by our Board for the improvement and use of the real estate at the southeast corner of the intersection of 45th and 5th Streets. BP Foundation invited the Town to submit a \$25,000 grant application to kick-off fund raising for the project. ***P.S. The Park Board approved the Agreement at its regular meeting of November 17th. A signed copy of the Agreement and the grant application was submitted via email to Tom Keilman of BP on November 18th.***

STRATEGIC PLAN

Adam Gawlikowski distributed a bound presentation titled *Highland Community Foundation 2012 Strategic Plan*. The booklet contained changes and edits suggested by board members to a questionnaire Adam presented at the October meeting. After discussion, Keith Bruxvoort made a motion to adopt the 2012 Strategic Plan with a few revisions. Keith's motion was approved by unanimous consent after it was seconded by Cecile Petro.

FUND RAISING PLAN

Rich Underkofler presented a draft fund raising plan dated 10/28/2011. Board members discussed and made suggestions for improving the plan. Terry Krooswyk suggested making an application to the NWI Foundation for a grant for our initial project and selling pathway bricks and park benches with inscribed donor names. Persons who own real estate near the project should be identified as potential donors. Suggested changes will be incorporated into a revised plan for consideration at the next board meeting.

TOWN THEATRE ROOF REPAIR

Cecile Petro reported the Town Council and its Redevelopment Commission desire to acquire and restore the historic Town Theatre real estate on Kennedy Avenue for adaptive reuse. Recently, the Town acquired a lien on this real estate by paying off the past due property taxes. The Owner has up to a year to extinguish the lien. The Town has made an undisclosed offer to acquire the real estate. The Owner has not accepted the offer, but negotiations for an acceptable purchase price are in progress. The roof on the theater structure had deteriorated to such an extent that if it is not repaired in a prompt manner substantial damage will result in the building interior. Cecile secured a \$5,590 estimate to repair the roof. The Owner is willing to give her consent for a contractor to enter upon the property to complete the repairs. Cecile asked if this was a project our foundation would be willing to undertake. Perhaps, we could solicit donations and enter into an agreement with the roofing contractor for the repairs. Our "Advised Pass-Through Fund Agreement" prescribes the Legacy Foundation has the right to reject any particular gift for programs or activities that will not fulfill charitable or other exempt purposes within the meaning of the IRS Code or that would be inconsistent with the mission and purposes of the Legacy Foundation. The board was willing to undertake this project, if it would be a lawful and permissible use of funds payable to the Legacy Foundation Highland Community Fund; then disbursed from that fund to a roof repair contractor. ***P.S. The Legacy Foundation determined our Foundations may NOT accept donations for repairing the Town Theatre roof because the repairs would benefit privately owned property. We could accept grants and/or donations for this use if the real estate becomes owned by the Town or a nonprofit corporation with 501(c)(3) status. Korellis Roofing subsequently volunteered its services to repair the roof.***

NEXT MEETING

Keith Bruxvoort reported meetings may continue to be held in the upstairs conference room of the corporate offices of Strack & VanTil. The next regular board meeting will be scheduled for a 5:30 PM start on a Monday or Wednesday evening in February when Keith lets us know when the conference room will be available. ***P.S. The next meeting is scheduled for Monday, February 20, 2012 beginning at 5:30 PM.***

Topics for Next Meeting Agenda

1. Ratification of nominations of Pat Popa and Bill Vargo to a three-year term of office on the governing board succeeding Keith Bruxvoort and Lance Ryskamp.
2. Election of board officers for the 2012 calendar year. The bylaws prescribe, "At its first monthly meeting of the calendar year, the Foundation shall elect, by simple majority, four (4) members to serve in each of the following positions as officers of the Board: 1) President; 2) Vice-President; 3) Secretary; and 4) Treasurer." *Terry Krooswyk was elected to succeed Keith Bruxvoort as Treasurer at a special board meeting held October 28, 2011.*
3. Review status of proposed 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:
 - a. Inquiry of Alex Brown whether the License Agreement has been signed by BP Pipelines, Inc.

- b. Inquiry of Michael Griffin whether a \$25,000 grant has been received by the Town for the project from BP Foundation.
 - c. Review project concept design plans by Melissa Mravec of Allen Landscape in Highland, LLC
 - d. Authorization to seek a variance from the Town's Sign Code for a digital message center sign at the site of the initial project. The expense may be up to \$400 for the application fee and publication of notice of a hearing in both local newspapers.
4. Review status of work by Heather Parker for development of a brand, logo and website.
 5. Establish a fiscal year and review a first draft of a budget for the fiscal year.
 6. Authorize expenditures for website registration and a website hosting account.
 7. Review a second draft of the fund raising plan.
 8. Authorize expenditures for a brochure, letterhead stationery, postage and other expenses incidental to a special event to kick-off our fund raising campaign.
 9. Review status of endeavors to secure Directors & Officers (D&O) Liability Insurance.
 10. Identify more persons to be recruited for expanding board membership
 11. Request for board member resumes in digital form from Jim Dal Santo, Pat Popa and Bill Vargo.
Resumes are needed for exhibits to grant applications.

ADJOURNMENT: Terry Krooswyk made a motion to adjourn. Adam Gawlikowski seconded the motion. The meeting adjourned at 5:15 PM.

Respectfully submitted,

Cecile Petro, Secretary