

**MINUTES OF THE DECEMBER 4, 2013 BOARD MEETING
HIGHLAND COMMUNITY FOUNDATION, INC
LINCOLN CENTER, HIGHLAND, INDIANA 6:30 P.M.**

Roll Call:

Present – Jim Dal Santo, Paul Doherty, Rich Garza, Jr., Richard Krooswyk, Pat Popa, Cecile Petro, Ed Stone, Richard Underkofler, Judy Vaughn. Adam Gawlikowski arrived at 6:45 PM
Absent – Craig Chism, Patty Dunham (Excused), Kathy Grimler (Excused), Terry Krooswyk (Excused), Lisa Kusiak

Guest Introduction: Marina Mikolajczyk, daughter of Carlos and Kathy Aburto, has been teaching five years at St. John the Evangelist School. She attended Highland schools and received degrees in elementary education from St. Joseph College in Rensselaer. Marina was a classmate and friend of Ashley Ritz for whom we are considering a public art sculpture memorial.

Minutes: Motion made by Paul Doherty to approve the minutes of the previous meeting held November 11, 2013. Motion was seconded by Judy Vaughn. Motion passed unanimously.

Board Appointments:

- Motion made by Judy Vaughn to appoint Cecile Petro and Richard Underkofler to a second 3-year board member term. Motion was seconded by Richard Krooswyk. Motion passed unanimously.
- The agenda reported Terry Krooswyk and Adam Gawlikowski had given notice of their intent to resign from the board when their terms expire in January. Jim Dal Santo said Terry Krooswyk was persuaded to stay on the board for another year. Motion made by Ed Stone to appoint Terry Krooswyk to a special 1-year board member term. Motion was seconded by Judy Vaughn. Motion passed unanimously.

Election of Officers: Richard Underkofler suggested a slate of officers for the 2014 calendar year. He nominated Jim Dal Santo, President; Pat Popa, Vice President; Ed Stone, Treasurer; and himself to become Secretary. Motion made by Judy Vaughn to add this topic to the agenda and elect Underkofler's nominations. Motion was seconded by Cecile Petro. Motion passed unanimously.

Organizational Development Strategies: Prior to the next training session on January 13th, the board was asked to formulate updated fundraising strategies for our Initial Project as well as our Endowment Fund using guide handouts given to us by Trish Alt d/b/a Trish Alt Consulting LLC, retained by the IUN Center of Urban and Regional Excellence (CURE). Results of this endeavor will be considered and potentially ratified at our next meeting.

Old Business:

FY 2012/2013 Tax Return: Motion made by Ed Stone to approve and authorize submission of our foundation's federal and state tax returns for the fiscal year that began July 1, 2012 and ended June 30, 2013. Draft copies prepared by Richard Underkofler were distributed with the agenda. Motion was seconded by Jim Dal Santo. Motion passed unanimously.

Public Art Feature: An inquiry was requested whether Legacy Foundation would establish a new fund to segregate contributions received for a public art feature to preserve eligibility for an income tax deduction prior to receiving approval from the IRS for our own 501(c)(3) status. Legacy Foundation

will not establish another fund. As an alternative, funds in our Legacy Operating Fund could be transferred to our Standard Bank Account to enable a restriction on future contributions to Legacy Foundation for a proposed art feature. Motion made by Ed Stone to transfer all but \$1,000 from the Legacy Operating Fund to our Standard Bank Account. Motion was seconded by Jim Dal Santo. Motion passed unanimously.

Directors & Officers Liability Insurance. D&O coverage was renewed for the 2014 calendar year at an annual premium expense of \$1,244, the same expense as last year. The board's officers determined to forego a quote for general liability coverage.

New Business:

Knight Foundation Matching Grant: Our foundation won \$2,000 in recognition of \$1,850 donated during the first day and first week of the campaign. Contributions to our Operating Fund at Legacy Foundation will be accepted through the end this month at www.lakecountygives.razoo.com.

Legacy Foundation Transform Lake County Grant Application:

Darlene Barron, Highland Main Street Committee, requested a \$760 contribution and asked our foundation to serve as a sponsor for an application to the Legacy Foundation for a grant to underwrite the cost of a third bench, mounted binocular and sign that shows and describes the Blue Heron and Egret birds that frequent the Rookery west of Cline Avenue.

Motion made by Pat Popa to approve serving as a local sponsor for the grant application together with a \$760 contribution to serve as a local collaborative match for the grant project. Motion seconded by Cecile Petro. Motion passed unanimously.

Postscript: In a 12/6/13 phone conversation, Ester Diaz, Director of the Think Tank at Legacy Foundation said our foundation will not be eligible to apply for a "Transform Lake County Grant" until we have received IRS approval of 501(c)(3) tax status. Ester said the Highland Parks and Recreation Department could be an eligible grantee and might be a better project sponsor since our foundation will not assume financial responsibility for acquisition, installation and future maintenance of equipment acquired with grant funds. Subject to final approval of the board, we may be able to provide a \$760 contribution for a bench, if Alex Brown determines its location will be ADA accessible and the Highland Parks and Recreation Department will assume all responsibility for acquiring, installing and maintaining it. Alex reports the levee trail along the Little Calumet River is ADA accessible, but a public viewing device must be either 43" minimum and 51" maximum or one that has dual scopes (one low for wheelchairs and one higher for able-bodied).

Potential New Board Members: Richard Krooswyk asked Marina Mikolajczyk to consider becoming a member of our board or to nominate another young person who may have an interest in our mission.

Next Meeting: 6:30 PM, Monday, January 13, 2014, Lincoln Center, Room 112.

Adjournment: Motion was made by Paul Doherty to adjourn the meeting. Motion was seconded by Judy Vaughn. Motion passed by unanimous consent. The meeting adjourned at 8:35 PM.

Respectfully submitted,

Jim Dal Santo, Secretary