

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

Roll Call:

Vice President Pat Popa called the meeting to order at 7:00 p.m.

- Present – Kathy Grimler, Richard Krooswyk, Cecile Petro, Pat Popa, Abe Rivera, Ed Stone, Richard Underkofler and Judy Vaughn. Cheryl Nicksic arrived at 7:05 p.m.; Ed Stone arrived at 7:10 p.m.; Kathy Grimler departed at 7:20 p.m.
- Absent – Jim Dal Santo and Paul Doherty

Minutes:

- **Motion** by Judy Vaughn to approve the minutes from the board meeting held November 13, 2014. Motion was seconded by Cecile Petro. Motion passed by unanimous consent.

Financial Statements:

- Standard Bank Funds: At January 30, 2015, there was a \$15,159.34 balance in our Operating Fund
- Legacy Foundation Funds: At January 30, 2015 there was an *estimated* \$9,576.22 balance in the Endowment Fund; \$5,938.66 in an Operating Fund restricted for the Ashley Ritz Memorial Sculpture.

Engraved Brick Paver Sales Committee: At January 30, 2015, \$3,600 of the \$20,000 goal has been contributed for pavers. Presently, 31 pavers of various sizes will be engraved for installation at the 45<sup>th</sup> Street Park Memorial Plaza at a \$933 cost from contributions received.

Public Art Committee: *A motion was requested to accept a loan offer from Donna and Gary Ritz not to exceed \$7,800 for the balance of cash presently needed for completing the Ashley Ritz Memorial and to approve a \$16,400 sculpture contract with Artist Randy Simko.*

- **Motion** by Ed Stone to postpone consideration of the loan offer until the next meeting when better information will be available as to the balance of cash needed for the sculpture contract. Stone said a proposed 3% annual interest rate would be acceptable to him. He suggested the loan should be forgivable after a two-year term, if fundraising is insufficient to pay-off the loan. Motion was seconded by Judy Vaughn. Motion passed by unanimous consent.
- **Motion** by Cheryl Nicksic to authorize President Jim Dal Santo to sign the \$16,400 sculpture contract with Artist Randy Simko. Motion was seconded by Ed Stone. Motion passed by unanimous consent.

BP Pipelines approved the contract February 11<sup>th</sup>. The contract may be considered by the Park Board at its February 19<sup>th</sup> meeting.

Oktoberfest Committee: The Park Board approved use of the Lincoln Center Banquet Hall on October 1<sup>st</sup> and waived the rental fee. *A motion was requested to retain Die Musikmeisters Band for a \$900 fee for 3 musicians.* [See: [www.mikeknaufmusic.com](http://www.mikeknaufmusic.com)]

- **Motion** by Richard Krooswyk to engage *Die Musikmeisters Band* to provide entertainment at the 2015 Oktoberfest for a \$900 fee. Krooswyk said a 30% deposit will be required on execution of the contract. He is hopeful a sponsor will underwrite some of the expense. Abe Rivera

volunteered to solicit a sponsorship from auto dealers who sell German vehicles. Motion was seconded by Ed Stone. Motion passed by unanimous consent.

Endowment Committee: Minutes of a meeting held December 16, 2014 disclosed the Endowment Committee reconfirmed its recommendation that a short list of projects should be considered for endowment funding: (1) the Town Theatre restoration project; (2) a community tree inventory; and (3) an annual tree replacement program.

Old Business:

Spring Fundraiser: The landlord of the strip mall east of our 45<sup>th</sup> Street Project and the owner of Zuni's House of Pizza declined requests to host a spring Cinco de Mayo themed fundraising event on their premises. Jeff Osterle, who owns the office building adjacent to the east side of our 45<sup>th</sup> Street Project, may be willing to authorize use of his parking lot. Return on investment of time and expense would not be as good as Oktoberfest. Income would be about \$3,200 after estimated expenses assuming 200 tickets sold at \$25 each. These suggestions were offered for alternate fundraising events: a fashion show; a gala dance; or a bowling event.

- **Motion** by Judy Vaughn to proceed with planning for a Sunday, May 3<sup>rd</sup> Cinco de Mayo event from 3 to 6 p.m., if Jeff Osterle approves use of a tent in the parking lot. Motion was seconded by Cheryl Nicksic, who commented the \$400 estimate for Mexican band entertainment is likely to cost more. Motion passed by unanimous consent.

Fiscal Agent Agreement with Town Theatre, Inc.: *A motion was requested to approve an agreement with the nonprofit organization which desires to establish a fund with us to receive grants and income tax-deductible contributions to restore, operate and maintain the Town Theatre.* A capability has been secured for remote receipt of bankcard payments using a laptop computer. Fees and processing costs will be borne by the cardholder. We can start processing remote payments after a "magstripe reader" is acquired that will plug into a USB port to swipe bankcards. The cost should not exceed \$70. Noble™, the ISO selected, does not work with any type of "swiper" that plugs into a smartphone or tablet computer. We have received approval of gaming permit to receive payments for a raffle at the organization's first fundraiser.

- **Motion** by Ed Stone authorizing President Jim Dal Santo to sign the fiscal agent agreement with Town Theatre, Inc. Motion was seconded by Judy Vaughn. Motion was approved by all members present except Cecile Petro who abstained. Cecile is providing staffing for the theatre corporation.

*At the end of the meeting, these board officer actions initiated prior to the meeting were ratified by unanimous consent of all board members present, except Cecile Petro who abstained:*

- **Motion** by Richard Underkofler authorizing ratification of applications submitted to PlugnPlay™, Noble™ and SecureNet™ to process bankcard payments. PlugnPlay is the gateway; Noble is the ISO; SecureNet is the Acquirer. On inquiry form Abe Rivera, Underkofler replied it could take up to a month to integrate the software on our website to accept bankcard payments independent of Legacy Foundation. Motion was seconded by Ed Stone. Cecile Petro said the Clerk-Treasurer Michael Griffin is attempting to acquire another capability to accept remote bankcard payments payable to the "Town of Highland – Town Theatre Fund".
- **Motion** by Richard Underkofler authorizing an expenditure up to \$70.00 to acquire a magstripe reader. Motion was seconded by Ed Stone.

- **Motion** by Richard Underkofler authorizing ratification of an application submitted to the Indiana Gaming Commission to conduct a raffle on behalf of Town Theatre, Inc. at its February 20<sup>th</sup> Tom Foolery Fundraiser at Wicker Park Social Center. Cecile Petro was identified as our organization's contact person to manage the raffle and the flow of funds documentation. A letter approving the raffle *distributed to the board by Cecile after the meeting* says, "Your organization must open and maintain one separate and segregated checking account for charity gaming purposes. Proceeds from all charitable gaming activities must be deposited into this single account. All expenses related to the charity gaming activity as well as other allowable expenses must be paid for by a check from this account". There are other requirements for an annual report.

45<sup>th</sup> Street Project: The Endowment Committee recommended first priority on unencumbered cash should be given to completing the 45<sup>th</sup> Street Project landscape features. If a loan is approved for completing the Ashley Ritz Memorial Sculpture, all cash anticipated for the remainder of this calendar year is likely to be encumbered. The Board reviewed a revised Landscape Plan and an Exhibit presenting proposed tasks and costs prepared by the Design/Build Team for the scope of work to be completed by a Park Board Phase 2 contract with Ambrose Landscape Service, Inc.

- The base scope of work would cost \$51,043.25: construction management coordination @ \$4,100; acquisition and installation of pavers at the Memorial Plaza @ \$18,900; top soil @ \$6,000; plant material @ \$22,043.25. Three planned steps (one at the plaza walk to the center plaza and two at the sculpture base) were omitted from the estimate.
- Proposed additions to the scope of work would cost an estimated \$15,323.08 for a flower planter with pier columns east of the Memorial Plaza upon which donor contributions greater than \$1,000 would be displayed on 3" x 6.25" bronze plaques. This cost could be reduced by lowering the height and length of the flower planter and use of less expensive materials.

*Since cash is likely to be insufficient to underwrite this cost, Underkofler asked the Board to identify deductible alternatives based upon the cash available by a June 1<sup>st</sup> notice to proceed date for the Ambrose contract. These ideas appeared to receive consensus board approval:*

- Abe Rivera suggested engraved pavers could be acquired for donor recognition at the Memorial Plaza in lieu of a flower planter; and
- Underkofler will brief the Park Board at its March 5<sup>th</sup> Study Session about the status of plans and cost estimates as they may be revised for the Phase 2 contract. He will ask the Board to underwrite the cost for plant material or delay some of the plantings.

Strategic Development Plan: *Motions were requested to approve these implementation policies contained in a draft "2015 Strategic Development Plan": (1) Grow Endowment: Retain 5% of all future grants and contributions for deposit to the Endowment Fund; (2) Develop an Operating Fund Reserve: When the 45th Street Project is complete, invest idle funds in an interest bearing account and develop a board restricted reserve equal to one year of operating expenses before taking on new projects.*

- **Motion** by Ed Stone "Except for the 45<sup>th</sup> Street Project, the Board will retain 5% of all future grants and contributions for deposit to the Endowment Fund". Motion was seconded by Abe Rivera. Motion was approved by unanimous consent.
- **Motion** by Ed Stone "When the 45th Street Project is complete, the Board will invest idle funds in an interest bearing account and develop a \$2,500 restricted reserve before taking on new

projects". Stone said the intent of his motion would be to annually revisit this policy. Motion was seconded by Abe Rivera. Motion was approved by unanimous consent.

New Business:

Endowment Consultation: A motion was requested to authorize an application to Legacy Foundation for consultant services for helping to implement endowment development plans. There is a \$500 fee, which would be credited to our Endowment Fund upon participation of available Board and Endowment Committee members in six training sessions beginning April 13th and ending December 11th.

➤ **Motion** by Judy Vaughn to authorize submission of the application. Motion was seconded by Cecile Petro. Motion passed by unanimous consent.

Arts District Grant: A motion is requested to authorize an application to Legacy Foundation for a Transform Lake County Grant. This is the program that provided funds last year for the Highland Rookery Project. This year's application would assist with the cost of an entrance sign for the parking lot across the street from the Town Theatre; or, a gateway sign over Kennedy Avenue to identify the Arts District.

➤ **Motion** by Cecile Petro to postpone submission of this application until more input is received from the 200+ persons who've volunteered to help plan the Arts District. Motion was seconded by Judy Vaughn. Motion passed by unanimous consent.

Other Potential Legacy Foundation Grants: There was no objection to a recommendation to pass over two other Legacy Foundation grant opportunities: (1) "Round 2 Neighborhood Spotlight Grants" for up to \$50,000; and (2) a "Neighborhood Spotlight Small Grant" for up to \$2,500 for applicants who were unsuccessful in Round 1 applications. Underkofler said, "These programs are more focused upon planning than explicit project proposals. The potential dollar value of these grants does not justify an investment of time and expense of busy volunteers to attend mandatory training sessions, to prepare the applications and implement the planning processes."

Next Meetings:

- Endowment Committee: Tuesday, April 14: 6:30 p.m., Lincoln Center
- Next Board Meeting: Tuesday, May 12<sup>th</sup>: 6:00 p.m., Lincoln Center

Adjourn: The meeting adjourned at 8:25 p.m.

Respectfully submitted,



Richard Underkofler, Secretary