

**MINUTES OF THE JUNE 21, 2016 BOARD MEETING  
HIGHLAND COMMUNITY FOUNDATION, INC  
LINCOLN CENTER, HIGHLAND, INDIANA**

**Roll Call:** Vice-President Lance Ryskamp called the meeting to order at 7:00 PM.

**Present:** Cheryl Nicksic, Robert Plantz, Abe Rivera, Lance Ryskamp, Richard Underkofler and Judy Vaughn. Jim Dal Santo arrived at 7:10 PM.

**Absent:** Bridget DeYoung, Karen Lauerman and Dave Wilkinson gave notice of absence due to conflicts with other commitments. Cecile Petro was reported ill.

**Minutes:**

- *A motion was made by Lance Ryskamp, seconded by Abe Rivera, to approve minutes of the board meeting held February 23, 2016. Motion passed by unanimous consent.*

**Financial Statements:**

- **Standard Bank Funds:** At the end of May 2016, there was a \$2,820.39 balance in our Operating Fund Checking Account. A \$100.00 check may clear the account in June for a room reservation deposit at Theo's Restaurant. Underkofler reported cash is short and asked members to make a contribution for planned upcoming operating expenses.
- **Legacy Foundation Funds:** Legacy Foundation distributes financial reports on a semi-annual basis. At the end of December 2015, there was a \$14,307.47 balance in our Endowment Fund.

**Old Business:**

- a. **Watershed Management Plan for the West Branch of the Little Calumet River:** The Northwest Indiana Regional Planning Commission (NIRPC) decided NOT to submit an application for a state grant to underwrite a portion of the cost this year. Our foundation is encouraged to coordinate collaboration of land owners within the watershed for undertaking the plan in a subsequent year.
- b. **NIPSCO Grant:** Rich Underkofler submitted an application on behalf of our foundation for a \$5,000 grant to plant trees in partnership with the Forest Service on property owned by the Town and School Town. The application was NOT approved
- c. **SouthShore Funders:** In reply to a Lance Ryskamp communication of our interest in becoming a member of this group, Rebecca Stankowski, who provides communication and administrative support for the group through the Center for Nonprofits and Civic Engagement at Purdue Northwest, reported, "The participants in the South Shore Funders group appreciate your interest. At this time, they are keeping the group small, including only corporate and community grant funders. If they decide to expand the group to include other types of community foundations moving forward, you will be welcome!"
- d. **Online Payment Processing:** Board officers are concerned online gifts, in which the donor is required to pay third party processing fees, may be impairing contributions. They determined to emphasize donations for current projects on our website, rather than donations to our endowment. Endowment promotion will be handled by solicitations on a more personal relationship building basis. At our last meeting, Lance Ryskamp recommended: (1) Establish an "EventBrite" account to enable online payments for Oktoberfest tickets; and (2) Use "PayPal" for online contributions for current projects. Action on the recommendations were postponed pending more information. Dave Wilkinson was concerned those who use a credit card with PayPal could be exposed to an additional fee.

- **A motion** was made by Lance Ryskamp, seconded by Abe Rivera, to establish an “EventBrite” account for payment of Oktoberfest tickets selecting an option to have the purchaser pay the processing fee. Ryskamp reported the processing fee for EventBrite payments would be a 3% processing fee plus a transaction fee based upon 2% of the ticket value plus 99 cents. For an \$85 Oktoberfest ticket, the fee would be \$5.24 [(85\*3%) + (85\*2%) +0.99]. *Motion passed by unanimous consent.*
  - **A motion** was made by Lance Ryskamp, seconded by Judy Vaughn, to establish a “PayPal” account to succeed the Noble Payment Technology account for online payments via our website. Ryskamp reported the processing fee for PayPal payments for a qualified 501(c)(3) organization would be 2.2% of the value of the contribution plus 30 cents per transaction. Ryskamp said there would be no additional fee for payments via cash reward credit cards as presently levied by the Noble Payment application. For a \$50 contribution, the fee would be \$1.40 [50\*2.2% + 0.30] with the Foundation receiving \$48.60. PayPal would retain its fee when the payment is distributed to our foundation. *Motion passed by unanimous consent.*
- e. Town Theatre Fiscal Agent Agreement: Town Theatre, Inc., the nonprofit corporation that intends to operate the Town Theatre sought a fiscal agent agreement with our community foundation to enable receipt of grants and income tax deductible contributions. Our foundation retains 5% of grants and contributions received as a fee for services. The fee is deposited to our Endowment Fund. An agreement, dated February 5, 2015, was for a term of 18 months or until the organization receives IRS approval of its own tax exempt status. An extension of the agreement was requested because its application for tax exempt status may not receive IRS approval by the 18-month termination date.
- **A motion** was made by Lance Ryskamp, seconded by Cheryl Nicksic, to approve an Amendment to our Fiscal Agent Agreement with Town Theatre, Inc. to extend the termination date until the Internal Revenue Service approves its application for 501(c)(3) tax exempt status or February 5, 2018, whichever date occurs first. *Motion passed by unanimous consent.*

#### **New Business:**

- a. Endowment Donor Appreciation Event and Gift Vehicle Seminar: This event is planned for Wednesday, July 20th beginning at 6:00 PM at Theo’s Restaurant. Estate Attorney Gary Bonk made a pro bono offer to explain alternative planned giving methods and comparative tax implications. Board approval was sought to approve an expense up to \$1,500 for an appetizer buffet plus one complimentary drink for about 30 guests. No registration fee is proposed. Persons to be invited: Endowment Donors who’ve contributed \$500 or more; Board Members; Endowment Committee Members; Carolyn Saxton, President of Legacy Foundation; spouses and friends of these persons that may be potential endowment donors. Robert Plantz reported the menu will be established about a week before the event. He was confident the event could be hosted for \$1,500 or less.
- **A motion** was made by Rich Underkofler, seconded by Robert Plantz, to approve an expenditure up to \$1,500 to host an Endowment Donor Appreciation Event and Gift Vehicle Seminar event at Theo’s Restaurant. *Motion passed by unanimous consent.*
- b. 2016 Oktoberfest: Rich Krooswyk, Pat Popa, Bridget DeYoung, Jim Dal Santo, Lance Ryskamp, Dave Wilkinson and Rich Underkofler participated in an Oktoberfest Committee meeting held May 4<sup>th</sup> at the downtown condo of Pat & Nick Popa. Adam Gawlikowski and Judy Vaughn volunteered to be additional committee members. Bridget DeYoung will chair the committee. The Committee accepted a \$20.50 per guest quote from Comfort’s Catering for a buffet meal like previous years, wait staff, liquor license and insurance. Meeting notes, a recommended sponsor solicitation flyer and budget were distributed with the agenda. Board members were encouraged to begin securing contributions for the raffle and silent

auction and to begin selling tickets when distributed. Approval of requested motions would authorize expenses presented in the budget without further board consultation.

- **A motion** was made by Lance Ryskamp, seconded by Cheryl Nicksic, to approve an Oktoberfest Sponsor Solicitation Flyer with changes by adding Craft Beer will be donated by New Oberpfalz Brewing and tickets may be acquired online at an Eventbrite site. Motion passed by unanimous consent. Postscript: Pat Popa subsequently reported Nancy Niequist Schoon [[creativesforgood.org](http://creativesforgood.org)] donated services for updating the sponsor solicitation flyer.
- **A motion** was made by Rich Underkofler, seconded by Judy Vaughn, to approve an event budget formulated by the Oktoberfest Committee. Motion passed by unanimous consent. A copy is attached and incorporated by reference.
- c. FY 2016/2017 Budget:
  - **A motion** was made by Rich Underkofler, seconded by Abe Rivera, to approve a proposed operating budget for the fiscal year that begins July 1, 2016 and ends June 30, 2017. Motion passed by unanimous consent. A copy is attached and incorporated by reference.
- d. Conflict of Interest Policy Acknowledgement: Our Conflict of Interest Policy prescribes annual acknowledgement that each board member: (1) Has received a copy of Highland Community Foundation's Conflict of Interest Policy; (2) Has read and understand the policy; (3) Agrees to comply with the policy; and (4) Understands the Foundation must engage primarily in activities which accomplish one or more of its tax-exempt purposes to maintain its federal and state tax exemptions. A copy of the policy was distributed with the agenda documents. Each board member was asked to sign the 2016 acknowledgement.
- e. Brochure: A draft of text and the design for a new brochure was distributed for review. These changes were suggested:
  - 1) Delete photos of Endowment Committee and Board Members because the current brochure became outdated as membership changed.
  - 2) There is too much text. Delete the "Our Logo" Page and make other edits.
  - 3) Add a portrait photo of Paul Doherty with inspirational text beneath it. Underkofler will request a photo from Pete Doherty and draft the message for Paul's approval.
  - 4) Add more photos descriptive of our endeavors: e.g. the Blue Heron Rookery; Town Theatre Rendering; Welcome to Highland Signs; etc.
  - 5) Consider an alternative to the current tri-fold format that may be less expensive to print for direct mailing with Oktoberfest invitations.
- f. Public Art Grants: Two applications were submitted for art projects in downtown Highland: one submitted to the Northwest Indiana Forum would offer an artist a \$500 honorarium to enable display of a sculpture for two years; the other submitted to Legacy Foundation would provide \$500 to an artist for painting a mural on a building owned by the Town. Collaborating partners were our foundation, Highland's Main Street Bureau, the Redevelopment Commission, Public Works and Parks Departments. Neither application required a financial contribution from our foundation. *Postscript: The Legacy Foundation grant was approved.*

#### **Next Meetings:**

- a. The next Oktoberfest Committee meeting will be held Tuesday, July 12, 2016 at New Oberpfalz Brewing, 121 E Main St. Griffith beginning at 6 PM.
- b. The next board meeting will be held Tuesday, September 20, 2016 at the Lincoln Center, Room 116, beginning at 7:00 PM after a 6:00 PM meeting of the Endowment Committee.

**Adjourn:** The meeting adjourned at 7:58 PM on unanimous consent to a motion by Lance Ryskamp, seconded by Judy Vaughn.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Richard Underkofler". The signature is written in a cursive style with a large initial "R" and "U".

Richard Underkofler, Secretary