

**HIGHLAND COMMUNITY FOUNDATION
BOARD MEETING MINUTES
Tuesday, December 4, 2018 – 6:30 PM
Lincoln Center- Room 116
2450 Lincoln Street, Highland, Indiana**

1) Roll Call:

The meeting was called to order at 6:33 pm, by President Lance Ryskamp. PRESENT: Jim Dal Santo, Cheryl Nicksic, Robert Plantz, Abe Rivera, Lance Ryskamp, Michelle Anderson, Judy Vaughn, and Chelsey Bradford. ABSENT: Julie Larson- Lance Ryskamp agreed to serve as Temporary Secretary, for the purpose of taking meeting minutes.

2) Board Re-Appointments/ Appointments

Jim Dal Santo made a motion to approve the re-appointment of Lance Ryskamp, Judy Vaughn, Julie Larson, and Robert Plantz for three-year terms on the Foundation Board, commencing January, 2019 through January, 2022. Cheryl Nicksic seconded the motion, which passed unanimously, 7-0.

3) Election of 2019 Board Officers:

Jim Dal Santo made a motion to elect 2019 Board Officers: Lance Ryskamp, President; Judy Vaughn, Vice President; Julie Larson, Secretary; and Abe Rivera, Treasurer. Michelle Anderson seconded the motion, which passed unanimously, 8-0.

4) Minutes:

Abe Rivera made a motion, seconded by Michelle Anderson, to approve minutes of the August 6, 2018 board meeting. The motion passed unanimously, 8-0

5) Financial Statements:

- a. Standard Bank Funds: At the end of November, there was a \$19,385.33 balance in our Operating Fund. Monthly cash flow and budget statements for the FY 2018 fiscal year were provided by Jim Dal Santo. Upon review by the Board, Judy Vaughn made a motion, seconded by Cheryl Nicksic, to accept the financial report, as presented. The motion passed unanimously, 8-0.
- b. Legacy Foundation Funds: HCF's Endowment Fund with Legacy Foundation at the end of June 2018, had a \$18,755.77 balance.

6) Email Votes To Be Ratified: None

7) Old Business:

a. Community Canopy Project Update

Lance Ryskamp reported that the 100 trees, offered through the partnership with the Arbor Day Foundation, were ordered within three days.

b. Fundraiser Letter Campaign Recap

Lance Ryskamp reported that the fundraising letter campaign netted \$2,900.67 in donations.

c. Website Revisions Update

Lance Ryskamp reported that he was meeting with the website vendor to receive training on editing and adding items to the website when the revisions are complete. He said he hoped that the site would be ready to go live right after the first on the year. He said that there were a few items needed from board members to complete the revisions.

8) New Business

a. Discussion/ Possible Action- Proposal for 2019 Project Funding:

The Board members reviewed a 2019 fundraising proposal and took the following action:

Jim Dal Santo made a motion, seconded by Judy Vaughn, to commit \$2,000 toward a Fall tree program with the Arbor Day Foundation. The motion passed unanimously, 8-0.

Chelsey Bradford made a motion, seconded by Abe Rivera, to commit \$2,000 for a new Highland Has Art grant cycle. The motion passed unanimously, 8-0.

Michelle Anderson made a motion, seconded by Jim Dal Santo, to commit \$1,000 and offer assistance as a grant partner, if necessary, toward a community garden project being considered by the Highland Main Street Bureau. The motion passed 7-0-1, with Lance Ryskamp abstaining.

b. 2019 Board Members- Board members suggested the following names for possible recruitment as 2019 Board members: Annette McKeown and Elizabeth Steel from Smalltown Coffee; Mary Beth Lubarski, of Promise You Art House; Bruce Leep; Dr. and Emily Foreit, Terry Krooswyck; and Alex Breitzke.

c. Any other topics before the Board for consideration:

Abe Rivera made a motion, seconded by Judy Vaughn, to renew the Foundation's Highland Griffith Chamber of Commerce membership and the Foundation's Director's insurance policy. The motion passed unanimously, 8-0.

Lance Ryskamp advised the Board that "Highland Roast" by Smalltown Coffee, who donates a portion of sales proceeds to the Foundation, will soon be available at the Highland Strack & VanTil store. He also said that he hoped to have the first meeting of the proposed Highland Arts Council in January.

9) Next Meeting: Lance Ryskamp will contact board members in early 2019 to set the next meeting.

10) Adjourn: Judy Vaughn made a motion to adjourn at 7:18 pm, which was seconded by Cheryl Nicksic, and passed unaminously, 8-0.

Respectively Submitted By,
Lance Ryskamp- Acting Secretary