

1 - CALL TO ORDER - WELCOMING REMARKS FROM THE CHAIR

The meeting was called to order at 7:00 PM by CCF Chairperson Emma Sutton. Board members Danielle Fugere, Dean Kelch, Mike Kirker, Erin Mullen-Brosnan, and Robert Muzinich were present. James Easterday was absent. Also present was Office Secretary Jeanne Owens. Interested citizens in attendance were: Jeri Daniel, Joanne Dowell, Jerry Epperson, Trudie Jensen, Karen Peterson, Kent Peterson, Dan Robertson, Rick Saive.

2 - PUBLIC AND BOARD COMMENT ON NON-AGENDA ITEMS

Karen Peterson announced that Mike Thompson is currently seeking re-election in the newly re-drawn Fifth Congressional District, which will include Crockett, Port Costa and Tormey. In an effort to welcome Congressman Thompson to our community there is going to be a Pasta Dinner on Friday, April 13th, at the Crockett Community Center from 5:00 to 7:30 PM. Tickets are \$20. In addition, there will be a free Electronic Recycling drop off. Recycling will take place from 4:30 p.m. to 5:30 p.m. In addition, the Computer Recycling Center (CRC) will donate four refurbished Intel Core Duo/Dual Core Windows Desktop computers, with new keyboard, cables, mouse and a refurbished LCD flat panel monitor to local nonprofit organizations. A nonprofit organization that brings a letter to the event briefly describing their need, including their 501(c)3 number, is eligible to receive one of these systems.

Dolores Morales reported there would be a colon cancer workshop to be held at John Muir Medical Center in Concord on March 15 from 6:30 to 8:00 PM.

3 - PRESIDENTS REPORT

Danielle Fugere reported that the Fenceline Monitoring memorandum of understanding is done and is in the process of being signed. The odor audit is also a requirement, and they are looking at a third party to perform the audit.

Danielle also took the opportunity to thank CREEC for all the work they are doing on the landscaping at 444 Loring Avenue.

4 - ROC UPDATE

Jerry Epperson reported the Pomona Street project is nearing completion. They will be painting and placing stop signs next week.

5 - CONSIDER MICROGRANT APPROVAL

The Crockett Library is requesting a microgrant in the amount of \$1,000 to be used to purchase library materials (adult fiction and mysteries). The library will put stickers in each book acknowledging CCF funding for the project. Robert Muzinich made a motion to make a grant to the Crockett Library in the amount of \$1,000. Mike Kirker seconded the motion, and the motion carried unanimously.

6 – FUNDRAISING ASSISTANCE APPROVAL AND PREAPPROVAL

The Carquinez Model Railroad Society is requesting that they be placed on the fundraising calendar for their May town-wide yard sale and National Train Day, October open house and December open house. Danielle Fugere made a motion to approve the Carquinez Model Railroad Society for the May, October and December fundraising calendar. Dean Kelch seconded the motion, and the motion carried unanimously.

The Crockett Women’s Association is requesting that they be placed on the fundraising calendar for their April Pampered Chef sales. Dean Kelch made a motion to approve the Crockett Women’s Association for the April fundraising calendar. Danielle Fugere seconded the motion, and the motion carried unanimously.

Danielle Fugere made a motion to approve the following fundraising assistance deposit. Robert Muzinich seconded the motion, and the motion carried unanimously.

Organization: Crockett Museum & Historical Society
Event: Night At The Museum
Amount: \$2,422.07

The John Swett Band Boosters also turned in a fundraising deposit for their Stadium Echoes Concert, but the Board deemed it incomplete. Jeanne will request a more detailed report.

7 – FRA ORGANIZATION ACCOUNTABILITY

The issue of fundraising assistance accountability has been discussed by the Board at the monthly Board meetings and the Board retreat with respect to how the proceeds received from the organization’s fundraisers, and the proceeds received as a match from the CCF, are going to be used. After a lengthy discussion, it was the consensus of the Board to revise the fundraising assistance form allowing more space to describe the intended use of event proceeds and to add a description of their organization, and how their organization benefits the Crockett community. Karen Peterson has offered to revise the form and present it to the Project Funding Committee for approval.

8 – APPROVE RESOLUTION 2012-1

Emma Sutton read through Resolution 2012-1, which adds the Resource Development Committee that is responsible for efforts to develop additional funding sources. Danielle Fugere made a motion to approve resolution 2012-1. Robert Muzinich seconded the motion, and the motion carried unanimously.

9 – WEBSITE/SOCIAL NETWORK

Danielle Fugere reported that the community calendar is going to be handled by Aimee Lohr (Crockett Chamber of Commerce). Aimee is also going to be monitoring a Crockett Facebook page. Danielle also reported that she has been working with Ed Tannenbaum on an upgraded website. She encouraged Board members to take a look at it and give her

input. A place for groups has been added, if groups wish to give information about their organizations. There will also be a place that will announce upcoming meetings. Ed Tannenbaum will be monitoring the site, and will be paid on a monthly basis at the rate of \$100 per month. . He will also submit a bill for the redesign of the website. Mike Kirker suggested that we set a turnaround time for Ed to address issues with the website. Danielle will discuss this with Ed.

10 - 444 LORING AVENUE

James Easterday was absent from the meeting, but sent the following report: James was tasked with trying to get additional bids for the exterior work to be done at 444 Loring Avenue. He found one contractor that was overbooked, but was willing to come out later in the month and give a bid. He was also informed that Dell Construction might not have time for our project if they do not get started soon, as they have other jobs scheduled. Robert Muzinich made a motion to accept the Dell Construction bid in the amount of \$19,000 for exterior repairs to 444 Loring Avenue. Dean Kelch seconded the motion, and the motion carried unanimously.

Dean Kelch reported that the planting is going well at 444 Loring Avenue. He is looking for volunteers on Saturday, March 3, to spread mulch.

10 - TREASURER'S REPORT AND APPROVAL OF INVOICES FOR PAYMENT

Erin Mullen-Brosnan presented the Treasurer's report for January. Net income for January was \$234,239.45 expenses were \$6,625.12 and distributions were \$4,376. Total Liabilities & Equity was \$4,700,915.31. Kent Peterson had questions regarding redemptions (money) that had been taken out of the TIFF. Danielle Fugere explained that redemptions reflected EBCF fees that were taken directly out of the TIFF. Danielle has asked that in the future EBCF not take fees out of the TIFF, but out of our CRO2 account. Danielle also reported that she has asked that the other two account we have at EBCF (CRO2 and UNOC) being combined into one account, since we are no longer receiving money from ConocoPhillips, and we no longer have the specific grants requirements that were attached to the UNOC funds. Mike Kirker made a motion to approve the Treasurer's report. Robert Muzinich seconded the motion, and the motion carried unanimously.

11 - SECRETARY'S REPORT AND APPROVAL OF MINUTES

Robert Muzinich reported on correspondence received in February. Robert also presented minutes from the February Board meeting. Kent Peterson noted an error in section 9, paragraph 1 in the February minutes. The actual cost for street light repairs was \$4,840 not \$1,208. Jeanne will correct the minutes to reflect the change. Dean Kelch made a motion to approve the Secretary's report and February minutes as amended. Erin Mullen-Brosnan seconded the motion, and the motion carried unanimously.

12 - COMMITTEE REPORTS

Project Funding Committee: Emma Sutton reported that the project funding committee had met to review FRA deposits, final reports and discuss FRA Oversight.

13 - FUTURE AGENDA ITEMS

Approve Fundraising Assistance Form, Approve Microgrant Application Form, 444 Loring Avenue.

14 - BOARD AND PUBLIC COMMENT

There was no Board or public Comment.

15- ADJOURNMENT TO APRIL 5, 2012.

Emma Sutton adjourned the meeting at 8:30 PM until April 5, 2012.

Respectfully submitted,

Jeanne Owens
Office Secretary