

### **1 - CALL TO ORDER – WELCOMING REMARKS FROM THE CHAIR**

The meeting was called to order by CCF Chairperson Dean Kelch. Board members Danielle Fugere, Mike Kirker, Erin Mullen-Brosnan and Emma Sutton were present. James Easterday was absent. Also present was Office Secretary Jeanne Owens. Interested citizens in attendance were: Joanna Cassese, Joe Costa, Kent Peterson, Dan Robertson, Ron Wilson, Dick Zampa.

### **2 - PUBLIC AND BOARD COMMENT ON NON-AGENDA ITEMS**

Ron Wilson reported that the Crockett Recreation Department was holding a USO themed dinner dance on February 9, 6:00 – 11:00 PM at the Crockett Community Center. Proceeds will go toward Memorial Hall restoration.

Dick Zampa reported that the Walk of Honor is scheduled for May 18, and urged community groups to sponsor the event. Half of the total proceeds from the walk will be donated back to the Crockett Community Services to be used for the Memorial Hall restoration.

Dan Robertson reported that Steve Burton, a Crockett author who worked for three years in Abu Dhabi, will read from his book and show slides at the Crockett Library on Saturday, February 23 at 2:00 PM.

Mike Kirker reported that the Crockett Chamber of Commerce is already taking reservations for booths at the Sugartown Festival.

### **3 – PRESIDENT’S REPORT**

Erin Mullen-Brosnan introduced herself as the new president, and reported that February 15 was the deadline for turning in Board candidate petitions.

### **4 – CONSIDER MICROGRANT APPROVAL**

There were no microgrants submitted in January.

### **5 – FUNDRAISING ASSISTANCE APPROVAL AND PREAPPROVAL**

The Crockett Lion’s Club is requesting that they be placed on the fundraising calendar for the March Corned Beef & Cabbage Dinner, May Pasta Feed and September Town BBQ. Emma Sutton made a motion to approve the Crockett Lions Club for the March, May and September fundraising calendar. Mike Kirker seconded the motion, and the motion carried unanimously.

Emma Sutton made a motion to approve the following fundraising assistance deposits. Erin Mullen-Brosnan seconded the motion, and the motion carried unanimously.

Organization: Crockett Boy Scouts  
 Event: Mexican Dinner  
 Amount: \$3,294.78

Organization: John Swett Education Foundation  
 Event: Get Lucky Prom  
 Amount: \$6,015.74

Organization: Al Zampa Memorial Bridge  
 Event: Crab Feed  
 Amount: \$7,075.00

Organization: Quilters of Crockett  
 Event: Quilt Raffle and Bazaar  
 Amount: \$2,927.59

Organization: Crockett Museum & Historical Society  
 Event: Night at the Museum  
 Amount: \$2,287.89

## **6 - COMMITTEE APPOINTMENTS**

The following individuals have agreed to serve on the committees listed below:

Rules and Regulations: James Easterday, Danielle Fugere\*, Dean Kelch,  
 Fred Clerici, Karen Peterson

Community Outreach: Erin Mullen-Brosnan\*, Mike Kirker, Dolores Morales,  
 Karen Peterson.

Project Funding Committee: Erin Mullen-Brosnan, Emma Sutton\*,  
 Fred Clerici, Dolores Morales, Karen Peterson, Mary Wais, Ron Wilson.

Resource and Development: Danielle Fugere, Dean Kelch, Chris Goehe, Karen Peterson.

Finance: James Easterday, Danielle Fugere, Mike Kirker\*, Fred Clerici, Kent Peterson.

Events: James Easterday\*, Mike Kirker, Chris Goehe, Lisa Kirker.

Election: James Easterday, Emma Sutton, Dean Kelch\*, Chris Goehe, Mary Wais.

444 Loring Avenue: James Easterday\*, Mike Kirker, Chris Goehe.

## **7 - ELECTION**

Dean Kelch reported that the election schedule is as follows: Petitions are due February 15; candidates will be notified no later than March 25, 2013 of their eligibility to run for a Director position; a candidate's forum will be held in late May at the Crockett Community Center; election date will be established in mid-June 2013. Jeanne Owens reported that the League of Women Voters-Benicia have agreed to handle the election.

## **8 - BYLAW CHANGE**

Dean Kelch reported that the Rules and Regulations Committee will meet to finalize language for the bylaw changes regarding elections. They will have proposed changes to present at the March meeting. Mary Wais asked that meetings of the Rules and Regulations Committee be posted.

## **9 - TOWN SURVEY RESULTS**

Erin Mullen-Brosnan reported that over 200 surveys were returned to the CCF. Fire services rated highest. Beautification and Maintenance also rated high on the survey. She presented a graph reflecting the results of the survey. It was suggested that we post the survey results on the website, and also post results where survey boxes were located.

## **10 - BOARD ORIENTATION**

Kent Peterson reported that he has prepared a comprehensive outline for Board training, based on the outline used to train the first CCF Board. Kent has recruited other early CCF Board members to assist with training. Mike Kirker volunteered to work with Kent as a Board liaison, and will share Kent's outline with the Board at the retreat. The Board thanked Kent for his efforts.

## **11 - APPROVE 2013 BUDGET**

Mike Kirker presented the 2013 budget for approval. Emma Sutton asked if there was a new budget line added to allow for larger matching grants, i.e., Walk of Honor match. In the past the CCF has matched Walk of Honor proceeds. Last year the CCF received proceeds from the Walk of Honor in the amount of \$19,000 (which counts as CCF public support), then matched those proceeds in the amount of \$5,000. The Project Funding Committee will discuss creating a policy regarding requests for matching funds above \$1,000 at their next meeting.

Ron Wilson noted that the loan payments from the Carquinez Model Railroad Society were not being accounted for in the budget. Danielle will research the proper way to characterize the loan payment, and will include it in the revised budget. Mike will also add a footnote that the budget is an operational budget only, and it does not include the CCF endowment. Changes will be made and the budget will be presented for approval at the March Board meeting.

## **12 - TREASURER'S REPORT**

Mike Kirker presented the Treasurer's report for December. Net income for December was \$-63,908.55, expenses were \$6,242.06 and distributions were \$60,940.01. Total Liabilities & Equity was \$4,921,688.47. Emma Sutton made a motion to approve the Treasurer's report. Erin Mullen-Brosnan seconded the motion, and the motion carried unanimously.

### **13 - SECRETARY'S REPORT AND APPROVAL OF MINUTES**

Jeanne Owens reported on correspondence received in January. Jeanne also presented minutes from the January Board meeting. Erin Mullen-Brosnan made a motion to approve the Secretary's report and January minutes. Dean Kelch seconded the motion, and the motion carried unanimously.

### **14 - COMMITTEE REPORTS**

Emma Sutton reported that the Project Funding Committee met to review final reports and fundraising assistance deposits.

Dean Kelch reported that the Rules and Regulations Committee will meet to discuss bylaw changes regarding elections.

### **15 - FUTURE AGENDA ITEMS**

Approval of 2013 Budget, Election, Report on Board Retreat, Bylaw Change, Board Orientation.

### **16 - BOARD AND PUBLIC COMMENT**

Erin Mullen-Brosnan thanked Danielle Fugere, Karen Peterson and Chris Goehe for their hard work as President of the CCF since she joined the Board in 2009.

### **17 - ADJOURNMENT TO MARCH 7, 2013.**

Dean Kelch adjourned the meeting at 8:30 PM until March 7, 2013.

Respectfully submitted,

Jeanne Owens  
Office Secretary