

1 - CALL TO ORDER – WELCOMING REMARKS FROM THE CHAIR

The meeting was called to order by CCF Chairperson Dean Kelch. Board members Norma Garza Black, Joanna Cassese, Mike Kirker, Erin Mullen-Brosnan and Nancy Rieser were present. Danielle Fugere was absent. Also present was Office Secretary Jeanne Owens. Interested citizens in attendance were: Dolores Morales, Kent Peterson, Maureen Powers, Dan Robertson, Chris Scott, Mervyn Silverman, Mary Wais.

2 - PUBLIC AND BOARD COMMENT ON NON-AGENDA ITEMS

Mary Wais reported that there would be a Veterans Day celebration in Crockett on Monday, November 11. The JSHS marching band, Carquinez Middle School marching band, and Crockett Boy Scouts will be marching down Pomona Street to Rolph Avenue, ending at the Crockett Museum at 10:30 am. There will be festivities honoring the service of the men and women in the US Armed Forces at the Crockett Museum from 10:00 AM to 2:00 PM.

Mary also reported that there were still tickets available for *Night at the Museum*, the fundraising cocktail party which will be held December 6, 7:00 to 10:00 PM, at the Crockett Museum.

Dan Robertson reported that the Crockett Library would be sponsoring a bookmark contest for adults and children on November 9 at 2:00 PM. The Library will also be sponsoring a literary tea at 2:00 PM on November 16.

Nancy Rieser reported that the Contra Costa County Planning Commission will be meeting to consider a land use permit application from Phillips 66 for their propane recovery project on Tuesday, November 19 at 7:00 PM at the Contra Costa Planning Commission, 30 Muir Road, Martinez.

3 – PRESIDENT’S REPORT

Erin Mullen-Brosnan reported that the Community Outreach Committee has prepared an appeal letter, and has sent it out to the Board for input. She plans to mail the letter in mid-November, and will be looking for help from Board members for the mailing. Erin also reported that the bi-annual payment was received from Crockett Cogeneration.

4 – MICROGRANT APPROVAL

There were no microgrants received in October.

5 - FUNDRAISING ASSISTANCE APPROVAL

Erin Mullen-Brosnan reported that there was a fundraising deposit received from the Crockett Firefighters Association, but was not approved by the Project Funding Committee at this time. They will be asked to resubmit their deposit with full paperwork.

The John Swett PTA is requesting that they be placed on the fundraising calendar for their December See's Candy sale and their February Kiss Stamp fundraiser. The Class of 2014 is requesting that they be placed on the fundraising calendar for their December fundraising week #1, where they will be selling pictures with Santa, candy grams, and snacks before and after school. The funds will be used to offset costs of the prom. Mike Kirker made a motion to approve the John Swett PTA for the December and February Fundraising calendar, and the Class of 2014 for the December fundraising calendar. Joanna Cassese seconded the motion, and the motion carried unanimously. The Board added that in the future, students must attend the CCF meeting in order to qualify for funding (Chris Scott had represented both groups).

Mike Kirker is requesting that the Crockett Chamber of Commerce be put on the fundraising calendar for their July Sugar City King/Queen raffle. The Chamber will approach the various Crockett non-profits and suggest that they sell tickets for their candidate for Sugar City King or Queen. The cost of a ticket is \$1.00, and each ticket represents one vote. The Chamber then splits the proceeds from the raffle with the other groups. The other non-profits will then be encouraged to come to the CCF for matching funds. After a lengthy discussion, Norma Garza Black made a motion to approve the Crockett Chamber for the July fundraising calendar, with a cap of \$1,000 for all groups involved. Nancy Rieser seconded the motion and the motion carried with 3 ayes and Joanna, Erin and Mike abstaining.

6 - ORAL GRANT PRESENTATIONS

Gemstone Foundation – Maureen Powers

The Gemstone Foundation is requesting \$20,000 for continued support for visual skills assessment and intervention in the JSUSD school district. They are also requesting \$25,000 for Crockett Collaboration for vision-based reading software improvement. There was a lengthy discussion, where the Board and public were able to ask questions and make comments about the grant requests.

7 – FISCAL SPONSORSHIP FOR RCO

The CCF Board had been contacted by the Rodeo Community Organization (RCO), an affiliate of EBCF, requesting that the CCF act as their fiscal agent to write a check for attorney fees for the purpose of preparing paperwork for the RCO to become a non-profit, 501c3. Because the Board was unsure of the legal implications of running these funds through the CCF, it had previously been the consensus of the Board that more information was needed before they could make a decision. Carolyn Doelling has since contacted the CCF with an assurance that there are no legal implications for the CCF to act as RCOs fiscal sponsor. Jeanne Owens reported that the RCO will also need the CCF to write another check to the IRS to file their Form 1023. Erin Mullen-Brosnan made motion to act as a fiscal sponsor to the RCO for the purpose of obtaining their non-profit status. Mike Kirker seconded the motion, and the motion carried unanimously.

8 - BOARD TRAINING

Kent Peterson will begin training for the CCF Board members on Saturday, November 9 at 9:00 PM. Training will take place at either the Community Center Multi-Use room, or the Foundation office at 444 Loring Avenue, depending upon the community center availability.

9 - APPROVE 2014 BUDGET

Mike Kirker presented a draft budget for 2014. Joanne Cassese had concerns that the budget is not balanced, with a negative balance of \$11,818.89. Mike explained that the CCF is starting with a carryover balance of is \$138,277, and will still have money left after 2014 expenses. Nancy Rieser made a motion to approve the draft budget. Erin Mullen-Brosnan seconded the motion, and the motion carried unanimously.

At the October CCF meeting, the Board had a lengthy discussion regarding the amount of money to be transferred into the endowment. It was voted to leave \$50,000 as a buffer, above and beyond the CCF's budgeted needs through May 31, with the remainder of the CRO2 funds being moved into the endowment. Mike Kirker prepared a spreadsheet calculating funds available after distribution for the first half of the year, and reported that based on the Board's previous request, the CCF would be able to make an endowment transfer in the amount of \$500,000. It was the consensus of the Board to move forward with the transfer, as agreed last month.

10 - TREASURER'S REPORT

Mike Kirker presented the Treasurer's report for September. Net income for September was \$-3,454.14, expenses were \$3,339.63 and distributions were \$2,762.00. Total Liabilities & Equity was \$5,349,601.22. Mike also reported that he would be purchasing a second computer for the office to be used to run GrantStation, and to load a Quickbooks program, so that monthly financial reports can be loaded onto the CCF computer, making it possible to run our own reports. Joanna Cassese made a motion to approve the Treasurer's report, and to approve up to \$700 for the purchase of a new computer and accessories for the CCF office. Nancy Rieser seconded the motion, and the motion carried unanimously.

11 - SECRETARY'S REPORT AND APPROVAL OF MINUTES

Nancy Rieser reported on correspondence received in October. Nancy also presented minutes from the October Board meeting. Erin Mullen-Brosnan made a motion to approve the Secretary's report and October minutes. Mike Kirker seconded the motion, and the motion carried unanimously.

12 - COMMITTEE REPORTS

Erin Mullen-Brosnan reported that the Project Funding Committee met to review final reports and fundraising assistance deposits. They also looked over the microgrant application and made minor revisions.

13 - FUTURE AGENDA ITEMS

Discuss and Determine Grant Package, Board Training, Refinery/Waterfront plan.

14 - BOARD AND PUBLIC COMMENT

There was no Board or public comment.

15 - ADJOURNAMENT TO December 5, 2013.

Dean Kelch adjourned the meeting at 9:00 PM until December 5, 2013.

Respectfully submitted,

Jeanne Owens
Office Secretary