

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

The meeting was called to order by CCF Chairperson Emma Sutton. Board members Dean Kelch, Mike Kirker, Robert Muzinich, and Erin Mullen-Brosnan were present. Danielle Fugere and James Easterday were absent. Also present was Office Secretary Jeanne Owens. Interested citizens in attendance were: Norma Clerici, Chris Goehe, Greg Ockander, Kent Peterson, Nancy Rieser, James Perrin, Dan Robertson, Mary Wais.

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

Mary Wais reported that the CIA is organizing a town clean-up on Saturday, October 20, from 9:00 am to 12:00 pm. Participants should meet at Alexander Park. Lunch will be provided at St. Mark's Hall.

Mary Wais also reported that the Crockett Historical Society would be hosting their annual Fundraiser, *Night at the Museum*, on December 7, at 7:00 PM.

Greg Ockander gave a report on the status of the Odd Fellows Hall building. He reported that the Carquinez Model Railroad Society would be having train show on October 13 and 14<sup>th</sup>. He also announced plans to change the name of the group to the Crockett Model Railroad Society.

Mike Kirker reported that he had tickets to sell for the Crockett Quilter's December quilt raffle.

### **3 - PRESIDENT'S REPORT**

Danielle Fugere was absent, but sent the following report: She was able to meet with Carolyn Doelling and Ed Harris from EBCF regarding the long term financial planning the CCF has begun, and the Board's desire to ensure sufficient endowment funds to sustain our basic community needs once county funding ends. Ed Harris is now reviewing our spreadsheet, and Danielle will touch base with him next week regarding his thoughts on the spreadsheet planning tool that was developed. She is also planning to schedule a committee meeting in the next two weeks with the goal of addressing long-term EBCF charges based on our growing endowment rather than services provided.

### **4 - CONSIDER MICROGRANT APPROVAL**

There were no Microgrants submitted in September.

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

Erin Mullen-Brosnan made a motion to approve the following fundraising assistance deposits. Robert Muzinich seconded the motion, and the motion carried with 4 ayes and Dean Kelch abstaining from the CREEC deposit.

Organization: CREEC  
Event: Fall Plant Sale  
Amount: \$1,714.36

Organization: Crockett Improvement Association  
Event: Paint Out  
Amount: \$2,374.42

Organization: Crockett Lions Club  
Event: Community BBQ  
Amount: \$2,187.00

The Crockett Museum is requesting that they be placed on the fundraising calendar for their December "*Night at the Museum*". Robert Muzinich made a motion to approve the Crockett Museum for the December fundraising calendar. Mike Kirker seconded the motion, and the motion carried with 4 ayes and Erin-Mullen Brosnan abstaining.

#### **6 - ADVANCED TICKET SALES FOR THE FUNDRAISING ASSISTANCE PROGRAM**

The Project Funding Committee looked over FRA rules and found that there is nothing in the rules preventing advanced ticket sales on fundraisers, as long as it has already been approved (30 days in advance) for the fundraising calendar. The committee felt that it should be at the discretion of the Board, and are recommending the following text be added to the Fundraising Assistance form: "The fundraiser must be completed within the same calendar year in which it was approved." It was the consensus of the Board to accept the Project Funding Committee's recommendation.

#### **7 - ELECTION**

Emma Sutton reported that the CCF had received four applications for the four open board positions. Three of the four nomination petitions (Nancy Reiser, Erin Mullen-Brosnan and Phillip James Perrin) had the required 20 signatures from registered voters. The fourth petition for Brian Montgomery only had 17 signatures that could be verified. The petition was sent back to Mr. Montgomery with a request to go back to the people with the illegible signatures. He got three of the original signatures re-written, and they have been sent to the League of Women Voters for verification.

#### **8 - TOWN SURVEY**

It was the consensus of the Board that a town survey would be prepared and mailed out with the winter newsletter. The CCF will also hold a town meeting in early November where surveys will be available. Jeanne will check on available dates at the community center. Surveys will also be given to various organizations in Crockett for distribution to members. Responses can be mailed back to the CCF, returned in various drop boxes in Crockett or completed online. The Board also agreed to have a booth at the Christmas tree lighting on December 2, where surveys will be available. Mike Kirker volunteered to represent the CCF at Crockett Recreation's Christmas event planning meeting.

## **9 - BOARD ORIENTATION**

It was the consensus of the Board to provide training sessions for new Board members and other interested parties. Kent Peterson agreed to coordinate and provide training, along with other early Board members. Mike Kirker will also work with Kent. It was the consensus of the Board that two training sessions take place on Saturdays (to be determined) in November and December.

## **10 - 444 LORING AVENUE**

James Easterday was not present to give an update, but Jeanne Owens reported that new handrails had been installed.

## **10 - TREASURER'S REPORT**

Erin Mullen-Brosnan presented the Treasurer's report for August. Net income for August was \$-2,288.42, expenses were \$3,451.92 and distributions were \$3,935.34. Total Liabilities & Equity was \$4,526,161.62. 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 September. Robert also presented minutes from the September Board meeting. Erin Mullen-Brosnan made a motion to approve the Secretary's report. Dean Kelch seconded the motion, and the motion carried unanimously.

## **12 - COMMITTEE REPORTS**

The Project Funding Committee met to go over final reports and fundraising assistance deposits. They also discussed advanced ticket sales for the Fundraising Assistance Program.

Dean Kelch presented a draft of an end-of-year fund-raising appeal letter. Emma advised Board members to review the letter and get back to Dean with additions or corrections.

**13 - FUTURE AGENDA ITEMS**

Oral Grant Presentations, Board Retreat, Election, Training/Orientation, Town Meeting.

**14 - BOARD AND PUBLIC COMMENT**

Mary warned the Board about violating the Brown Act by holding serial meetings.

Greg Ockander asked if the Board would be holding grant writing workshops.

**15 - ADJOURNMENT TO NOVEMBER 1, 2012.**

Emma Sutton adjourned the meeting at 8:30 PM until November 1, 2012.

Respectfully submitted,

Jeanne Owens  
Office Secretary