

**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 James Easterday, Danielle Fugere, Dean Kelch, Mike Kirker, Erin Mullen-Brosnan, and Robert Muzinich were present. Also present was Office Secretary Jeanne Owens. Interested citizens in attendance were: Paul Adler, Deborah Brandon, Norma Clerici, Carolyn Doelling, Jerry Epperson, Trudi Jensen, Kathy Kearns, Dolores Morales, Kent Peterson, Chris Scott, Angela Reese, Dan Robertson, Mary Wais, and Ron Wilson.

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

Mary Wais reported that the Crockett Museum & Historical Society would be hosting their second annual "Night at the Museum" on December 9. Proceeds will be used for projects at the museum.

Dan Robertson reported that the Friends of the Library would be having a Christmas Party on December 3 at the Crockett Library.

Jerry Epperson reported that there would be a "Paint-Out" reception from 2:00 PM to 5:00 PM on October 30<sup>th</sup>.

Danielle Fugere introduced Paul Adler, Administrative Analyst for Supervisor Federal Glover. Paul introduced himself and left his and Supervisor Glover's contact information. He also reported that Supervisor Glover is anxious to meet people in the community, and would be attending the St. Mark's Spaghetti dinner on October 8.

**3 - INSTALLATION OF NEW BOARD MEMBER MIKE KIRKER**

Danielle Fugere swore in new Board member Mike Kirker by reciting the Crockett Community Foundation oath.

**4 - CONSIDER MICROGRANT APPROVAL**

The John Swett High School PTSA is requesting \$1,000 to be used to fund Challenge Day at John Swett High School. The Microgrant subcommittee voted to not fund this grant due to an unclear budget, and the fact that the PTSA had not sought funding from other sources. Robert Muzinich made a motion for the PTSA to resubmit their request with a clearer budget, and proof that they are seeking funding from other sources. James Easterday seconded the motion, and the motion carried unanimously.

**5 - FUNDRAISING ASSISTANCE APPROVAL AND PREAPPROVAL**

The Crockett Museum and Historical Society is requesting that they be placed on the fundraising calendar for their December "Night at the Museum" event. Dean Kelch made a motion to approve the Crockett Museum for the December fundraising calendar. Danielle Fugere seconded the motion, and the motion carried with ayes and Erin-Mullen Brosnan abstaining.

The Carquinez Women's Club is requesting that they be placed on the fundraising calendar for their March Dinner Raffle. Danielle Fugere made a motion to approve the Carquinez Women's Association for the March fundraising calendar. James Easterday seconded the motion, and the motion carried unanimously.

The Class of 2012 is requesting that they be placed on the October fundraising calendar for their October 15<sup>TH</sup> BBQ at the Chili Cook-off. The Class of 2013 is requesting that they be placed on the October fundraising calendar for their October 15<sup>th</sup> Pancake Breakfast at the Chili Cook-off. Erin Mullen Brosnan made a motion to approve the Classes of 2012 and 2013 for the October fundraising calendar. Robert Muzinich seconded the motion, and the motion carried unanimously.

The Crockett Women's Association is requesting that they be placed on the November fundraising calendar for their November Current Sales. Dean Kelch made a motion to approve the Crockett Women's Association for the November fundraising calendar. Mike Kirker seconded the motion, and the motion carried unanimously.

The John Swett Education Foundation is requesting that they be placed on the November fundraising calendar for their November 12<sup>th</sup> "Get Lucky Prom". Robert Muzinich made a motion to approve the John Swett Education Foundation for the November Fundraising calendar. Danielle Fugere seconded the motion, and the motion carried unanimously.

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

Organization: Crockett Lions Club  
 Event: Town BBQ  
 Amount: \$2,606.00

Organization: Crockett Swim Team  
 Event: Candy Sales  
 Amount: \$2,966.68

Organization: John Swett High School Band  
 Event: Candy Sales  
 Amount: \$2,250.00

Organization: John Swett Athletic Boosters  
 Golf Tournament  
 \$3,669.06

## **6 - ROCK UPDATE/CONSIDER POMONA STREET GRANT APPROVAL**

Jerry Epperson reported that final plans for improvements to Pomona Street have been submitted to the County, and that ROCK is awaiting approval.

## **7 - CAROLYN DOELLING - EAST BAY COMMUNITY FOUNDATION**

The Board welcomed Carolyn Doelling, Director of Philanthropic Services at East Bay Community Foundation. Carolyn gave a brief history of the relationship between EBCF and CCF; explained what an affiliate fund is; discussed services provided to the CCF by the EBCF. Carolyn also had information on upcoming workshops on fundraising that would be helpful to the CCF and other non-profits in Crockett. Carolyn also agreed to work with Crockett non-profits to help find additional sources for funding for capital projects in Crockett.

**7 - APPROVE RESOLUTION 2011-2**

The CCF Oversight Committee has been working with the various tax-based entities to distribute Crockett Cogeneration property taxes for immediate needs in Crockett. Danielle Fugere reported that there is \$244,325 available for distribution at this time. Danielle presented a draft of Resolution 2011-2 recommending the allocation of these funds as follows. Crockett Library - \$21,500; Crockett Recreation Department \$54,268; Crockett Carquinez Fire Department - \$77,894; Crockett-Valona Sanitary District \$90,663. Danielle Fugere made a motion to accept the Return-to-Source Oversight Committee's recommendations to allocate funds as described in Resolution No. 2011-2. Dean Kelch seconded the motion, and the motion carried unanimously.

**8 - DISCUSS INVESTMENT PLAN**

Danielle Fugere reported that the finance committee is working to plan for the future, and to make sure that when CCF funding sources have stopped, the investments that have been made will provide a reliable source of distributable income to permit the Foundation to continue to award grants and cover operating costs at the present level. The committee will prepare a report to present at a future meeting.

**9 - MEETING WITH C&H SUGAR**

Emma Sutton spoke with Kim Merritt, C&H Plant Manager, in an effort to set up a meeting to discuss continued funding. Since it is the peak season in the sugar industry, he asked Emma to call him back in December or January.

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

Crockett Bookkeeping did not complete the CCF financial report for September, so there was no Treasurer's report.

**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 and September minutes. James Easterday seconded the motion, and the motion carried unanimously.

**12 - COMMITTEE REPORTS**

*444 Loring Avenue.* James Easterday reported that the contractor is working on the permit for the project at 444 Loring Avenue. Once the old permit is closed, and the new permit is approved, construction should take 30-45 days to complete.

*Community Outreach.* Erin Mullen-Brosnan reported that she hopes to get the fall newsletter out in November. The newsletter will feature a volunteer organization, as well as an article on Crockett Cogeneration. Danielle suggested an article on our new County Supervisor.

**13 - FUTURE AGENDA ITEMS**

ROCK Update, Oral Grant Presentations, 444 Loring Avenue.

**14 - BOARD AND PUBLIC COMMENT**

Norma Clerici asked for clarification on the Fundraising Assistance rules, as it applies to the schools. Jeanne explained that each group can apply for up to three fundraisers per year, as long as the group has a fiscal sponsor. Danielle Fugere said the Board should be aware of how much money the schools are getting, and to make sure that the funds are fairly distributed among groups in the community. The CCF will accept applications until the budget for the program is exhausted.

**15- ADJOURNMENT TO NOVEMBER 3, 2011.**

Emma Sutton adjourned the meeting at 8:45 PM until November 3, 2011.

Respectfully submitted,

Jeanne Owens  
Office Secretary