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

The meeting was called to order by CCF Chairperson Harold Burnett. Board members Dean Kelch, Michael Kirker, Gaunt Murdock and Nancy Rieser were present. Fred Clerici and Jeffrey Frankel were absent. Also present was Office Secretary Jeanne Owens. Interested citizens in attendance included: Shayla Aquise, Debbie Brandon, Jennifer Cesmet, Dean Colombo, Joanne Dowell, Jay Jenkins, Dolores Morales, Dan Robertson, Mary Wais.

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

Dean Kelch reported that the Restore the Waterfront Committee would be meeting on Tuesday, December 12, 7:00 PM, at 735 Winslow Street.

Michael Kirker reported that he and Larry Haydon met with Supervisor Federal Glover regarding zoning issues related to the Pomona Street property, specifically concerning the storefront portion of the property.

Dan Robertson reported that the Lions Club is hosting a free town dinner, December 8, 5:00 to 7:30 pm at the Scout Hall.

Mary Wais reported that the Museum is hosting a “Holly Saturday” from 1:00 to 5:00 PM. There will be crafts for kids and refreshments.

Joanne Dowell reported that the downtown businesses will be hosting a business bingo from 4:00 to 6:00 PM on December 16.

Michael Kirker reported that it has been reported that 10.5 million dollars’ worth of retail was sold in Crockett this year.

**3 – CONSIDER MICROGRANT APPROVAL**

The Crockett Improvement Association (CIA) is requesting a $1,000 grant to support their trash, talk and walk program. Michael Kirker made a motion to approve a $1,000 grant to the CIA. Dean Kelch seconded the motion, and the motion carried unanimously. Michael Kirker requested that the CIA make sure that they are not purchasing items that have been purchased for other projects.

**4 – FUNDRAISING ASSISTANCE PREAPPROVAL**

The Crockett Boy Scouts are requesting that they be placed on the CCF fundraising calendar for their February Pancake Breakfast, May Fish Fry and October Mexican Dinner. Michael Kirker made a motion to approve the Crockett Boy Scouts for the February, May and October fundraising calendar. Nancy Rieser seconded the motion, and the motion carried with 4 ayes and Harold Burnett abstaining.

The Crockett Bass Club is requesting that they be placed on the CCF fundraising calendar for their January Crab Feed. Michael Kirker made a motion to approve the Crockett Bass Club for the January fundraising calendar. Dean Kelch seconded the motion, and the motion carried unanimously.

The John Swett Band Boosters are requesting that they be placed on the CCF fundraising calendar for their December Winter Concert. Michael Kirker made a motion to approve the Crockett Bass Club for the January fundraising calendar. Gaunt Murdock seconded the motion, and the motion carried unanimously.

Jeanne Owens reminded all the applicants to be sure and advertise CCF support at their functions.

**5 – APPROVAL OF FUNDRAISING ASSISTANCE DEPOSITS**

Dean Kelch made a motion to approve the following fundraising assistance deposits. Nancy Rieser seconded the motion, and the motion carried unanimously.

Organization: Crockett Boy Scouts

Event: Mexican Dinner

Amount: $2,560.00 (includes $1,000 CCF Contribution)

Organization: Carquinez Toy Train Operating Museum

Event: Train Show

Amount: $2,156.00 (includes $1,000 CCF Contribution)

Organization: Crockett Public Services

Event: Memorial Hall Yard Sale

Amount: $4,331.70 (includes $1,000 CCF Contribution)

Organization: John Swett PTSA

Event: Bocce Tournament

Amount: $1,688.68 (includes $1,000 CCF Contribution)

Organization: Carquinez Women’s Club

Event: Drawing

Amount: $2,547.26 (includes $1,000 CCF Contribution)

Fundraising assistance deposits submitted by the John Swett High School Class of 2018 and St. Marks Church were not approved. The Project Funding Committee would like both groups to submit receipts for purchases made with donated funds. Jeanne and Harold will contact Conoco Phillips/JSHS Class of 2018 and request receipts for the purchases made with donated funds. Since the missing receipts from the St. Marks submission would not affect the bottom line as far as a match from CCF, Michael Kirker made a motion to approve a grant in the amount of $3,218.36 (which includes a $1,000 CCF Contribution) to St. Marks for their San Marco Night Fundraiser, Dean Kelch seconded the motion and the motion carried with 4 ayes and Gaunt Murdock abstaining.

**6 – DISCUSS AND DETERMINE GRANT PACKAGE**

St. Marks is requesting a grant in the amount of $4,400 to paint the exterior of the parish Hall. The building is used by the community for AA meetings, Crockett Women’s Association, Calico Christmas, and private parties. Nancy Rieser made a motion to make a grant in the amount of $4,400 to St. Marks. Dean Kelch seconded the motion, and the motion carried unanimously.

**7 - TREASURER’S REPORT**

Harold Burnett gave the Treasurer’s report for November 1 thru November 30, which included a year to date accounting on special funds, spreadsheets reflecting projected changes in fund balances, as well as the status of the Foundation’s operating expenses and a detail of allocated grants. Various invoices for expenses totaled $14,269.55, which included EBCF administration fees for the quarter ending September 30, 2017. Total liabilities and equity through November was $8,678,664.61. Dean Kelch made a motion to approve the November Treasurer’s report. Michael Kirker seconded the motion, and the motion carried unanimously.

**8 - SECRETARY’S REPORT AND APPROVAL OF MINUTES**

Nancy Rieser reported on correspondence received in November. Nancy also presented minutes from the November Board meeting. Dean Kelch made a motion to approve the Secretary’s report and November minutes. Michael Kirker seconded the motion, and the motion carried unanimously.

**9 - COMMITTEE REPORTS**

Jeanne Owens asked for volunteers to help stuff envelopes for the December mailing. Jeanne also thanked Dolores Morales and Joanne Dowell for their assistance with the mailing.

**10 – FUTURE AGENDA ITEMS**

Downtown Lighting, Election of Officers, Committee Appointments, Board Retreat.

**11 – BOARD AND PUBLIC COMMENT**

Michael Kirker reported that whatever funds the Chamber of Commerce raises from community donations (above the total cost of the holiday decorations) will be refunded to the CCF with their final grant report. Jennifer Cesmat voiced her concerns over the cost of the mailing the Chamber sent out requesting donations.

Harold Burnett has hopes that the CCF can use funds to bring back some of the events and programs from Crockett’s past, in the hope that the community can get together, socialize and enjoy each other.

**12 – ADJOURNMENT TO JANUARY 4, 2018.**

Harold Burnett adjourned the meeting at 8:30 PM until **JANUARY 4, 2018**, in appreciation of Dolores Morales and Joanne Dowell for their assistance with the CCF mailing.

Respectfully submitted,

Jeanne Owens

Office Secretary