

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

The meeting was called to order by CCF Chairperson Dean Kelch. Board members Harold Burnett, Joanna Casesse, Fred Clerici, Michael Kirker, Erin Mullen-Brosnan and Nancy Rieser were present. Also present was Office Secretary Jeanne Owens. Interested citizens in attendance included: John Angell, Jeremy Burmeister, L. Bustamante, Larry Haydon, Leticia Holbert, Aimee Lohr, Julie Lyons, Sylvia Melero, Ken Nelson, Gloria Perez, Kent Peterson, Cameron Shotwell, Jessica Shotwell, Emma Sutton, Bob Triglia, Irene Wright, Dick Zampa.

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

Kent Peterson reported that the CIA has been happy to act as the fiscal sponsor on grants for a number of local organizations; however, there are issues that need clarification. Dean Kelch suggested that Kent meet with the Project Funding Committee to discuss these issues.

Norma Black reported that there is going to be a Crockett/Port Costa Farmers Market on Saturdays, beginning June 6 thru October 31, 10:00 to 2:00 PM at the Downtown Plaza.

Emma Sutton spoke on the following JSUSD events: the John Swett High School Theater will be performing the musical "Little Shop of Horrors" at the JSHS Auditorium on Thursday May 28 (7:00 PM), Friday May 29 (7:00 PM), Saturday, May 30 (7:30 PM), and Sunday, May 31 (3:00 PM).

The Rodeo Hills, Carquinez Middle School and John Swett High School PTAs will be holding a Pasta Feed and Silent Auction on Saturday, May 30, 4:00 PM to 8:00 PM, at the Boy Scout Hall on Loring Avenue.

The John Swett Education Foundation will be sponsoring their Sweat for Swett 5K Fun Run on Sunday May 31, 2015. The run begins at 9:00 AM at Carquinez Middle School, 1099 Pomona Street. Participants will run or walk through Crockett Hills Regional Park, and end at John Swett High School Field.

Jeremy Burmeister reported that on Saturday, May 23 there would be a self-guided art tour in downtown Crockett, 4:00 to 6:00 PM. Participants can also visit the CAPCAG Group Exhibition, Milano Arts Space, 706 2nd Avenue, Crockett. Artist reception at the Milano, 6:00 to 8:00 PM.

### **3 – PRESIDENT'S REPORT**

Harold Burnett reported that Sarah Lehman (EBCF) met with him, Fred Clerici and Erin Mullen-Brosnan to discuss administrative fees.

#### **4 – MICROGRANT APPROVAL**

The Crockett Virtus Club is requesting a microgrant in the amount of \$1,000 to pay for a band to play at Rithet Park on Memorial Day. Harold Burnett make a motion to approve a grant in the amount of \$1,000 to the Crockett Virtus Club. Nancy Rieser seconded the motion, and the motion carried unanimously. It was requested that in the future the Virtus Club submit their final reports in a timely manner.

The John Swett High School Drama Department is requesting a microgrant in the amount of \$1,000 to offset costs for the school musical, *Little Shop of Horrors*. Harold Burnett made a motion to approve a grant in the amount of \$1,000 to the John Swett Drama Department. Nancy Rieser seconded the motion, and the motion carried unanimously.

The John Swett Unified School District Community Based Instruction Program is requesting a microgrant in the amount of \$300 to help with their Disneyland trip. Michael Kirker made a motion to approve JSUSD:CBI for a grant in the amount of \$300. Nancy Rieser seconded the motion, and the motion carried unanimously.

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

Harold Burnett asked that the Board keep in mind that if all the Fundraising Assistance requests submitted in April are approved, the amount of money that has been budgeted for the this program (\$30,000) will be exhausted, with more than half of the year left.

The Crockett Boy Scouts are requesting that they be placed on the fundraising calendar for the May Fish Fry and October Mexican Dinner. Joanna Casesse made a motion to approve the Crockett Boy Scouts for the May and October fundraising calendar. Michael Kirker seconded the motion, and the motion carried with 6 ayes and Harold Burnett abstaining.

The John Swett Band Boosters are requesting that they be placed on the fundraising calendar for their May concession sales at the school musical. Joanna Casesse made a motion to approve the JSBB for the May fundraising calendar. Harold Burnett seconded the motion, and the motion carried unanimously.

The John Swett High School PTA is requesting that they be placed on the fundraising calendar for their June Bocce Tournament. Michael Kirker made a motion to approve the JSHS PTA for the June fundraising calendar. Joanna Casesse seconded the motion, and the motion carried unanimously.

The Carquinez Middle School PTA is requesting that they be placed on the fundraising calendar for their July Sugartown King/Queen Raffle. Joanna Casesse made a motion to approve the CMRS for the July fundraising calendar. Erin Mullen-Brosnan seconded the motion, and the motion carried unanimously.

The PTAs from JSHS, CMS and Rodeo Hills are requesting that they be placed on the fundraising calendar for their June Pasta Dinner and Silent Raffle. It was the consensus of the Board that the match (up to \$1,000) be equally divided between the three applicants,

and that it be counted as one of the three fundraisers allowed for each applicant. Fred Clerici made a motion to approve the JSUSD PTAs for the June fundraising calendar. Harold Burnett seconded the motion, and the motion carried with 6 ayes and Michael Kirker abstaining.

The Alfred Zampa Memorial Bridge Foundation is requesting that they be placed on the December calendar for their annual Crab Feed. Harold Burnett made a motion to approve the Alfred Zampa Memorial Bridge Foundation for the December fundraising calendar. Michael Kirker seconded the motion, and the motion carried unanimously. Harold Burnett commended Mr. Zampa on his group's generosity, as he had again made donations to local organizations, i.e. Walk of Honor, Rodeo Baseball, Crockett Community Foundation, Crockett Community Services District, CREEC, Crockett Recreation Department, JSHS Drama Department, and two \$500 scholarships to JSUSD students.

The John Swett High School 9<sup>th</sup> Grade Class is requesting that they be placed on the June fundraising calendar for their 8<sup>th</sup> grade promotion party. There was a lengthy discussion, as the requirements of the Fundraising Assistance Program state that the fundraiser must be of benefit to the Crockett community, and it was felt that this event is more of a private party rather than a community event that is open to the public. Dean Kelch felt that it was more important to fund an event that requires many volunteers, as the CCF's mission is to promote volunteerism. After further discussion, Joanna Cassese made a motion to accept the JSHS 9<sup>th</sup> grade class for the June fundraising calendar. Michael Kirker seconded the motion, and the motion carried with 4 ayes and Harold Burnett, Fred Clerici and Nancy Rieser voting no.

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

Organization: John Swett Band Boosters  
Event: Crab Feed  
Amount: \$9,245.52

Organization: Carquinez Model Railroad Society  
Event: Open House  
Amount: \$1,943.00

Erin Mullen-Brosnan reported that the John Swett Class of 2015 turned in a fundraising deposit in April that the Project Funding Committee deemed incomplete. Jeanne has e-mailed the representative asking for more information, but to date has not received a response. It was the consensus of the Board to contact the representative again, and consider their request at the June meeting.

Fred Clerici reported that recently the John Swett Band Boosters have had problems receiving the checks that have been mailed to their PO Box, and asked that in the future a representative pick up checks at the office.

## **6 – REIMBURSEMENT OF STREET LIGHT MAINTENANCE ACCOUNT**

At the April CCF Board meeting, Kent Peterson reported that the street lights have been repaired, and he would like to discuss reimbursement of the street light maintenance account. Kent reported that the \$6,000 that the CCF granted for repairs was not enough for full reimbursement of the account, as there is only \$200 left. At the Board's request, Kent has asked the contractor for a quote on retrofitting the lights, but has not yet received that information. Fred Clerici reported that he is confident that Kent will work with contractors to find an estimate to retrofit the lights, but in the meantime CCF should reimburse the account to keep the lights that we presently have working. Kent reported he did not need any money at the present time, and would continue to look for other options on the lighting retrofit.

## **7 – ORAL GRANT PRESENTATIONS**

Grant applicants were given the opportunity to give a presentation on their application for grant money. After their presentation, Board members had the opportunity to ask questions. The Board will make final decisions on grant funding at the June 4 Board meeting held at the Port Costa School.

*Crockett and Port Costa Artist Guild (Fiscal Sponsor: Crockett Chamber of Commerce)*

The Crockett and Port Costa Artist Guild is requesting \$4,000 to be used to promote and benefit local artists by hosting an open studio event and a Strait Arts Event.

*Crockett – Port Costa Farmer's Market (Fiscal Sponsor: Crockett Chamber of Commerce)*

The Crockett-Port Costa Farmer's market is requesting \$4,581 to bring a Farmer's Market to the communities of Crockett/Port Costa.

*Crockett Chamber of Commerce*

The Crockett Chamber of Commerce is requesting \$10,000 to assist in funding the annual Sugartown Festival and Street Faire.

*John Swett Unified School District*

The John Swett Unified School District is requesting \$5,000 to be used to help fund the ASSIST program at Rodeo Hills Elementary and Carquinez Middle School.

## **8 – GEMSTONE UPDATE**

Dr. Maureen Powers sent in an update on the Gemstone project with revised enrollment numbers. Nancy Rieser reminded the board that there was some discomfort in funding a research program that should have been supported and funded by the school district. She reported that there had been a discussion about the efficacy of Gemstone Foundation's program at a JSUSD board meeting. An audio transcript of the board meeting can be accessed on the JUSUSD's website.

## **9 – ADDENDUM TO UNUSAL GRANTS**

Mike Kirker asked that the Board consider providing addendums to unusual grants that are outside of CCF grant perimeters. Due to time constraints, this item will be discussed at a future meeting.

## **10 – DISCUSSION ON LANDSCAPE MAINTENANCE COSTS (444 LORING AVENUE TREE MAINTENANCE AND REMOVAL)**

Harold Burnett reported that some of our neighbors have been complaining that trees on our property are blocking their views. There is also a Redwood tree in the back that is unhealthy and may need to be removed. Joanna Casesse suggested that neighbors be asked to share in the cost of the tree trimming. It was the consensus of the Board that Harold obtain at least two bids from certified arborists to window the trees.

## **11 – BANK OF THE WEST SIGNATURE CARD**

It was the consensus of the Board that Fred Clerici, Erin Mullen-Brosnan and Jeanne Owens would be the signatories for the Bank of the West checking account.

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

Fred Clerici gave the Treasurer's report for April 1 to April 30, 2015, 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 \$14,774.50, which included EBCF quarterly investment activity and administration fees. Fred also reported that a \$100,000 transfer had been made to the endowment, bringing the endowment total to \$6,441,236.73. Michael Kirker asked if the additional money given to the CCF as a result of the 2014 appeal letter would be put into the endowment. Fred explained that at the end of the year the Board will decide if they want to increase the endowment contribution based on those donations. Total liabilities and equity through April was \$6,888,002.48. Michael Kirker made a motion to accept the Treasurer's report. Harold Burnett seconded the motion, and the motion carried unanimously.

Fred Clerici reported that the 2013-14 taxes have been completed. He also asked the Board to consider converting the budget over to a fiscal year (ending in June), which will make preparing the taxes easier.

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

Erin Mullen-Brosnan reported on correspondence received in April, which included a letter from an attorney regarding a property dispute at 444 Loring Avenue, and a response to that letter from the CCF attorney. Harold Burnett reported that the issue is in the hands of the legal council, and cautioned Board members to not discuss this issue until it has been settled. Joanna Casesse made a motion to approve the Secretary's report

and April minutes, Harold Burnett seconded the motion, and the motion carried unanimously.

#### **14 - COMMITTEE REPORTS**

Erin Mullen-Brosnan reported that the Project Funding Committee met to review final reports and fundraising assistance deposits. She also passed out drafts of updated application forms for Board review. She reported that the budget for the fundraising assistance program has almost been depleted, and that the Board might consider putting more money into the budget for that program.

Dean Kelch reported that the Resource and Development Committee met and came up with a draft of a planned giving letter of intent. Dean also reported that the committee is planning a small event for large donors and guests. He encouraged Board members to bring a guest.

Joanna Casesse reported that the Community Outreach Committee met. Discussions included having a banner made for the CCF table at events; banners made for organizations to put up at their CCF supported events; and a town-wide event in October in conjunction with other non-profits in town, in an effort to expose the community the various organizations and clubs in town. Joanna also reported that the committee set up a table at the plaza during the townwide yard sale, and plans to have a table at the Farmer's Market and Sugartown Festival. Fred informed Joanna that the CIA would like to share a table.

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

Discuss and Determine Grant Package, Sugartown Festival Booth (double your donation program), Tree Maintenance, Fiscal Sponsorship, Return to Fiscal Year, July Meeting Schedule.

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

Harold Burnett reported that there is a senior citizen in town that supports the foundation by giving quarterly donations, and that the CCF needs to acknowledge her in some way. Harold also reminded the Board of the importance of abiding by the rules of the CCF programs, and to remember that is the Director's responsibility to take care of community money for the benefit of the all it's citizens.

#### **17 - ADJOURNMENT TO JUNE 4, 2015 AT THE **PORT COSTA SCHOOL.****

Dean Kelch adjourned the meeting at 9:55 PM until **JUNE 4, 2015.**

Respectfully submitted,

Jeanne Owens  
Office Secretary