

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

The meeting was called to order by CCF President Dean Kelch. Board members Harold Burnett, Joanna Cassese, Fred Clerici and Erin Mullen-Brosnan were present. Michael Kirker and Nancy Rieser were absent. Also present was Office Secretary Jeanne Owens. Interested citizens in attendance included: Deborah Brandon, Joanne Dowell, Trudi Jenson, Dolores Morales, Kent Peterson, Dan Robertson and Mary Wais.

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

Trudi Jenson reported that there had been a home invasion in Crockett, and that residents should be vigilant.

### **3 - MICROGRANT APPROVAL**

The Crockett Historical Society and Museum is requesting a microgrant in the amount of \$1,000 for a new computer, monitor and printer. Dean Kelch made a motion to approve a grant in the amount of \$1,000 to the Crockett Historical Society and Museum. Fred Clerici seconded the motion, and the motion carried with 4 ayes and 1 abstention. Joanna Cassese made a recommendation that the Historical Society purchase extra memory for the new computer.

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

The Crockett Women’s Association is requesting that they be placed on the CCF fundraising calendar for their April “Clearly Organized” fundraiser. Erin Mullen-Brosnan made a motion to approve the Carquinez Women’s Association for the April fundraising calendar. Fred Clerici seconded the motion, and the motion carried unanimously.

Joanna Cassese made a motion to approve the following fundraising assistance deposit. Harold Burnett seconded the motion and the motion unanimously.

Organization: Carquinez Toy Train Operating Museum  
Event: Train Days  
Amount: \$2,094 (includes \$1,000 CCF Contribution)

### **5 – CONSIDER REIMBURSEMENT OF STREET LIGHT MAINTENANCE ACCOUNT AND REVOLVING FUND**

Kent Peterson reported nine street lights had been repaired, depleting the lighting fund and leaving the revolving fund with a balance of \$2,400. Kent reported that he would need a total of \$9,609 to replenish both funds. Harold Burnett made a motion to replenish the lighting and revolving funds in the amount of \$9,609. Erin Mullen Brosnan seconded the motion and the motion carried with 4 ayes and 1 abstention. Kent will work on getting cost estimates for a conversion to LED lights.

## **6 - MEMORIAL DONATION GUIDELINES**

The Rules and Regulations Committee has not had the opportunity to meet. This item will be held over to the April agenda.

## **7 - ELECTION**

Jeanne Owens reported that the League of Women Voters has tentatively agreed to handle the 2016 CCF election. They will have a formal vote at their next Board meeting. Harold was hoping that for the cost of a donation, the CCF could advertise the CCF election on the JSUSD electronic sign.

## **8 - REPORT ON CCF BOARD ROUNDTABLE**

Dean Kelch reported that the Board met on Saturday, February 20 at the Foundation office for an informal roundtable. Topics that were discussed included funding and initiation of larger projects that Board Members personally felt would be beneficial to the community (i.e., Memorial Hall, water front, paving parking lot at Nantucket, identifying restorable chicken walks) and how these projects could be promoted. There was also some discussion on identifying interesting ideas and finding local groups willing to take on projects. Dean reported there was also a discussion on candidate recruitment. Joanna Cassese suggested that past candidates be contacted and encouraged to run again.

## **9 - TREASURER'S REPORT**

Fred Clerici gave the Treasurer's report for February 1 to February 29, 2016, 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 \$2,571.72. Total liabilities and equity through February was \$6,425,428.80. Joanna Cassese made a motion to approve the Treasurer's report. Harold Burnett seconded the motion, and the motion carried unanimously.

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

Erin Mullen-Brosnan reported on correspondence received in February. Erin also presented minutes from the February Board meeting. Fred Clerici made a motion to approve the Secretary's report and February minutes. Harold Burnett seconded the motion, and the motion carried unanimously.

## **11 - COMMITTEE REPORTS**

Erin Mullen-Brosnan reported that the Project Funding Committee met to review final reports and fundraising assistance deposits. The committee also held a Roundtable meeting on Tuesday, March 1, where they discussed ways to streamline and coordinate the three CCF funding streams and reporting requirements.

Dean Kelch reported that the Resource Development Committee met to discuss plans for a small Legacy Council event in June. They also revised the membership envelopes, condensing and renaming membership categories. The Committee also discussed getting the CCF's name on materials for employee campaigns/corporate matching programs. Dean will also continue to research lower management fee investment funds.

**14 - FUTURE AGENDA ITEMS**

Election, Memorial Donation Guidelines, Donation envelope.

**15 - BOARD AND PUBLIC COMMENT**

Joanna Cassese asked that the Board consider automatic replenishment of the lighting fund.

**16 - ADJOURNMENT TO APRIL 7, 2016**

Dean Kelch adjourned the meeting at 8:00 PM until **APRIL 7, 2016**.

Respectfully submitted,

Jeanne Owens  
Office Secretary