

1 - CALL TO ORDER – WELCOMING REMARKS FROM THE CHAIR

The meeting was called to order by CCF Chairperson Michael Kirker. Board members Harold Burnett, Joanna Cassese, Fred Clerici and Erin Mullen-Brosnan and were present. Dean Kelch and Nancy Rieser were absent. Also present was Office Secretary Jeanne Owens. Interested citizens in attendance included: Pat Botta, Debra Brandon, Khalil Cathey, Joanne Dowell, Ridge Green, Larry Haydon, Prabjot Kaur, Suzanne Lavere, Ruthie Maricich, Dale McDonald, Frank McCullough, Dolores Morales, Kent Peterson, Dan Robertson, Diane Stewart, Lewis Stewart, Diane Thomas, Constance Tweedie, Judy Van Maren.

2 - PUBLIC AND BOARD COMMENT ON NON-AGENDA ITEMS

Mary Wais reported on the following activities:

- The Museum will be hosting Veterans Day activities on November 11. In the evening there will be a fundraiser at Toots Tavern benefiting Memorial Hall.
- Night at the Museum will be on December 9th at 7:00 PM. Tickets are available, \$30 per person, \$55 per couple.

Larry Haydon reported that the Chamber of Commerce would not be asking for the additional \$5,000 for Christmas decorations, due to the generosity of local businesses and residents.

Emma Sutton reported that on Saturday November 19th the John Swett Education Foundation would be hosting their annual prom.

Ridge Green reported that there is a 20 page document outline for a process to determine if a joint use project would be feasible for Port Costa School.

Mary also congratulated Jeanne Owens on the birth of her first grandchild, Riley Vivianna Owens.

3 – STUDENT REPORT ON CHALLENGE DAY

Ms. Suzanne Lavere thanked the CCF for their support, and spoke about challenge day, and how it benefits the students at Carquinez Middle School. CMS students Prabjot Kaur and Khalil Cathey shared their experiences from challenge day.

4 – CONSIDER MICROGRANT APPROVAL

There were no microgrants submitted in October.

5 – FUNDRAISING ASSISTANCE PREAPPROVAL

The John Swett Education Foundation (JSEF) is requesting that they be placed on the fundraising calendar for their November prom and silent auction. Harold Burnett made a

motion to approve the JSEF for the November fundraising calendar. Joanna Cassese seconded the motion, and the motion carried unanimously.

The Quilters of Crockett are requesting that they be placed on the fundraising calendar for their December Quilt Raffle. The Quilters were not able to send a representative to the meeting, but due to special circumstances and the fact that the Quilt Raffle is an annual event, Harold Burnett made a motion to approve the Quilters of Crockett for the December fundraising calendar. Fred Clerici seconded the motion, and the motion carried unanimously.

6 – APPROVAL OF FUNDRAISING ASSISTANCE DEPOSITS

Fred Clerici made a motion to approve the following fundraising assistance deposits, which had been approved by the Project Funding Committee. Harold Burnett seconded the motion, and the motion carried unanimously.

Organization: John Swett PTA
 Event: Bocce Tournament
 Amount: \$2,049.98 (includes \$1,000 CCF Contribution)

Organization: Port Costa Conservation Society
 Event: Port Costa Car Show
 Amount: \$10,749.74 (includes \$1,000 CCF Contribution)

Organization: Carquinez Toy Train Operating Museum
 Event: October Open House
 Amount: \$2,105.00 (includes \$1,000 CCF Contribution)

Organization: Crockett Lions Club
 Event: Town BBQ
 Amount: \$2,660.00 (includes \$1,000 CCF Contribution)

Organization: St. Mark's Church
 Event: San Marco Night Pasta Dinner
 Amount: \$3,732.15 (includes \$1,000 CCF Contribution)

7 – ORAL GRANT PRESENTATIONS

Crockett Public Services – Public Safety & Beautification. Crockett Public Services is requesting \$6,015 for a public safety and beautification project which includes the removal of 1 tree; the trimming and shaping of 5 palm trees in Alexander Park, extensive pruning of 4 street trees along Pomona Avenue and the purchase of wood chips for use in mulching public areas for weed control and water retention.

Crockett Improvement Association – Book Project. The Crockett Improvement Association is requesting a loan in the amount of \$2,270 to re-print the 1981 book *Crockett and its People*. The new books will have additional text that will cover the evolution of Crockett over the last 35 years.

Crockett Improvement Association – Public Use Trash Containers. The Crockett Improvement Association is requesting \$23,773 to replace eighteen public use street trash containers in the town of Crockett and Port Costa with updated containers of uniform design.

Port Costa Conservation Society – Port Costa School Public Safety and Security Improvements. The PCCS is requesting \$31,079 for a project to improve building safety and security at the Port Costa School by providing required exiting at the collapsed rear stairs; provide improved building security through the installation and/or repair of all interior doors and by adding keyed alike or master keyed locks; provide a secure storage space for PCCS archives; and install stairwell lighting.

Carquinez Women’s Club – Completion of the Master Plan for the Garden at the Old Homestead. The Carquinez Women’s Club is requesting \$78,473.40 to hire a licensed landscape contractor to complete the master plan for the Old Homestead Garden, which will include: demolition; drainage; grading, irrigation, lighting, hard scape, carpentry, lighting and the addition of new soil, sod and plantings.

8 – PROCESS OF APPOINTMENT OF NEW BOARD MEMBERS

It was the consensus of the Board that applicants (Gaunt Murdock and Nancy Rieser) that submitted their petitions and statement of qualifications in July, and were vetted by the League of Women Voters, would be seated as directors at the January meeting. In January, when there is a board vacancy, the CCF will begin advertising for applicants to be appointed by the 2017 CCF Board.

9 – CONSIDER AN ANNUAL NON PROFIT OF THE YEAR APPRECIATION DINNER HOSTED BY THE CCF

This item will be placed on the December agenda.

10 – TREE LIGHTING DUTIES

Erin Mullen-Brosnan reported that the CCF would have a table at the community party/tree lighting at the Community Center on December 4, 5:00 to 7:00 PM. Harold Burnett, Mike Kirker, Joanna Cassese, Fred Clerici and Jeanne Owens volunteered to take a shift at the CCF table.

11 - TREASURER’S REPORT

Fred Clerici gave the Treasurer’s report for October 1 through October 31, 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 \$2,663.15, and \$12,169.63 was paid to EBCF for administration and investment fees. Total liabilities and equity through October was \$6,902,636.07. Erin Mullen-Brosnan made a motion to approve the Treasurer's report. Joanna Cassese seconded the motion, and the motion carried unanimously.

12 - SECRETARY'S REPORT AND APPROVAL OF MINUTES

Erin Mullen-Brosnan reported on correspondence received in October, which included a registration form for East Bay Gives, a one-day giving event sponsored by EBCF on May 4. Erin also presented minutes from the October Board meeting. Kent Peterson noted a correction in section 6, page 3, paragraph 1 of the October minutes; Crockett Valona Sanitary District needs to be changed to Crockett Sanitary Department. Harold Burnett made a motion to approve the Secretary's report and October minutes as amended. Fred Clerici seconded the motion, and the motion carried unanimously.

13 - COMMITTEE REPORTS

Erin Mullen-Brosnan reported that the Project Funding Committee met to review final reports and fundraising assistance deposits.

14 - FUTURE AGENDA ITEMS

Discuss and determine grant package, non-profit of the year event.

15 - BOARD AND PUBLIC COMMENT

Joanna Cassese noted that the cobra lights are not as bright since they have converted to LED. Dale McDonald reported that the lights are brighter, but they seem duller due to an optical response to a brighter light.

16 - ADJOURNMENT TO December 1, 2016

Michael Kirker adjourned the meeting in memory of Frank Vargen at 9:00 PM, until **December 1, 2016.**

Respectfully submitted,

Jeanne Owens
Office Secretary