

## **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, Dean Kelch, Erin Mullen-Brosnan and Nancy Rieser were present. Also present was Office Secretary Jeanne Owens. Interested citizens in attendance included: Deborah Brandon, Jane Costa, Sarah Humann, Dolores Morales, Savannah Snow, Mary Wais.

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

Sarah Humann thanked members of the CCF for participating and attending the Port Costa Car Show.

## **3 – CONSIDER MICROGRANT APPROVAL**

There were no microgrant applications submitted in August.

## **4 – FUNDRAISING ASSISTANCE PREAPPROVAL**

St. Marks Church asked to be placed on the CCF fundraising calendar for their September San Marco Night Pasta Dinner. Proceeds will be used for improvements to St. Mark's Hall. Dean Kelch asked if it was appropriate for the CCF to grant money to a religious institution. Harold Burnett stated that proceeds were not going to be used for religious purposes but for improvements to a community meeting space. Erin Mullen-Brosnan made a motion to approve St. Marks for the September fundraising calendar. Harold Burnett seconded the motion, and the motion carried with 5 ayes, 1 abstention (Joanna Cassese) and 1 no (Dean Kelch).

The Port Costa Conservation Society is requesting that they be placed on the fundraising calendar for their October craft fair. Harold Burnett made a motion to approve the PCCS for the October fundraising calendar. Erin Mullen-Brosnan seconded the motion, and the motion carried unanimously.

The John Swett Education Foundation submitted a fundraising assistance application for their July Festival Lemonade Sales. Fred Clerici made a motion to approve the PCCS for the July fundraising calendar. Harold Burnett seconded the motion, and the motion carried unanimously.

## **5 – APPROVAL OF FUNDRAISING ASSISTANCE DEPOSITS**

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

Organization: Crockett Recreation Department  
Event: July 4<sup>th</sup> BBQ  
Amount: \$3,091.73 (includes \$1,000 CCF Contribution)

Organization: Carquinez Toy Train Operating Museum  
Event: Train Show  
Amount: \$2,468 (includes \$1,000 CCF Contribution)

Organization: Crockett Chamber of Commerce  
Event: Townwide Yard Sale  
Amount: \$848.78 (includes \$424.39 CCF Contribution)

## **6 - ELECTION**

Erin Mullen-Brosnan reported that the League of Woman voters are in the process of verifying the signatures on Nancy Rieser and Gaunt Murdoch's petitions at the Contra Costa Registrar of Voters Office.

## **7 - APPROVE FY 2016/2017 BUDGET**

Fred Clerici presented a draft of the July 1 – June 30, 2017 budget for Board approval. Joanne Cassese requested that the outreach committee budget be increased to \$2,000 and that another \$2,000 be allocated for a potential Non-Profit of the Year dinner. Dean Kelch made a motion to approve the budget, as amended. Joanna Cassese seconded the motion, and the motion carried unanimously.

## **8 - CONSIDER AN ANNUAL NON PROFIT OF THE YEAR APPRECIATION DINNER HOSTED BY THE CCF**

At the August CCF Board meeting, Joanna Cassese posited a suggestion that the CCF host a Non-Profit of the Year Appreciation Event. It was the consensus of the Board to move forward with this idea. Joanna reported that she would put a team together to come up with a concept for the party. Although Joanna will not be on the Board in 2017, she will continue on the committee. Michael Kirker looked at this as an opportunity for non-profits to learn from each other.

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

Fred Clerici gave the Treasurer's report for August 1 through August 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 \$4,095.79. Total liabilities and equity through July was \$7,016,494.10. Dean Kelch 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 August. Erin also presented minutes from the August Board meeting. Fred Clerici made a motion to

approve the Secretary's report and August minutes. Dean Kelch seconded the motion, and the motion carried unanimously.

## **11 - COMMITTEE REPORTS**

Fred Clerici reported that the Budget and Finance Committee met to discuss the 2016/2017 budget. Joanna Cassese reported that the CCF is hosting another POP-UP Crockett event at the Crockett Museum, September 25, 1:00 - 3:00 PM. Attendees will have the opportunity to visit the museum, see displays and visit with Crockett Community Foundation representatives. Hot Dogs and Root Beer Floats will be served free of charge. The John Swett Band Boosters have agreed to barbecue and serve the Hot Dogs. Michael Kirker, Dean Kelch, Erin Mullen-Brosnan agreed to attend this event. Michael Kirker also suggested that the committee use items (cups, plates, napkins, etc.) that the CCF has stored at the office.

Erin Mullen-Brosnan reported that the Project Funding Committee met to review final reports and fundraising assistance deposits. She reported that the committee had concerns regarding the Challenge Day grant. The Challenge Day grant was given with the assumption that other entities (ConocoPhillips, RMac, John Swett Unified School District (JSUSD), John Swett Education Foundation (JSEF) would also be contributing financially. To date only the CCF, JSUSD and JSEF have contributed, and the committee would like to be kept informed as the other money comes in.

## **12 - FUTURE AGENDA ITEMS**

Election, Non-Profit of the Year Event

## **13 - BOARD AND PUBLIC COMMENT**

Fred Clerici encouraged everyone to attend the John Swett High School football game on Friday, September 2. Junior Varsity game will start at 4:30 and the Varsity game will begin at 7:00 PM.

Dean Kelch had concerns regarding the sandwich board signage on Pomona as you are exiting the freeway.

Nancy asked that the CCF sign be put up to advertise the CCF Board meetings. Fred volunteered to put up the sign before the October meeting.

## **14 - ADJOURNMENT TO OCTOBER 6, 2016**

Michael Kirker adjourned the meeting at 8:15 PM until **October 6, 2016**.

Respectfully submitted,

Jeanne Owens  
Office Secretary