

1 - CALL TO ORDER – WELCOMING REMARKS FROM THE CHAIR

The meeting was called to order by CCF Chairperson Harold Burnett. Board members Fred Clerici, Dean Kelch, Michael Kirker and Gaunt Murdock were present. Nancy Reiser was absent. Also present was Office Secretary Jeanne Owens. Interested citizens in attendance included: Joanne Dowell, Dolores Morales, Heidi Parker, Dan Robertson, Emma Sutton, Mary Wais and Ron Wilson.

2 - PUBLIC AND BOARD COMMENT ON NON-AGENDA ITEMS

Dan Robertson reported that the Crockett Lions Club would be hosting their annual Corned Beef and Cabbage dinner on February 25th, 5:30 to 7:30 PM at Saint Rose Hall

3 - CONSIDER MICROGRANT APPROVAL

There were no microgrants received in January.

4 – FUNDRAISING ASSISTANCE PREAPPROVAL

The John Swett Band Boosters are requesting that they be placed on the fundraising calendar for their February Crab Feed. Michael Kirker made a motion to approve the John Swett Band Boosters for the February fundraising calendar. Dean Kelch seconded the motion, and the motion carried unanimously.

The John Swett Unified School District PTAs are requesting that they be placed on the fundraising calendar for their May Taco Dinner and Silent Auction. Fred Clerici made a motion to approve the JSUSD PTAs for the May fundraising calendar. Michael Kirker 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 September Bocce Tournament. Dean Kelch made a motion to approve the JSHS PTA for the September fundraising calendar. Michael Kirker seconded the motion, and the motion carried unanimously.

Mary Wais reminded all three groups to be sure to include examples of publicity reflecting CCF support.

5 – FUNDRAISING ASSISTANCE APPROVAL

Mary Wais reported that the Project Funding Committee met and found the fundraising assistance deposits to be in order. She was unsure if there would be an issue in that there was not a Board member present at the meeting. Dean Kelch made a motion to accept the Project Funding Committee's recommendation to approve the following fundraising assistance deposits. Michael Kirker seconded the motion, and the motion carried unanimously.

Organization: John Swett Education Foundation
Event: 10th Annual Prom
Amount: \$7,864.69 (includes \$1,000 CCF contribution)

Organization: Carquinez Toy Train Operating Museum
Event: Holiday Train Show
Amount: \$2,246.00 (includes \$1,000 CCF contribution)

Organization: Quilters of Crockett
Event: Craft Fair and Quilt Raffle
Amount: \$1,110.56 (includes \$555.28 CCF contribution)

6 – CONSIDER WALK OF HONOR MATCH

Ron Wilson reported that the Walk of Honor is on May 20th, and that half of the proceeds from the event will be given to the CCSD to be used for the restoration of the Memorial Hall. The CCSD is requesting that the CCF Board match local donations again this year. Ron reported that the CCSD's anticipated share will be \$20,000. Fred Clerici made a motion to approve a match to the CCSD up to \$5,000 for the Walk of Honor. Gaunt Murdock seconded the motion and the motion carried unanimously.

In 2014 the CCSD Maintenance Department was awarded a grant in the amount of \$150,000, which was contingent upon the CCSD bringing together sufficient funds to complete the seismic retrofit portion of the project. To date the Memorial Hall Committee has raised \$175,000, which is enough to complete the retrofit project with the \$150,000 that the CCF has allocated for that project as per grant #1412010.

7 – BOARD VACANCY

Harold Burnett reported that the Board vacancy has been publicized (applications were put on the website, in the February issue of the Crockett Signal and mailed to local organizations in town). There was also a banner advertising the vacancy on the fence in front of the pool. Statement of qualifications are due on February 23; the election committee will meet and review applications prior to the March meeting; candidates will be interviewed at the March 2nd Board meeting in open session (deliberations will be in closed session); if a candidate is agreed upon, the new director will be sworn in at the April 6 Board meeting.

8 - TREASURER'S REPORT

Fred Clerici gave the Treasurer's report for January 1 to January 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 \$3,618.18. Total liabilities and equity through March was \$7,263,357.05. Dean Kelch made a motion to approve the Treasurer's report. Michael Kirker seconded the motion, and the motion carried unanimously.

9 - SECRETARY'S REPORT AND APPROVAL OF MINUTES

Jeanne Owens reported on correspondence received in January which included thank you notes from the Carquinez Toy Train Operating Museum and the Carquinez Women's Club. There was also a letter from our gardener informing us that his new fee will be \$80 per month (a \$5.00/month increase). Jeanne also presented minutes from the January Board meeting. Fred Clerici made a motion to approve the Secretary's report and January minutes, Gaunt Murdock seconded the motion, and the motion carried unanimously.

10 - COMMITTEE REPORTS - ACCEPT PFC RECOMMENDATION ON CIA/STRAIT TALKERS GRANT

In December of 2014, the Crockett Improvement Association had acted as the fiscal sponsor for a grant to the Carquinez Strait Talkers. The Strait Talkers final report was missing several receipts for expenses, and owed the CCF a refund for unspent funds in the amount of \$293.44. The Board voted not to grant the CIA any money until the Strait Talkers final report was complete (including receipts for purchases and a refund for any unspent funds). The CIA has since turned in a check for the balance of unspent funds (\$293.44) and receipts totaling \$480.77. There were still outstanding receipts in the amount of \$175.79, however the items that were purchased were returned to the CIA. The Project Funding Committee is recommending that the final report be approved. Fred Clerici made a motion to accept the recommendation of the project funding committee and approve the final report. Michael Kirker seconded the motion and the motion carried unanimously.

11 - FUTURE AGENDA ITEMS

Discuss Board Roundtable/Retreat, Board Vacancy/Candidate Interviews, Candidate Comments, Candidate Selection (Closed Session).

12 - BOARD AND PUBLIC COMMENT

Mary Wais reminded committee chairs that it is their job to schedule meetings and post meeting agendas.

Fred Clerici commended the Outreach Committee for another successful Pop-Up. Fred also reported that the Membership Committee sent out calendars to past members and received \$1,860 in memberships.

13 - ADJOURNMENT TO MARCH 2, 2017

Harold Burnett adjourned the meeting at 7:55 PM until **MARCH 2, 2017**.
Respectfully submitted,

Jeanne Owens
Office Secretary