

1 - CALL TO ORDER - WELCOMING REMARKS FROM THE CHAIR

The meeting was called to order at 7:00 PM by CCF Chairperson Emma Sutton. Board members James Easterday, Danielle Fugere, Dean Kelch, Mike Kirker, Erin Mullen-Brosnan, and Robert Muzinich were present. Also present was Office Secretary Jeanne Owens. Interested citizens in attendance were: Howard Adams, Paul Adler, Bud Burlison, Fred Clerici, Joanne Dowell, Jerry Epperson, Chris Goehe, Kathy Kearns, Susan McCall, Karen Peterson, Dee Stewart, Jerrold Parsons, Heidi Petty, Angela Reese.

2 - PUBLIC AND BOARD COMMENT ON NON-AGENDA ITEMS

Bud Burlison asked that following item, Conflict of interest on work done on 444 Loring Avenue, be put on the agenda for the May Board meeting. He suggested that the Board research the bidding process for Foundations by going to the website cof.org (Council of Foundations/self dealing foundations). It was the consensus of the Board that conflict of interest regarding 444 Loring Avenue, be put on the May agenda.

Karen Peterson announced that Mike Thompson is currently seeking re-election in the newly re-drawn Fifth Congressional District, which will include Crockett, Port Costa and Tormey. In an effort to welcome Congressman Thompson to our community there is going to be a Pasta Dinner on Friday, April 13th, at the Crockett Community Center from 5:00 to 7:30 PM. Tickets are \$20.

Jerrold Parsons reported that John Swett High School would be putting on a production of "You're a Good Man Charlie Brown". Performances are on May 17th and 18th at 7:00 PM, and Sunday May 20th at 3:00 PM. He also asked for assistance on how to fill out a grant application for future productions. He will call the office and make an appointment for assistance.

Mary Wais announced that the CIA would be sponsoring a town clean-up on Saturday, April 28 from 9:00 AM - 12:00 PM, followed by lunch at St. Mark's Hall.

Heidi Petty reported that CREEC would be working at the Carquinez Horticultural Center on Saturday April 7, from 10:00 AM – 2:00 PM, 1909 Dowrelio Drive, Crockett (under the Carquinez Bridge). Volunteers get refreshments and gardening gloves.

Joanne Dowell reported that the town wide yard sale is scheduled for May 12. Sign-up sheets are available at Valona Deli, What's on Second and J&L Market.

3 - PRESIDENTS REPORT

Danielle Fugere reported that the new and improved website is up and running. Danielle encouraged local non-profits to write up something about their organization to post on our site.

Danielle also thanked CREEC for the nice landscaping job done at 444 Loring Avenue.

4 – ROC UPDATE

Jerry Epperson reported the Pomona Street project completed. He is awaiting the final bill from the county and contractor. He is hoping to submit the final report on both grants prior to the May CCF Board meeting.

5 – CONSIDER MICROGRANT APPROVAL

The Crockett Museum and Historical Society is requesting a microgrant in the amount of \$800 for their annual Memorial Day Celebration. Robert Muzinich made a motion to make a grant to the Crockett Museum & Historical Society in the amount of \$800. Danielle Fugere seconded the motion, and the motion carried with 6 ayes and Erin Mullen-Brosnan abstaining.

The Crockett Lions' Club is requesting a microgrant in the amount of \$1,000 for the planting of one tree on Rolph Avenue across from Bank of the West. Dean Kelch had concerns regarding their choice of tree, and provided a list of trees that were not as weak wooded as the Freeman Maple. The Board was in favor of the grant but asked that the Lion's Club bring back Dean's recommendation to the arborist and submit a revised application.

6 – FUNDRAISING ASSISTANCE APPROVAL AND PREAPPROVAL

The John Swett Education Foundation is requesting that they be placed on the fundraising calendar for their November Get Lucky Prom. Danielle Fugere made a motion to approve the John Swett Education Foundation for the November fundraising calendar. Robert Muzinich seconded the motion, and the motion carried unanimously.

The Crockett Carquinez Firefighters Association is requesting that they be placed on the fundraising calendar for their May Fill-the-Boot event. Robert Muzinich made a motion to approve the Crockett Carquinez Firefighters Association for their May fundraising calendar. Mike Kirker seconded the motion, and the motion carried unanimously.

CREEC is requesting that they be placed on the fundraising calendar for their May, July and August Plant Sales. Mike Kirker made a motion to approve CREEC for the May, July and August fundraising calendar. Emma Sutton asked that when submitting deposits, the committee would like more detail from CREEC, i.e, how many plant were sold, etc. Erin Mullen-Brosnan seconded the motion, and the motion carried with 6 ayes and Dean Kelch abstaining.

Carquinez Middle School is requesting that they be placed on the fundraising calendar for their June 8th grade promotion party. Robert Muzinich made a motion to approve the Carquinez Middle School 8th grade class for the June fundraising calendar. Robert Muzinich seconded the motion, and the motion carried unanimously.

Robert Muzinich made a motion to approve the following fundraising assistance deposits. Dean Kelch seconded the motion, and the motion carried unanimously.

Organization: John Swett Band Boosters

Event: Stadium Echoes

Amount: \$2,504.00

Organization: Crockett Boy Scouts

Event: Pancake Breakfast

Amount: \$2,248.49

Organization: Crockett Lion's Club

Event: Corned Beef & Cabbage Dinner

Amount: \$2,340.87

Organization: Crockett Bass Club

Event: Crab Feed

Amount: \$5,899

The Carquinez Women's Club has also submitted a deposit for their Dinner Raffle. The project funding committee had concerns regarding their submission: not all expenses were submitted as they had to postpone their last dinner at the winner's request, which would have put them late for submitting paperwork; they also didn't list donated items for the other dinners. Danielle Fugere made a motion to give the Carquinez Women's Club an extension on the 60-day time limit, so that they could include all expenses and donations in their final report. Mike Kirker seconded the motion, and the motion carried unanimously.

7 - CONSIDER WALK OF HONOR SPONSORSHIP

The CCF received a letter from ConocoPhillips Refinery and Carbon Plant inviting the CCF to become a sponsor for the "4th Annual ConocoPhillips Walk of Honor" which will be held Saturday, May 19, 2012. Last year the CCF sponsored the event in the amount of \$1,000. After a lengthy discussion the Board decided not to sponsor the event due to liability concerns. The Board did indicate a desire to support the Walk of Honor either by underwriting some aspects of this event, or accepting a microgrant application from a local non-profit. Danielle Fugere also reminded the Board that we are matching funds from this event up to \$5,000 for Memorial Hall Renovations. Jeanne and Danielle will draft a letter to ConocoPhillips explaining our position.

8 - APPROVED REVISED MICROGRANT APPLICATION

The Project Funding Committee presented a revised microgrant application prepared by Ron Wilson. Danielle Fugere made a motion to approve the revised microgrant application. Dean Kelch seconded the motion, and the motion carried unanimously.

9 - APPROVED REVISED FUNDRAISING ASSISTANCE APPLICATION

The Project Funding Committee presented a revised fundraising assistance application prepared by Karen Peterson. Due to the extensive changes, Karen Peterson suggested the Board take time to review the document, and consider approval at the May meeting.

10 - 444 LORING AVENUE

James Easterday reported that work has not started on exterior repairs at 444 Loring Avenue. Dean Kelch reported that there were some issues with the transformer for the watering system at 444 Loring. Mike Kirker will investigate this.

11 - TREASURER'S REPORT AND APPROVAL OF INVOICES FOR PAYMENT

Erin Mullen-Brosnan presented the Treasurer's report for February. Net income for January was \$-12,305.49, expenses were \$7,343.41 and distributions were \$252,634. Total Liabilities & Equity was \$4,435,975.92. Danielle Fugere made a motion to approve the Treasurer's report. Robert Muzinich seconded the motion, and the motion carried unanimously.

12 - SECRETARY'S REPORT AND APPROVAL OF MINUTES

Robert Muzinich reported on correspondence received in March. Robert also presented minutes from the March Board meeting. Mike Kirker made a motion to approve the Secretary's report. Erin Mullen-Brosnan seconded the motion, and the motion carried unanimously.

13 - COMMITTEE REPORTS

Project Funding Committee: Emma Sutton reported that the project funding committee had met to review FRA deposits, final reports and review revised Microgrant and Fundraising Assistance Applications.

Community Outreach: Karen Peterson asked if the Board would be sending out a spring newsletter. Erin Mullen-Brosnan said we would be sending out a spring newsletter, and will contact Karen.

14 - FUTURE AGENDA ITEMS

Oral Grant Presentations, Conflict of Interest, Approve revised Fundraising Assistance Form .

15 - BOARD AND PUBLIC COMMENT

Ron Wilson thanked the Board for the microgrant to install a new countertop in the community center kitchen. He invited the Board to look at improvements to the kitchen following the meeting.

16- ADJOURNMENT TO MAY 3, 2012.

Emma Sutton adjourned the meeting at 8:45 PM until May 3, 2012.

Respectfully submitted,

Jeanne Owens
Office Secretary