

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

The meeting was called to order by CCF Chairperson Dean Kelch. Board members James Easterday, Danielle Fugere, Mike Kirker and Erin Mullen-Brosnan were present. Emma Sutton was absent. Also present was Office Secretary Jeanne Owens. Interested citizens in attendance were: John April, Norma Black, Fred Clerici, Joanne Dowell, Trudi Jensen, Karen Peterson, Kent Peterson, Todd Waterfield, Chanel Wentz.

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

Karen Peterson reported that Congressman Mike Thompson's pasta feed is scheduled for April 28, 5:00 – 7:00 PM, at the Crockett Community Center. Tickets are \$20. There will also be free e-waste.

Dan Robertson reported that the Crockett Lion's Club is hosting a Corned Beef and Cabbage Dinner on Saturday, March 16, 5:00 - 7:30 PM, at the St. Rose Parish Hall. Tickets are \$15 for adults and \$7 for children.

Joanne Dowell reported that there was going to be a *Family Day* at the Model Railroad Society on Saturday, March 23, 10:00 AM TO 4:00 PM, 645 Loring Avenue, Crockett. Admission is \$3.00 for Chamber Members, \$4.00 for non-Chamber members and children under 12 are free with paying adult.

Dean Kelch reported that he would like volunteers to help with spring weeding at the Foundation office from 10:00 AM to 2:00 PM on Saturday, March 9.

### **3 – PRESIDENT'S REPORT**

Erin Mullen-Brosnan reported that survey results are posted in town where survey drop boxes were located.

Erin reminded everyone that grant applications for the Spring grant cycle are due on March 31.

Erin also reported that the CCF debit card had some fraudulent activity. There were \$623 dollars that were charged to the CCF card. Bank of the West has already reimbursed the charges.

### **4 – CONSIDER MICROGRANT APPROVAL**

There were no microgrants submitted in February.

## 5 – FUNDRAISING ASSISTANCE APPROVAL AND PREAPPROVAL

Mike Kirker made a motion to approve the following fundraising assistance requests. James Easterday seconded the motion, and the motion carried unanimously.

Organization: Crockett Woman's Association  
 Event: Pampered Chef Sales  
 Month: April

Organization: Crockett Swim Team  
 Event: Pizza Card Sales  
 Month: April

Organization: John Swett Athletic Boosters  
 Event: Texas Hold'em Tournament  
 Month: April

Organization: Carquinez Toy Train Operating Museum  
 Event: Train Show Open House  
 Month: April, July, October

Danielle Fugere made a motion to approve the following fundraising assistance deposits. Mike Kirker seconded the motion, and the motion carried unanimously.

Organization: John Swett Band Boosters  
 Event: Stadium Echoes Concert  
 Amount: \$3,044.00

Organization: Crockett Bass Club  
 Event: Crab Feed  
 Amount: \$5,735.83

## 6 – COMMITTEE APPOINTMENTS

The following individuals have agreed to serve on the committees listed below:

Rules and Regulations: James Easterday, Danielle Fugere\*, Dean Kelch,  
 Fred Clerici, Karen Peterson

Community Outreach/Events: Erin Mullen-Brosnan\*, James Easterday, Chris Goehe,  
 Dolores Morales, Karen Peterson.

Project Funding Committee: Erin Mullen-Brosnan, Emma Sutton\*,  
 Fred Clerici, Dolores Morales, Karen Peterson, Mary Wais, Ron Wilson.

Resource and Development: Danielle Fugere, Dean Kelch, Chris Goehe, Karen Peterson.

Finance: James Easterday, Danielle Fugere, Mike Kirker\*, Fred Clerici, Kent Peterson.

Election: James Easterday, Emma Sutton, Dean Kelch\*, Chris Goehe, Mary Wais.

444 Loring Avenue: James Easterday\*, Mike Kirker, Chris Goehe.

A meeting schedule for each committee has been added to the committee list.

## **7 – MATCHING FUNDS FOR WALK OF HONOR**

The Project Funding Committee was asked to design parameters for a large scale fundraising program for capital projects, i.e. Walk of Honor. The committee is recommending the following parameters: A minimum of \$10,000 in proceeds must be made from the fundraiser. These funds will be passed thru to the CCF; proceeds must benefit a specific project in Crockett, Tormey or Port Costa; organizations can only apply one time per year; applications must be turned in 60 days prior to the event, and an organization's representative must appear before the CCF with their request; the organization must fill out a grant application. The project funding committee did not set the matching amount as they felt that the amount should be left to the Board's discretion.

The Veterans of Diablo Valley and ConocoPhillips have agreed to give the CCSD half the proceeds from the Walk of Honor for restoration of the memorial hall. In 2012 they donated \$18,000 with a \$5,000 match from the CCF. The CCSD is requesting that the Board match local donations again this year. It was the consensus of the Board to wait until the April meeting to make a decision on this issue.

## **8 – ELECTION**

Dean Kelch reported that the election date is scheduled for June 15. Candidate's night is scheduled for May 23. Five petitions have been submitted and forwarded to the League of Women Voters for qualification. Three board seats are available.

Danielle Fugere reported that her term is not up as previously thought, and will fulfill the remainder of her term. Measures have been put in place so that the Board terms are very clear, and that this will not happen again.

Kent Peterson voiced concerns that this being the case, there were three qualified candidates that could have been appointed for the three vacant seats, and he felt that these candidates have been harmed. It was Kent's recommendation that the three qualified candidates be appointed to the vacant seats. Fred Clerici agreed. Fred also suggested that a formal letter of apology be sent to the affected candidates. After some discussion, it was the consensus of the Board to make phone calls rather than send a letter.

The Board discussed three possible ways to resolve this dilemma: appoint the three original candidates; appoint the two candidates that submitted their petitions for the second time, and hold an election for the third candidate; or move forward with the election with the 5 candidates.

James Easterday made a motion to move forward with the election and issue a letter of apology to the affected parties. Erin Mullen-Brosnan seconded the motion, and the motion carried with 4 ayes and Mike Kirker abstaining.

## **9 - BYLAW CHANGE**

Dean Kelch reported that the Rules and Regulations Committee will meet to finalize language for the bylaw changes regarding elections. They will have proposed changes to present at the April meeting. Mary Wais again asked that meetings of the Rules and Regulations Committee be posted.

## **10 - BOARD ORIENTATION**

Kent Peterson reported that he has prepared a comprehensive outline for Board training, based on the outline used to train the first CCF Board. Kent has recruited other early CCF Board members to assist with training. Mike Kirker is working with Kent as a Board liaison. It has been suggested that the training sessions be taped for use by future boards. Mary Wais suggested that the board also take an online ethics training class.

## **11 - APPROVE 2013 BUDGET**

Erin Mullen-Brosnan presented the 2013 budget for approval incorporating changes suggested at the February meeting, i.e. characterizing Odd Fellows Hall loan payments from the Carquinez Model Railroad Society, and noting that it was an operational budget. Danielle Fugere made a motion to approve the 2013 budget. James Easterday seconded the motion, and the motion carried unanimously.

## **12 - TREASURER'S REPORT**

Mike Kirker presented the Treasurer's report for January. Net income for January was \$-2,863.24, expenses were \$4,323.19 and distributions were \$203,191.00. Total Liabilities & Equity was \$4,998,228.93. Erin Mullen-Brosnan made a motion to approve the Treasurer's report. James Easterday seconded the motion, and the motion carried unanimously.

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

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

## **14 - COMMITTEE REPORTS**

Erin Mullen-Brosnan reported that the Project Funding Committee met. A report was given to review final reports and fundraising assistance deposits. They also discussed a program for matching funds for capital projects, which was discussed earlier in the meeting.

Dean Kelch reported that the Rules and Regulations Committee will meet to discuss bylaw changes regarding elections.

**15 - FUTURE AGENDA ITEMS**

Election, Matching Funds for Walk of Honor, Bylaw Changes.

**16 - BOARD AND PUBLIC COMMENT**

Danielle Fugere reported that she appreciates the community input on current issues.

**17 - ADJOURNMENT TO APRIL 4, 2013.**

Dean Kelch adjourned the meeting at 8:30 PM until April 4, 2013.

Respectfully submitted,

Jeanne Owens  
Office Secretary