

### **1 - CALL TO ORDER – CLOSED SESSION**

The closed session meeting was called to order by CCF Chairperson Emma Sutton. Board members James Easterday, Danielle Fugere, Dean Kelch, Mike Kirker, Robert Muzinich, and Erin Mullen-Brosnan were present. Also present was Office Secretary Jeanne Owens.

### **2 – ELECTION/DIRECTOR APPOINTMENTS**

The Board had a lengthy discussion regarding the election/director appointments. It was the consensus of the Board, after reviewing and discussing the by-laws, that all new Board members need to be elected by the town, not appointed by the Board (due to lack of candidates for a full election). Since the last election was missed, the decision was made to initiate a new election. June was determined to be the earliest date possible to allow sufficient time for candidates to submit all necessary documents and signatures, verify signatures, hold candidates' night, and hold the election.

### **3 – ADJOURN CLOSED SESSION**

Emma Sutton adjourned the closed session at 6:55 PM.

### **4 - CALL TO ORDER – OPEN SESSION - WELCOMING REMARKS FROM THE CHAIR**

Interested citizens in attendance were: June Gallo, Greg Okander, Kent Peterson, Angela Reese, Dan Robertson, Dee Stewart, Lewis Stewart.

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

Dan Robertson reported that there would be a Holiday Party at the Crockett Library on December 1 at 2:00 PM.

It was reported that the Get Lucky Prom would be held on November 10, 7:00 PM, at the Crockett Community Center.

Dolores Morales reported that the Holiday Party and Tree Lighting would be held on December 2, from 5:00 to 7:30 PM, at the Crockett Community Center.

### **6 – PRESIDENT'S REPORT**

Danielle Fugere reported that she was able to meet with Carolyn Doelling and Ed Harris from EBCF regarding the long term financial planning and the Board's desire to ensure sufficient endowment funds to sustain our basic community needs once funding ends. Ed Harris reviewed and approved of the spreadsheet planning tool that was developed. Danielle also reported that she would be scheduling a meeting with Carolyn Doelling with the goal of addressing long-term EBCF charges based on our growing endowment rather than services provided.

## **7 – CONSIDER MICROGRANT APPROVAL**

The Crockett Firefighters Association is requesting a grant in the amount of \$1,000 for town-wide Christmas decorating. Robert Muzinich made a motion to approve a grant in the amount of \$1,000 to the Crockett Firefighters Association. Dean Kelch seconded the motion, and the motion carried unanimously.

## **8 – FUNDRAISING ASSISTANCE APPROVAL AND PREAPPROVAL**

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

Organization: Crockett/Carquinez Firefighters Association  
Event: Spaghetti Dinner  
Amount: \$3,214.11

Organization: Port Costa Conservation Society  
Event: Art Show & BBQ  
Amount: \$7,000

Organization: Carquinez Model Railroad  
Event: Train Show  
Amount: \$1,606.00

## **9 – ORAL GRANT PRESENTATIONS**

*Crockett Community Services District – Kent Peterson*

The Crockett Community Services District is requesting \$76,500 for the architectural design of the Memorial Hall.

*Carquinez Women’s Club – Angela Reese*

The Carquinez Women’s Club is requesting \$44,440 for removal and replacement of existing redwood deck at the Old Homestead.

Danielle Fugere informed applicants that there was approximately \$53,000 left in the grant and capital project budget. She urged applicants to look for other funding sources.

## **10 – BRIDGE LANDSCAPE MAINTENANCE**

The Crockett Community Services District sent out a questionnaire asking the Board’s opinion on the importance of landscape maintenance in the bridgehead area. It was the consensus of the Board that an attractively maintained entrance to town is somewhat important. There were mixed opinions on whether the CCF should make a monetary donation to help with maintenance costs. Mike Kirker suggested that maintenance money come out of return to source funds.

## **11 - ELECTION**

Emma Sutton reported that the Board met in closed session regarding the election. Four candidates turned in applications; three applicants qualified, the fourth applicant did not qualify due to an insufficient number of signatures on his petition. It was the consensus of the Board that it would not be appropriate for the current Board to appoint three members to the CCF Board, which would be the result of NOT holding the election and appointing the three candidates for the four spots. Appointing what would amount to be the majority of directors to the Board is not the spirit of the CCF, which is supposed to be a publicly elected Board. Consequently the CCF will make another good faith attempt to have an election. The goal is to have a new Board elected by June. Existing Board members' terms would be extended until new Directors were elected and in place. Kent Peterson reported that he sees the wisdom in this proposal, but provided his opinion that to hold this election may not be in compliance with the bylaws. It was the consensus of the Board to seek legal counsel regarding this matter.

## **12 - BOARD ORIENTATION**

Kent Peterson reported that he is currently preparing a training outline, which should be ready by January. He also reported that Ron Wilson, Mary Wais, Fred Clerici and Harold Burnett have agreed to assist him with the training.

## **13 - TOWN MEETING**

The Board will be hosting a town meeting on Monday, November 5, at 7:00 PM. Erin Mullen-Brosnan has prepared a town survey, which will be available at the meeting. The survey will also be mailed out to everyone in Crockett, Tormey and Port Costa, and will be available online at survey monkey.

## **14 - BOARD RETREAT**

Robert Muzinich reported that he has scheduled the Board retreat for Sunday, January 27 at 1:00 PM, at the Dead Fish.

## **15 - TREASURER'S REPORT**

Erin Mullen-Brosnan presented the Treasurer's report for September. Net income for August was \$-1,633.50, expenses were \$2,600.98 and distributions were \$2,346. Total Liabilities & Equity was \$4,529,581.14. Robert Muzinich made a motion to approve the Treasurer's report. Mike Kirker seconded the motion, and the motion carried unanimously.

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

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

## **17 - COMMITTEE REPORTS**

The Project Funding Committee met to go over final reports and fundraising assistance deposits.

Robert Muzinich reported that the CCF Donor event is scheduled for January 19, 5:00 to 8:00 PM, at the Community Center.

## **18 - FUTURE AGENDA ITEMS**

Discuss and Determine Grant Package, Election, Extended term for existing Board members; Board Orientation;

## **19 - BOARD AND PUBLIC COMMENT**

There was no board or public comment

## **20 - ADJOURNMENT TO DECEMBER 6, 2012.**

Emma Sutton adjourned the meeting at 9:30 PM until December 6, 2012.

Respectfully submitted,

Jeanne Owens  
Office Secretary