

1 - CALL TO ORDER – WELCOMING REMARKS FROM THE CHAIR

The meeting was called to order by CCF Chairperson Dean Kelch. Board members Norma Black, Joanna Cassese, Danielle Fugere, Mike Kirker, Erin Mullen-Brosnan and Nancy Rieser were present. Also present was Office Secretary Jeanne Owens. Interested citizens in attendance were: Fred Clerici, Dolores Morales, Jim Nunally, Kent Peterson.

2 - PUBLIC AND BOARD COMMENT ON NON-AGENDA ITEMS

Kent Peterson reported that there was going to be a breakfast meeting with Supervisor Federal Glover on October 17, at 8:30 AM at the Crockett Community Center. He also reported that there is an electronic e-waste collection scheduled for October 26, 10:00 AM to 2:00 PM at Ceres and Sixth Streets. Proceeds will be used to fund landscape maintenance around the bridgehead area. Kent also reported that he had attended an EBCF workshop and has some ideas on planned giving that might work for Crockett.

Dan Robertson reported that there would be a Crockett community networking meeting for all local organizations at the Crockett Community Center on Friday, October 4 at 9:00 AM.

3 – PRESIDENT’S REPORT

Erin Mullen-Brosnan swore in new Board member Norma Black, who recited the Crockett Community Foundation oath.

Erin also reported that two grant applications had been received for the current grant cycle totaling \$45,000; \$48,900 remains in the grant budget. She encouraged the Board to review the grants before the oral presentations at the November CCF meeting.

4 – MICROGRANT APPROVAL

Jim Nunally is requesting \$1,000 on behalf of the Crockett Improvement Association to be used for a free concert performed by the “Jay Birds” at St. Mark’s Hall, on December 12. Jim Nunally reported that the CIA has \$700 to be used for the hall rental and advertising. Norma Black noted that the CCF guidelines for microgrant proposals should address the stated objectives of the Foundation and that the microgrant program is primarily intended to fulfill needs for equipment, supplies etc., not music events. It was also a concern that Jim Nunally was a member of the band, but hadn’t mentioned that fact until queried. After a lengthy discussion Nancy Rieser made a motion to make a grant to the CIA in the amount of \$1,000. Norma Black asked to amend the motion and make a grant in the amount of \$800. Joanne Cassese seconded the motion with the condition that the CIA put up a banner advertising the concert. The motion carried unanimously.

Danielle Fugere asked the Project Funding Committee to review the microgrant application guidelines to clarify the purpose of the program.

5 - FUNDRAISING ASSISTANCE APPROVAL

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

Organization: John Swett Class of 2014
Event: Sugartown Festival Parking
Amount: \$1,932.50

Organization: John Swett Education Foundation
Event: Sugartown Festival Booth
Amount: \$1,527.54

Organization: Port Costa Conservation Society
Event: Car Show and BBQ
Amount: \$7,228.81

The Crockett Museum is requesting that they be placed on the fundraising calendar for their December "Night at the Museum." Danielle Fugere made a motion to approve the Crockett Museum for the December fundraising calendar. Joanna Cassese seconded the motion, and the motion carried with 6 ayes and Erin-Mullen Brosnan abstaining.

6 - FUNDRAISING ASSISTANCE APPROVAL

The CCF Oversight Committee has been working with the various tax-based entities to distribute Crockett Cogeneration property taxes for immediate needs in Crockett. Dean Kelch reported that there is \$219,178 available for distribution at this time. Dean presented a draft of Resolution 2013-1 recommending the allocation of these funds as follows. Crockett Library - \$21,500; Crockett Recreation Department \$50,501; Crockett Carquinez Fire Department - \$68,088; Crockett-Valona Sanitary District \$79,089. Mike Kirker noted that the library was given an extra \$1,500 for an additional program they are proposing. Joanne Cassese made a motion to accept the Return-to-Source Oversight Committee's recommendations to allocate funds as described in Resolution No. 2013-1. Erin Mullen-Brosnan seconded the motion, and the motion carried with 6 ayes and Michael Kirker abstaining.

7 - MEMORIAL HALL UPDATE

Mike Kirker reported that the committee is moving forward and working to get the Memorial Hall designated as a historical building. There will be a Memorial Hall Committee meeting on October 10, 7:00 PM, at the Community Center. Nancy Rieser is interested in plans to develop the property around the building into a usable community park.

8 - REFINERY/WATERFRONT PLAN

Danielle Fugere reported that Phillips 66 had a meeting with Communities for a Better Environment (CBE) and the labor union.

Danielle also reported that she had been contacted by the Rodeo Community Organization (RCO), an affiliate of EBCF. RCO is requesting that the CCF act as their fiscal agent to write a check for attorney fees for purposes unrelated to Phillips 66. Carolyn Doelling (EBCF) had suggested that EBCF write a check to the CCF in the amount of \$3,000, and then the CCF could write a check to the attorney. Danielle was unsure of the legal implications of running these funds through the CCF. After a lengthy discussion, it was the consensus of the Board that more information was needed before they could make a decision. Kent Peterson, who is with Crockett Public Services offered to receive the funds from EBCF and write a check to RCO's attorney. Jeanne will send Kent's contact information to the RCO.

9 – CONFLICT OF INTEREST

Conflict of Interest forms will be discussed at a future meeting.

10 – BOARD TRAINING

Kent Peterson has prepared an extensive amount of material for Board training, which he will e-mail to the Board for review. It was the consensus of the Board that Saturday mornings would work best for training. Training is tentatively scheduled for Saturday, November 9.

11 – ENDOWMENT

Danielle Fugere initiated, through a written request, a meeting with the EBCF to reduce the fees CCF pays on the endowment, as that amount continues to grow as the endowment grows. The finance committee subsequently met with Carolyn Doelling from EBCF to hear the EBCF's response to the request. EBCF is currently charging fees at the rate of 0.8% on the endowment and 0.8% on the cash fund. EBCF responded that it was willing to cap the fees charged to the endowment at \$38,000 (down from \$39,200 charged this year), and to continue charging .8% on the cash fund. These fees would be renegotiated when the endowment fund reaches \$6.3 million. The committee recommended that the CCF accept the proposal from EBCF. Joanne Cassese made a motion to accept the finance committee's recommendation. Erin Mullen-Brosnan seconded the motion, and the motion carried unanimously.

The Board had a lengthy discussion regarding the amount of money to transfer into the endowment. Danielle Fugere made a motion that the Board retain \$50,000 as a buffer amount above and beyond the CCF's budgeted needs through May 31, with the remainder of the CRO2 funds to be moved into the endowment. Joanne Cassese seconded the motion, and the motion carried unanimously.

12 - TREASURER'S REPORT

Mike Kirker presented the Treasurer's report for August. Net income for August was \$-9,143, expenses were \$2,991.93 and distributions were \$9,143. Total Liabilities & Equity was \$5,355,817.36. Danielle Fugere made a motion to approve the Treasurer's report. Norma Black seconded the motion, and the motion carried unanimously.

13 - SECRETARY'S REPORT AND APPROVAL OF MINUTES

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

14 - COMMITTEE REPORTS

Erin Mullen-Brosnan reported that the Project Funding Committee met to review grant applications for completeness, review final reports and fundraising assistance deposits.

The Resource and Development and Community Outreach committee will work together to prepare an appeal letter to be mailed in November.

15 - FUTURE AGENDA ITEMS

Oral Grant Presentations, Board Training, Refinery/Waterfront plan.

16 - BOARD AND PUBLIC COMMENT

There was no Board or public comment.

17 - ADJOURNMENT TO November 7, 2013.

Dean Kelch adjourned the meeting at 8:45 PM until November 7, 2013.

Respectfully submitted,

Jeanne Owens
Office Secretary