

1 - CALL TO ORDER – WELCOMING REMARKS FROM THE CHAIR

The meeting was called to order by CCF Chairperson Harold Burnett. Board members Dean Kelch, Jeffrey Frankel, Michael Kirker, Gaunt Murdock and Nancy Rieser were present. Fred Clerici was absent. Also present was Office Secretary Jeanne Owens. Interested citizens in attendance included: Jennifer Cesmet, Paul Davis, Joanne Dowell, Jim Gardner, Larry Haydon, Anne Mann, John Mann, Dolores Morales, Mary Wais, Ron Wilson.

2 - PUBLIC AND BOARD COMMENT ON NON-AGENDA ITEMS

Mary Wais reported that there would be Veterans Day activities at the Crockett Museum, November 11 at 11:00 AM.

Larry Haydon reported that there are two businesses opening up in Crockett; a yoga studio and the Sugartown Sweet Shop, both on Second Avenue. There will be a ribbon cutting ceremony on Saturday, November 4. The Funky Frog will also be reopening at their new location on Friday, November 3.

Nancy Rieser reported that Drexel University is going to be doing a real time health monitoring study in Crockett and Rodeo on how air quality affects your health. Participants will be using study issued fit bits for two months. They are presently looking for 50 volunteers for the study. Data collection will rely on smart phone apps.

Dean Kelch reported that the Restore the Waterfront Committee would be meeting on Tuesday, November 7, 7:00 PM, in the multi-purpose room at the Community Center

3 – CONSIDER MICROGRANT APPROVAL

The Crockett Community Services District (CSD) is requesting a \$1,000 grant to help offset the cost of LED upgrade kits for the pathway lights at the Community Center. Dean Kelch made a motion to approve a \$1,000 grant to the CSD. Michael Kirker seconded the motion, and the motion carried unanimously.

4 – FUNDRAISING ASSISTANCE PREAPPROVAL

The John Swett Education Foundation (JSEF) is requesting that they be placed on the CCF fundraising calendar for their November Prom. Michael Kirker made a motion to approve the JSEF for the November fundraising calendar. Dean Kelch seconded the motion, and the motion carried unanimously.

5 - APPROVAL OF FUNDRAISING ASSISTANCE DEPOSITS

Dean Kelch made a motion to approve the following fundraising assistance deposit. Jeffrey Frankel seconded the motion, and the motion carried unanimously.

Organization: Port Costa Conservation Society
Event: Car Show
Amount: \$8,350.59 (includes \$1,000 CCF Contribution)

6 - ORAL GRANT PRESENTATIONS

St. Marks – St. Marks is requesting a grant in the amount of \$4,400 to paint the exterior of the parish Hall. The building is used by the community for AA meetings, Carquinez Women’s Association, Calico Christmas, and private parties.

7 - APPROVAL OF DRAFT MEMORIAL FORM

Jeanne Owens presented a revised draft of the CCF memorial donation form, which incorporated suggested changes from the October meeting; donations will be matched for a period of three months after the first donation; donation must be sent in within 12 months of your loved ones passing, in order to be eligible for the CCF match. Dean Kelch made a motion to approve the memorial form as amended. Michael Kirker seconded the motion, and the motion carried unanimously.

8 - WINTER MAILING

The Board had asked Jeanne to research the cost of sending out calendars town wide. She reported that the cost for printing 2,100 calendars was \$6,510 (plus tax). Jeanne will contact Wheeler Printing to try and negotiate a lower price. Gaunt Murdock made a motion to authorize up to a maximum of \$5,000 for calendars. Michael Kirker seconded the motion, and the motion carried unanimously. It was the consensus of the Board to print the 400 calendars that are given to CCF membership.

9 - TREASURER’S REPORT

Harold Burnett gave the Treasurer’s report for October 1 thru October 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 \$3,532.18. Total liabilities and equity through October was \$8,348,843.00. Nancy Rieser made a motion to approve the October Treasurer’s report. Dean Kelch seconded the motion, and the motion carried unanimously.

10 - SECRETARY’S REPORT AND APPROVAL OF MINUTES

Nancy Rieser reported on correspondence received in October, which included a donation in the amount of \$2,500 from C&H Sugar. Nancy also presented minutes from the October Board meeting. Dean Kelch made a motion to approve the Secretary’s report

and October minutes. Jeffrey Frankel seconded the motion, and the motion carried unanimously.

11 - COMMITTEE REPORTS

Nancy Rieser reported that the Project Funding Committee had met to review grant applications and Fundraising Assistance Deposits. The Committee is in the process of upgrading Microgrant and Fundraising Assistance applications and guidelines for final reports. Nancy will present new forms for approval at a future meeting. Revised forms will be mailed out to local non-profits.

12 - FUTURE AGENDA ITEMS

Discuss and Determine Grant Package

13 - BOARD AND PUBLIC COMMENT

Jeanne Owens asked for volunteers to participate at the holiday party/tree lighting on December 3.

Nancy Rieser reported that the Alexander Tree Lighting was going to be held on Saturday, December 2.

Gaunt Murdock reported that the lighting contractor will install additional lights at the same rate (per light) that was quoted in his estimate. Harold asked Gaunt to get in touch with Kent Peterson, as Kent has been the contact person for the decorative lights.

14 - ADJOURNMENT TO DECEMBER 7, 2017

Harold Burnett adjourned the meeting at 8:05 PM until **December 7, 2017**.

Respectfully submitted,

Jeanne Owens
Office Secretary