

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: Mary Wais, Ron Wilson.

2 - PUBLIC AND BOARD COMMENT ON NON-AGENDA ITEMS

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 month. 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 had their first meeting. Future meetings will be held on the second Tuesday of each month in the multi-purpose room at the Community Center.

Mary Wais reported that on Sunday October 15, the Carquinez Women's Club will be celebrating the 150th anniversary of the building of the Old Homestead.

3 – CONSIDER MICROGRANT APPROVAL

There were no microgrants received in September.

4 – FUNDRAISING ASSISTANCE PREAPPROVAL

The Crockett Community Services District (CCSD) is requesting that they be placed on the CCF fundraising calendar for their November Yard Sale benefitting Memorial Hall restoration. Dean Kelch made a motion to approve the CCSD for the November fundraising calendar. Nancy Rieser seconded the motion, and the motion carried unanimously.

5 – APPROVAL OF FUNDRAISING ASSISTANCE DEPOSITS

Nancy Rieser made a motion to approve the following fundraising assistance deposits. Jeffrey Frenkel seconded the motion, and the motion carried unanimously.

Organization: Crockett Swim Team
Event: Circuit Conditioning Fundraiser
Amount: \$2,085 (includes \$1,000 CCF Contribution)

Organization: John Swett Education Foundation
Event: Sugartown Festival Lemonade Sales
Amount: \$4622.58 (includes \$1,000 CCF Contribution)

Organization: Crockett Lions Club
Event: Town BBQ
Amount: \$5,875.67 (includes \$1,000 CCF Contribution)

6 - DISCUSSION - DOWNTOWN LIGHTING UPGRADES

At the September meeting Gaunt Murdock had volunteered to research LED lights and the possible conversion for the downtown decorative lights. Gaunt presented a proposal from JTB Electric, which stated that the cost of twenty Global Tech LED retrofit fixtures and the installation of twenty street pole lamps (color range to be between 3000k and 5000k) would cost \$9,675 (this includes a 5 year warranty). Mary Wais asked if the Board needed to obtain a second bid for the project. Harold Burnett reported that the CCF did not have to seek a second bid, as the cost of the project is under \$25,000 and the CCF is not a governmental agency. Michael Kirker made a motion to authorize up to \$10,000 to retrofit fixtures, install lamps and sensors. Dean Kelch seconded the motion, and the motion carried unanimously.

7 - APPROVAL OF 2017/2018 BUDGET

Harold Burnett presented a draft of the July 1 2017 - June 30, 2018 budget for Board approval. The amount for street light maintenance will be changed from \$8,500 to \$10,000 to account for the retrofit of the downtown street lights. Dean Kelch made a motion to approve the 2017/2018 budget, as amended. Michael Kirker seconded the motion, and the motion carried unanimously.

8 - GRANT REQUEST REQUIREMENTS FOR FUNDING FROM OTHER SOURCES

At the September CCF Board meeting Nancy Rieser reported that the Project Funding Committee has had an issue with applicants submitting grant applications that state they are receiving matching funds, then finding out, after the fact, that the funding has not occurred. The Board asked the Project Funding Committee to come back with a proposal for any bureaucratic changes to the grant application process, as it relates to funding from outside sources. The Project Funding Committee met and agreed that the committee needs to be more consistent when reviewing applications, encourage applicants to seek out funding early, and if funding that has been promised does not materialize, the applicant should contact the CCF as soon as possible.

9 - APPROVAL OF DRAFT MEMORIAL FORM

Jeanne Owens presented a draft of the CCF memorial donation form. Michael Kirker suggested that the donation be sent in within 12 months of your loved ones passing, in order to be eligible for the CCF match. Jeanne will present the revised form at the November CCF Board meeting.

10 - TREASURER'S REPORT

Harold Burnett gave the Treasurer's report for September 1 thru September 30, 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 \$3,095.92. Total liabilities and equity through August was \$8,148,007.33. Dean Kelch made a motion to approve the September Treasurer's report. Michael Kirker seconded the motion, and the motion carried unanimously.

11 - SECRETARY'S REPORT AND APPROVAL OF MINUTES

Nancy Rieser reported on correspondence received in September. Nancy also presented minutes from the September Board meeting. Dean Kelch made a motion to approve the Secretary's report and September minutes. Michael Kirker seconded the motion, and the motion carried unanimously.

12 - COMMITTEE REPORTS

Mary Wais reported that the Community Outreach Committee met and have proposed the following activities for next year:

- Send out CCF Pictorial Calendars to the entire town with a membership envelope and an appeal letter.
- Ice Cream Social in Alexander Park on the opening weekend of the Crockett Pool.
- Free pancake breakfast at St. Marks on the morning of the Sugartown Festival.
- Install a moving bulletin board in Crockett.

Harold asked Jeanne to research the cost of sending out calendars to the town.

13 - FUTURE AGENDA ITEMS

Oral Grant Presentations, Approve Draft of Memorial Donation Form

14 - BOARD AND PUBLIC COMMENT

Michael Kirker is attending the community calendar meeting and asked what the CCF would be doing for the holiday tree lighting. It was the consensus of the Board that we would provide water and a craft or handout for kids.

15 - ADJOURNMENT TO NOVEMBER 2, 2017

Harold Burnett adjourned the meeting at 8:05 PM until **November 2, 2017**.

Respectfully submitted,

Jeanne Owens
Office Secretary