

**HIGHLAND COMMUNITY FOUNDATION**  
**MINUTES OF OCTOBER 18, 2012 SPECIAL BOARD MEETING**

**ROLL CALL**

The Board of the Highland Community Foundation convened in a special meeting that began at 8:00 AM in Room 113, Lincoln Center. Jim DalSanto, Victor Garcia, Richard Krooswyk, Cecile Petro, Pat Popa and Richard Underkofler were present. Patti Dunham, Adam Gawlikowski, Terry Krooswyk, Lisa Kusiak and Jim McShane were absent.

**APPROVAL OF MINUTES**

Minutes of the special board meetings held September 17 and 27, 2012 had not been completed for board review.

**STATUS OF INITIAL PROJECT** - a landscape improvement of the vacant lot owned by BP Pipelines at the southeast corner of the intersection of 45th and 5th Streets.

- a. Engraved Brick Paver Sales: Further design work on a sales flyer has been postponed pending a decision whether alternative permeable-type pavers will be used.
- b. Potential Concept Plan Changes:  
Rich Underkofler asked Alice Johnson, BP Pipelines' Project Coordinator, whether we could: (1) cross BP's pipeline with electrical conduit and a water service line to enable power and irrigation to landscape features on both sides of the pipeline; and (2) use a product called Gravel-Lock, Porous Stone Paving™ for the pathways in lieu of unreinforced concrete. *The Highland Sanitary District may be willing to underwrite an estimated \$3,400 expense of the porous stone paving system as a storm water management demonstration.* Alice replied, "Any change to the previously approved design will need to go through the engineering review process. Drawings would have to be submitted to our 3<sup>rd</sup> Party group for engineering review and an additional agreement would need to be put in place in order to make any changes to the plans that were already approved." Subsequently, a proposal was sought from NIES Engineering for design of the project infrastructure including desired plan changes. After reviewing a \$17,276 fee proposal from NIES Engineering to prepare the engineering plans, specifications, bidding and contract documents, the board accepted Underkofler's recommendation to ask the Park Board to discontinue further consideration of engineering design services. Instead, the Park Board will be asked to use the balance of the BP Foundation grant funds by engaging Hyre electric to extend the electric service and the Highland Public Works Department to extend the water service and installation of curb, gutter and an asphalt overlay along the 5th Street frontage of the site.

**APPLICATION FOR IRS 501(c)(3) STATUS**

The board discussed regulations that will increase time and expense for filing annual IRS reports if we become a 501(c)(3) charitable organization. It was determined a new requirement for an independent audit will not apply if annual revenues are less than \$200,000 per year. We intend to establish a bank account after approval of the application. This will require approval of board resolutions authorizing officers to sign signature cards and work to set up a chart of accounts for a financial reporting system consistent with the IRS requirements. Pat Popa made a motion to proceed with the application; second by Richard Krooswyk; approved by unanimous consent.

## **OKTOBERFEST WRAPUP**

- a. Total inaugural Highland Oktoberfest revenues were \$20,687.50. After expenses of \$5,552.55, net income was \$15,134.95.
- b. Positive feedback comments were received about the event. Teamwork of board members and volunteers was great. The food was superb. The caterers should be thanked for a job very well done by booking them again for a repeat performance.
- c. Underkofler was asked to reserve the Indiana Welcome Center venue for a second Oktoberfest, Thursday, October 3, 2013 from 6 to 9 PM; motion by Jim Dal Santo; second by Victor Garcia; approved by general consent.
- d. Lessons Learned:
  - 1) We didn't establish sufficient internal controls for event accounting. Next year we should: segregate responsibilities between two board officers for the receipt and disbursement of money; insist upon a seller's record of all tickets sold by ticket number, buyer and amount; record cash and each check received by ticket number, payer and amount; ask our Treasurer to acknowledge receipt of cash and each check delivered by number, payer and amount.
  - 2) Send a receipt and thank each donor for contributions valued greater than \$250.00.
  - 3) If we establish a bank account, acquire a wireless capability to accept debit or credit card payments for silent auction items.
  - 4) Improve the silent auction checkout system, not only for how smoothly things run, but for proper reporting to the purchaser of the value of the item and what the purchaser paid for the item. Lessen the rush as the end of the auction. We need a better cross-tabulated list of item numbers and items, so that we can find the value (for tax purposes) more easily and the correct items on a list. When people are waiting, this becomes an issue. Close the silent auction tables at different times; formulate a bid sheet with duplicate copies. Take photos of the silent auction items and of happy winners leaving with their items.
  - 5) Have enough tables and chairs for everyone. Cocktail tables are fine for a while; however, most of the people we are attracting are older than the 20 year olds that will stand all night.
  - 6) Improve our registration system. It was fairly easy to have people sign in with their names and addresses in the beginning, but when a rush of people entered, we had to change course. The ticket numbers did not always line up with the people who were before us registering.
  - 7) Silent auction items should be gathered and reported earlier. It will be much easier on the person handling the silent auction, if the items are reported as soon as you receive them (hopefully a month before the auction!). Trying to maintain an accurate list and track down value, bid start, bid increase, etc. was difficult on the day of the event. Also, it will help to motivate people to attend, if we have a great list of items to show them.

## **NEXT MEETING**

The next quarterly board meeting was scheduled for 7:30 PM, Tuesday, January 15, 2013 at the Lincoln Center.

## **ADJOURNMENT**

Adjournment was approved by general consent at 7:45 PM.

Respectfully submitted by Cecile Petro, Secretary