

**MINUTES OF THE FEBRUARY 23, 2016 BOARD MEETING
HIGHLAND COMMUNITY FOUNDATION, INC
LINCOLN CENTER, HIGHLAND, INDIANA**

Roll Call: President Jim Dal Santo called the meeting to order at 6:00 PM.

Present: Jim Dal Santo, Cheryl Nicksic, Abe Rivera, Lance Ryskamp, Richard Underkofler, Dave Wilkinson

Absent: Cecile Petro and Judy Vaughn gave notice of absence due to conflicts with other meetings

Guests: Persons who've expressed interest in becoming new board members: Karen Lauerman, President & CEO, Lake County Economic Alliance; Bridget DeYoung, former President, Town Theatre, Inc.; Attorney Robert Plantz, Secretary, Our Lady of Grace School Board
Natalie Johnson, Coordinator, Northwest Indiana Urban Waters Partnership

Election of Board Treasurer:

- **A motion** was made by Richard Underkofler, seconded by Cheryl Nicksic, to elect Dave Wilkinson, 2016 Board Treasurer. Motion passed by unanimous consent. Dave joins other board officers, who were elected at a board meeting held November 13, 2015: Jim Dal Santo, President; Lance Ryskamp, Vice-President; Richard Underkofler, Secretary. Signatures of Two board officers are required on checks on our operating account pursuant to a Resolution provided by Standard Bank & Trust.

Minutes:

- **A motion** was made by Lance Ryskamp, seconded by Dave Wilkinson, to approve minutes of the board meeting held November 13, 2015. Motion passed by unanimous consent.

Financial Statements:

- **Standard Bank Funds:** At the end of January 2016, there was a \$4,921.82 balance in our Operating Account.
- **Legacy Foundation Funds:** Legacy Foundation distributes financial reports on a semi-annual basis. At the end of December 2015, there was a \$14,307.47 balance in our Endowment Fund.

Old Business:

1. **2016 Lake Michigan Coastal Zone Grant:** An application submitted on behalf of the Highland Parks & Recreation Department for an \$80,000 project for a community tree inventory and management plan has been conditionally approved by the Indiana Department of Natural Resources. Local matching funds were pledged for 50% of the project cost from budgets of the Highland Sanitary District, the Street and Parks & Recreation Departments. The project may not begin until September 2016 when a grant agreement may be offered.
2. **Giving Tuesday:** Our Endowment Fund received \$3,150 from the #Giving Tuesday campaign that ended December 1, 2015. Total contributions were \$2,100 from nine donors, which qualified for another \$1,050 in matching funds from Legacy Foundation.
3. **Development Plan:** On January 4, 2016, a Draft 2016 Development Plan and Implementation Timeline was submitted to the Board and its Endowment Committee for Review. This was a "homework assignment" for the organizations that participated in the training sessions for Legacy Foundation's 2015 Endowment Sustainability Program. A copy of the draft document was considered by the board as it was recommended for revision by the Endowment Committee at a meeting held February 16, 2016.
 - **A motion** was made by Richard Underkofler, seconded by Dave Wilkinson, to approve a 2016 Development Plan dated 2/19/2016. Motion passed by unanimous consent.

New Business:

1. **Appointment of New Board Members:**

- *A motion was made by Dave Wilkinson, seconded by Cheryl Nicksic, to approve nominations of Karen Lauerman, Bridget DeYoung and Robert Plantz to become board members for three-year terms expiring January 2019. Motion passed by unanimous consent.*
- 2. **Watershed Management Plan:** Our foundation has been invited by the Northwest Indiana Urban Waters Partnership to assume a role for updating a watershed management plan for the West Branch of the Little Calumet River. A plan for the West Branch was approved in 2008, but it excluded all area west of Hart Ditch. The Urban Waters Partnership is a group of local, state and federal government agencies and nonprofit organizations formed to develop projects and apply for federal grant funding for initiatives to improve water quality and recreational use of urban water systems. Natalie Johnson briefed the Board and answered questions regarding past accomplishments of the Partnership and a 2016 Work Plan. Richard Underkofler volunteered to participate in meetings with Natalie and representatives of the Regional Planning Agency (NIRPC), Indiana Department of Environmental Management (IDEM) and USDA, Forest Service. More information on this topic will be presented at the next board meeting.
- 3. **NIPSCO Grant:** NIPSCO recently announced new environmental grants it will offer to support local nonprofit organizations with environmental initiatives. The goal is to provide funding for restoration and education projects throughout northern Indiana. Grants are available up to \$5,000. Applications will be accepted through March 31, 2016.
 - *A motion was made by Richard Underkofler, seconded by Lance Ryskamp, authorizing an application to NIPSCO for underwriting expenses to demonstrate the ability of certain tree species to remove storm water contaminants in partnership with the Forest Service. Motion passed by unanimous consent.*
- 4. **SouthShore Funders:** SouthShore Funders is an organization with a mission to serve as leaders of philanthropic activity for improving the quality of life in Lake County through strategic grant making. Community foundations are invited to join with other foundations and United Way to achieve greater impact through collective action and the leveraging of shared resources on projects. Engagement varies from attending meetings to participating in collaborative projects. There is no cost to participate. See <http://southshorefunders.org> for more information.
 - *A motion was made by Cheryl Nicksic, seconded by Abe Rivera, to become a SouthShore Funders participating organization and to designate Lance Ryskamp as our representative. Motion passed by unanimous consent.*
- 5. **Online Payment Processing:** An online method has been desired to pay for Oktoberfest tickets. Lance Ryskamp suggested an application called Event Brite [www.eventbrite.com], which was used on a recent fundraiser for the Town Theatre. Besides convenience, he said, the application also yields receipts and email addresses which could be used for growing our donor data base. Lance suggested replacing our existing online payment vendor with PayPal and assuming the processing fees. Dave Wilkinson inquired whether a donor would be required to establish a PayPal account and requested more information about the payment processing fees.
- 6. **Next Meeting:** The next board meeting is *tentatively* scheduled for Tuesday, June 21, 2016 at the Lincoln Center beginning at 7:00 PM after a meeting of the Endowment Committee.
- 7. **Adjourn:** The meeting adjourned at 7:40 p.m. on unanimous consent to a motion by Abe Rivera, seconded by Cheryl Nicksic.

Respectfully submitted,



Richard Underkofler, Secretary