

**MINUTES OF THE MAY 12, 2015 BOARD MEETING
HIGHLAND COMMUNITY FOUNDATION, INC
LINCOLN CENTER, HIGHLAND, INDIANA**

Roll Call:

President Jim Dal Santo called the meeting to order at 6:00 p.m.

- Present – Jim Dal Santo, Paul Doherty, Cheryl Nicksic, Richard Krooswyk, Cecile Petro, Pat Popa, Ed Stone, Richard Underkofler, Judy Vaughn
- Absent – Kathy Grimler and Abe Rivera

Invited Guest Introductions:

Bill Marvel and Rick Salas, Big Book Legacy Group, who asked our Foundation to consider a fiscal agent role for a Transform Lake County Grant

Lance Ryskamp, former initial board member, who has offered a donation of time and services as our Foundation's PR/Communication Director to handle social media, press releases, publicity & photographs of events.

Dave Wilkinson, Retired CEO, Strack & Van Til, who has expressed interest in becoming a member of our Board and/or Endowment Committee

New Business Considered out of Customary Agenda Order:

- **Motion** by Ed Stone to authorize a fiscal agent agreement with Big Book Legacy Group (BBLG), a five year old 501(c)(7) nonprofit organization, which serves to help individuals and families recover from alcohol and drug addiction. Board member Bill Marvel and Vice President Rick Salas explained an earlier application for a Legacy Foundation grant was passed over because eligibility for grants requires IRS 501(c)(3) status. This grant would assist with the cost of utilities at new rental space located at 2025 East Ridge Road in Griffith. An agreement with this group would be consistent with our development plan objectives to grow our endowment for philanthropic uses and to serve as a resource in collaboration with other entities to help advance community programs and projects that improve quality of life for Highland area residents. A 5% fiscal agent fee would apply to the grant HCF may receive on behalf of the group for deposit to our Endowment Fund. Jim Dal Santo said a resolution of the BBLG should be approved authorizing the agreement and a typo corrected before it is signed. The motion was seconded by Pat Popa and passed by unanimous consent.
- **Motion** by Judy Vaughn to approve a \$900 proposal from Heather Parker to redesign our website. Heather's proposal was distributed for review as a handout. The site would have a clean modern design including: a JQuery Photo Slider; a JQuery Accordion menu to organize minutes by calendar year; new graphics; and google analytics, a search engine to enable better media queries and browsing on a variety of devices. The redesign would be completed on or before September 31, 2015. The motion was seconded by Pat Popa and passed by unanimous consent.

Minutes:

- **Motion** by Judy Vaughn to approve the minutes from the board meeting held February 12, 2015. Motion was seconded by Cecile Petro. Motion passed by unanimous consent.

Financial Statements:

- Standard Bank Funds: At April 30, 2015, there was a \$25,686.30 balance in our Operating Fund. A \$5,376.33 deposit was transferred from Legacy Foundation to liquidate and close the fund restricted for contributions to the Ashley Ritz Memorial Sculpture.
- Legacy Foundation Funds: Legacy Foundation distributes financial statements on a semi-annual basis. At December 31, 2014, there was a \$9,492.96 balance in our Endowment Fund.

Engraved Brick Paver Sales Committee:

- **Motion** by Cecile Petro to authorize a \$2,199 payment to Unilock Chicago, Inc. for acquisition of engraved pavers. Our initial order was submitted May 6, 2015. 51 pavers were ordered, including 19 of the X-Large Size for major donor recognition. The value of paver contributions was \$4,800; income after expense was \$3,594. Motion was seconded by Cheryl Nicksic. Motion passed by unanimous consent. *Postscript: Ambrose Landscape plans to begin work at the site July 1, 2015. Since it can take up to 4 weeks for completion of inscriptions and delivery of engraved pavers, more pavers can be added to the initial order until May 31st. After then, Unilock and Krooswyk Transportation request at least 20 pavers per order.*
- **Motion** by Ed Stone to accept a proposal from the Parks & Recreation Department to replace unengraved pavers with subsequently ordered engraved pavers and to share 10% of the income with the Department for the time and expense of the labor required. The paver marketing campaign is planned to continue for several years. Motion was seconded by Cheryl Nicksic. Motion passed by unanimous consent.

Public Art Committee:

- **Motion** by Judy Vaughn to authorize two payments for the Ashley Ritz Memorial Sculpture: \$420 to Coex, Inc. for attaching an angle iron anchor frame to the concrete sculpture base; and \$4,450 to Artist Randall Simko for installment payment #2 upon completion of fabrication. Sufficient cash has been secured to underwrite the total \$24,222 cost of this project. Simko reported, "All required material has been purchased. The anchor frame is expected to be complete and installed this month; fabrication will start Memorial Day weekend and is scheduled to be complete by July 1, 2015." Motion was seconded by Ed Stone. Motion passed by unanimous consent.

Endowment Committee:

The committee met April 14th. Minutes were distributed with the agenda documents. Underkofler and Dave Wilkinson attended the first April 13th endowment Legacy Foundation training session. Dave Wilkinson, Adam Gawlikowski, Jim Dal Santo, Bruce Leep and Underkofler expressed interest in attending the next session to be held Monday, June 8th beginning at 1 p.m. at the Legacy Foundation's Merrillville office. Lance Ryskamp agreed to assist Kathy Grimler in creating an Endowment Fundraising Brochure.

Underkofler reviewed delegated tasks for development plan implementation scheduled for completion by the time of the next endowment committee meeting:

- 1) Launch a Will & Bequest Program Initiative: (*Jim Dal Santo and Rich Krooswyk*)
Recommend appointments to a Technical Advisory Committee (5 to 10 fully vetted technical advisors consisting of tax and estate lawyers, financial advisors, realtors, bank trust officers and certified public accountants) to help guide preparation of collateral materials and to

facilitate educational seminars for potential donors, their financial advisors and estate attorneys to engage their support for naming our Endowment in wills and bequests. Jim Dal Santo and Rich Krooswyk will refrain from participating in the seminars to avoid a conflict of interest or an appearance of impropriety.

2) Update and Grow Potential Donor Mailing List (*Cecile Petro*)

Supervise work by a student to update our mailing list by adding property owners in the vicinity of the 45th Street Project and overlooked names, mailing addresses and phone numbers of Highland attorneys, financial advisors, accountants, physicians and dentists. Highland High School student Ellie Morinville has volunteered. Phone book yellow pages will be the source of her information. Property owners will be identified from the Lake County GIS System within one block, rather than three blocks, of the 45th Street Project.

3) Draft an Endowment Case Statement: (*Rich Underkofler and Adam Gawlikowski*)

Oktoberfest Committee:

At its last meeting the Board approved retaining Die Musikmeisters Band for a \$900 fee. A contract for 4 musicians was signed and mailed March 7th with a \$250 deposit. Rich Krooswyk will chair the committee. Pat Popa, Ed Stone, Paul Doherty and Rich Underkofler volunteered to be committee members. Help will be needed from all board members to solicit auction items and sell tickets. Rich Krooswyk will negotiate a contract with Comforts Catering and coordinate a suitable place, date and time for a first committee meeting. Pat Popa offered to underwrite an expense for designing a flyer to enhance the value and number of sponsors - an outline of sponsorship levels where we establish a dollar amount to equate to the sponsorship level. The flyer would define what kind of exposure a sponsor will receive. For example, tickets to the event, name on flyers and banners. This would give the event more credibility and adds value to answer the question: "What do I get for my sponsorship?"

Old Business

Supplemental Fundraisers: Plans for a May Cinco de Mayo or June Reggae themed fundraisers were canceled due insufficient return on investment of volunteer time and expense.

45th Street Landscape Improvement:

- **Motion** by Pat Popa to proceed with all work identified in Change Order No. 5 to the Park Board Phase 2 Contract with Ambrose Landscape Service. At a meeting held April 16th, the Park Board approved a \$49,243.25 change order for the Phase 2 work. Another change order was under consideration to reduce the cost of plant materials since fundraising has been insufficient to cover the cost of the Phase 2 work. Motion was seconded by Judy Vaughn. Motion passed by unanimous consent.
- **Motion** by Judy Vaughn to disburse an \$18,500 grant to the Park Board to help underwrite the Phase 2 cost. We will accept the Park Board's offer to carry the additional cost on an interim basis and provide subsequent grants for costs incurred for Phase 2 as additional revenues are received from income from engraved pavers and Oktoberfest fundraisers. After use of the \$18,500 grant and \$8,921.28 remaining in the Town CIP fund from our previous grant, \$21,821.92 will be the balance due to the Park Board for the Phase 2 work. Our operating fund balance at June 30, 2015 is estimated to be \$6,359.86. Motion was seconded by Pat Popa. Motion passed by unanimous consent.

New Business

Community Tree Inventory:

- Motion by Pat Popa to host *a workshop facilitated by two staff persons from The Morton Arboretum* for technical assistance to guide a community tree inventory and tree management plan. An annual tree replacement program is one of the proposed priority uses for our endowment earnings. This is intended to be collaborative effort to support planting a diversity of tree species and ages distributed across town on both public and private property. Since it may take several years to grow our endowment sufficient to underwrite grants for this initiative, it would be helpful if we could advance a local government collaboration of town and township representatives to initiate a tree inventory to establish base line data for a tree management plan. Invited seminar participants would include representatives of Wicker Memorial Park, the Highland Sanitary District, Redevelopment Commission, Park Board and Town Council. The session would be held from 9 to 4 at the Lincoln Center with a donated working lunch. The estimated expense would be \$57. Motion was seconded by Judy Vaughn. Motion passed by unanimous consent.

New Board Member:

- **Motion** by Rich Krooswyk to accept Dave Wilkinson's interest and appoint him to become a member of our board and endowment committee. Motion was seconded by Rich Underkofler. Motion passed by unanimous consent.

Next Meetings:

- Endowment Committee: Tuesday, July 14th: 6:30 p.m., Lincoln Center
- Next Board Meeting: Thursday, August 13th: 6:00 p.m., Lincoln Center

Photos:

Lance Ryskamp took photos of the board to update our website.

Adjourn: The meeting adjourned at 7:45 p.m.

Respectfully submitted,



Richard Underkofler, Secretary