

HIGHLAND COMMUNITY FOUNDATION
MINUTES OF SEPTEMBER 27, 2012 SPECIAL BOARD MEETING

ROLL CALL

The Board of the Highland Community Foundation convened in a special meeting that began at 6:30 PM in Room 113, Lincoln Center. Jim DalSanto, Richard Krooswyk, Cecile Petro, Pat Popa and Richard Underkofler were present. Adam Gawlikowski, Terry Krooswyk, Lisa Kusiak and Jim McShane were absent. Bill Vargo was reported to have resigned.

APPROVAL OF MINUTES

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

NOMINATION OF NEW BOARD MEMBERS

- a. Victor Garcia: Vice President & Incoming President, Highland Chamber of Commerce. Victor has volunteered to serve on condition he will not be asked to solicit funds due to a conflict of interest with his job as Division Director, March of Dimes. Victor was unable to participate in this meeting due to conflict with another meeting. Richard Krooswyk made a motion, seconded by Cecile Petro, to approve Victor Garcia's appointment to the board for a term beginning September 27, 2012 and ending January 2015.
- b. Patti Dunham: Former member of the Highland Council of Community Events and Centennial Commission. Patti was unable to participate in this meeting because she was out of the country on an Office Max business trip. Pat Popa made a motion, seconded by Cecile Petro, to approve Patti Dunham's appointment to the board for a term beginning September 27, 2012 and ending January 2015.

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: A design proof of a flyer by CJ Printing will not be done by the time of Oktoberfest event.
- b. Temporary Fund Raising Sign: A revised design proof from Point Imaging of Hobart has been approved. The sign will be installed prior to October 1st at a cost of \$937.15.
- c. Additional Engineering Services: Project implementation is now planned over three phases; first the water and electric extensions; second the curb and gutter; and third the drainage, pathways and landscape improvements. NIES Engineering has been asked to submit a proposal for design services for the first two phases.

OKTOBERFEST PLAN IMPLEMENTATION

The board members present reviewed and discussed an updated report on Oktoberfest plans. Based upon ticket sales, Underkofler was authorized to inform the caterers the meal guarantee would be lowered from 175 to 100 meals. A report was presented on the character and value of the event gift and donations for the silent auction. An updated event budget projected income of \$12,536 after expenses of \$5,014. Schedules were confirmed for volunteers to set-up and display silent auction items and staff the event. *Post Script: The caterers' meal guarantee was subsequently increased to 135 meals by Pat Popa based upon ticket sales reported late.*

APPLICATION TO ORGANIZE AS A NONPROFIT CORPORATION

Jim Dal Santo reported our Foundation became a nonprofit corporation in the State of Indiana effective 9/27/2012.

NEXT MEETING

An Oktoberfest event wrap-up meeting was scheduled for Thursday, October 18, 2012 at the Round-the-Clock Restaurant, if a quorum could be obtained for a meeting that would begin at 8 AM.

ADJOURNMENT

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

Respectfully submitted by Cecile Petro, Secretary