

HIGHLAND COMMUNITY FOUNDATION
Meeting Minutes
Tuesday, February 21, 2017 – 6:30 PM
Lincoln Center, Room 116
2450 Lincoln Street, Highland, Indiana

1. Roll Call: President Lance Ryskamp called the meeting to order at 6:35 PM.

Present: Jim Dal Santo, Bridget DeYoung, Cheryl Nicksic, Cecile Petro, Robert Plantz, Abe Rivera, Lance Ryskamp, Michelle Anderson (arrived late), Judy Vaughn (Via Phone), Dave Wilkinson

2. Lance Ryskamp reported that Karen Lauerman intended to resign from the Board. She will continue to work with the brochure and the media for Oktoberfest.

3. Minutes:

- **A motion was made by Jim Dal Santo, seconded by Cheryl Nicksic, to approve the minutes of the board meeting held on December 6, 2106. The motion passed by unanimous consent.**

4. Financial Statements:

- a. Standard Bank Funds: At the end of January, 2017 there was a \$12,332.18 balance in our Operating Fund. Monthly cash flow and budget statements for the FY 2017 fiscal year were distributed with the agenda documents.
- b. Legacy Foundation Funds: Legacy Foundation distributes financial statements on a semi-annual basis. At the end of December, 2016, there was a \$16,110.65 balance in our Endowment Fund. The fund report was distributed with the agenda documents.

5. Old Business:

- a. Balance due to Park Board for the 45th Street Project:
Payment of the \$6,000, approved at the last meeting, was made to the Park Board. Lance Ryskamp proposed that upon review of HCF's current financial standing, the final installment payment of \$4,822.00 be made to the Highland Park Board.

- **A motion was made by Judy Vaughn, seconded by Cheryl Nicksic to approve the final installment payment of \$4,822.00 to the Highland Park Board on funding for the 45th Street Project. Abe Rivera abstained from the vote because he serves on the Park Board. The motion passed otherwise by unanimous consent.**

- b. Community Tree Inventory & Management Plan:

Richard Underkofler provided an update to Lance:

- Upon review of the submitted proposals, Graf Tree Care was awarded the forestry consultant contract.
- Graf began their tree inventory on February 14th, and the process will continue until June.
- The inventory will include trees on all properties owned or controlled by the Town of Highland.
- Under the contract, there will public hearings held by the Park Board and Town Council in September.
- All the parks except for 3 are done. Things are moving around smoothly.
- The people doing the inventory are wearing green vests.

c. Fiscal Agent Agreement With Town Theatre Board, Inc.

Lance Ryskamp reported that while the project has been terminated by the Town Council, the Town Theatre Board has not determined how existing funds that they hold will be distributed, or how long the Board will remain in existence. He further reported that the Town Theatre, Inc. was granted by the IRS 501 (C) (3) status in December, 2016. Under the terms of the Fiscal Agent Agreement in place, the agreement terminates upon the Theatre Board receiving tax-exempt status. Upon request from Lance Ryskamp, Treasurer Dave Wilkinson reviewed financial information related to the 2-year history of this agreement, reporting HCF no longer holds funds for the Town Theatre Board, with a total 5% fiscal agent fees to the Foundation, over the life of the Agreement totaling approximately \$125.75.

- **Robert Plantz made a motion, seconded by Abe Rivera to formally terminate the Fiscal Agent Agreement with Town Theatre, Inc. and for a financial report to be prepared on transactions related to the life of this Agreement, which would be made part of the formal minutes of this Board meeting. The motion was approved unanimously.**

Discussion: As a fiscal agent HCF made \$125.75 in fees over the time we were the fiscal agent. This report will be published on our website.

New Business

- a. Discussion on Oktoberfest- October 5, 2017 is the date of the 2017 event. Lance Ryskamp will ensure the room is reserved. He will also ask for the fee to be waived for the room.

New Projects- 2017- Lance Ryskamp proposed that HCF initiate a broad-based project to support and begin a fundraising campaign for the arts in Highland. As part of this initiative, the Foundation will lead and create a Highland Art Council, inviting all art, music, theatre and related groups, civic and education based, to participate. The purpose and goal of the campaign is raise money to support projects of need to assist these groups. Assistance from HCF can be in the form of direct grants from the Foundation, or working in partnership to obtain grants from state, federal and other nonprofit sources. The fundraising

campaign would consist of solicitation of monetary or in-kind contributions, promotion of online donations and small scale fundraisers. The initial timeline would be to initiate publicity and outreach to community art-related groups in March; the launch of the fundraising campaign from April through the summer; and solicitation of grant proposals and selective funding of projects in September. This project, as well as future tree replacement, can also be cited and publicized as part of our Oktoberfest fundraising. To begin the campaign, a dedication of \$500, from existing Foundation funds is requested.

After discussion, The Board decided to review suggested programs via email after reviewing available projects and creating a proposal. Bridget DeYoung agreed to work with Lance Ryskamp on this.

Additional Topics of Discussion Before The Board

- b. Online Voting Procedure- Lance Ryskamp has prepared a draft procedure for online voting for discussion and/or adoption.
- **Jim Dal Santo made a motion, seconded by Dave Wilkinson that we amend our bylaws in include the online voting procedure as presented. The motion passed unanimously.**
- c. Continuation of Contract For Website Services- Heather Parker has agreed to continue working with the Highland Community Foundation under the terms of her existing agreement
 - 1. She is about \$15 per hour. She will need to make those revisions sometime this year.
- **Cecile Petro made a motion, seconded by Judy Vaughn, to continue to use services of Heather Parker for website maintenance. The motion passed unanimously.**

Discussion: Changes to the website should be made right away.

6. The next meeting will be at Lincoln Center on Tuesday, May 9, 2017 beginning at 6 PM.

- **Dave Wilkinson made a motion to adjourn, seconded by Jim Dal Santo. All were in favor.**