

**HIGHLAND COMMUNITY FOUNDATION  
MINUTES  
August 6, 2018 – 6:30 PM**

1) Roll Call: Meeting called to order by President Lance Ryskamp.

Members Present: **Jim Dal Santo, Chelsey Bradford, Cheryl Nicksic, Abe Rivera, Lance Ryskamp, Michelle Anderson, Judy Vaughn, Julie Larson.** Board member was absent.

2) Minutes:

***A motion is requested to approve minutes of the April 17, 2018 board meeting. Motion to accept by Jim Dal Santo. 2nd by Michelle Anderson. Motion carried.***

3) Financial Statements:

a. Standard Bank Funds: At the end of July, 2018 there was a \$23,500.33 balance in our Operating Fund. Monthly cash flow and budget statements for the FY 2017/ 2018 fiscal year is attached.

b. Legacy Foundation Funds: Legacy Foundation distributes financial statements on a semi-annual basis. At the end of June, 2018, there was a \$18,755.77 balance in our Endowment Fund. This represents a slight decrease from the previous six months. Legacy advised that there will be a distribution at end of year of \$497.00. The Board had to decide what to do with the funds, ether to place the money in Operating Account or deposit it back into the Endowment Fund?

Motion to put it backing to endowment fund. **Motion by Jim Dal Santo. Seconded by Judy Vaughn. Motion carried.** Legacy Foundation will be advised.

4) Email Votes: (1)- Award of Highland Has Art Grant to Highland Middle School Band in the amount of \$2,057. **Motion to ratify by Abe Rivera. 2nd by Judy Vaughn. Motion carried.** We will present check at 1:15 pm on Thursday, August 9 at Highland High School. All are invited.

5) Old Business:

a. Highland Tree Canopy Project- Update- NIPSCO Grant Award/ Action

Made a distribution to the Arbor Foundation of \$2,000. Judy asked who would keep track of the delivery fee per property owner. Lance believes it would be added into the software. Online platform will open on August 22 and remain open until all trees are spoken for.

***Motion to approve agreement with Arbor Day Foundation and approval of an additional \$500 donation to the Tree Purchase project.***

***Motion to approve by Judy Vaughn Seconded by Cheryl Nicksic. Motion carried.***

b. Highland Has Art/ Proposed Highland Arts Council- Lance Ryskamp- Organizational Meeting- 5/23/18

Received input from a handful of people in attendance. Possibility of using the arts to mentor students in Highland. Setting up a meeting in September to officially kick it off. Possible event is The Festival of the Trail. Going to try to set up a meeting with the schools/superintendent to get them involved.

- c. Review of Highland Has Art Grant Applications/ Grant Awards- Amendment of Highland Has Art grant award to Highland Main Street Bureau in the amount of \$500 to purchase the existing sculpture located south Highway Avenue, west of Kennedy Ave.

***Motion to amend the grant award to directly pay Sculptor Randy Simko and donate the sculpture to Highland Main Street Bureau/ Town of Highland.***

***Motion to amend by Chelsea Bradford. Seconded by Michelle Anderson. Motion carried with Larson and Ryskamp abstaining. Possible presentation of the check/acknowledgment at Festival of the Trail.***

- d. 2018 Fundraising- Letter Campaign update & Formation of a committee to discuss possible 2018 fundraiser event with Mrs. Dornberg's Culinary Experience.

\$600.00 in donations have come in since mailings have gone out.

Mrs. Dornberg's helps with advertising and marketing. She uses the ticket sales to cover her costs. She does have ways to raise money within the scope of the event.

***Motion to not go forward with a Mrs. Dornberg fundraiser by Cheryl Nicksic. Seconded by Judy Vaughn. Motion carried.***

- e. HCF website revision- Project update- Lance

The project has begun. Lance has sent over copy to be used and Legacy has sent information on how to promote their funding. Lance will send the link for everyone to take a look. Lance will take headshot of willing members today; others will send theirs to Lance asap. A short bio should be sent in too.

## 6) New Business

- a. Review/ Approval of 2018/ 2019 Budget

Retroactive to July 1, 2018.

**Motion to adopt 2018/2019 budget by Jim Dal Santo. Seconded by Judy Vaughn. Motion carried.**

- b. Authorization to Lance Ryskamp to submit application and \$35 booth fee for Highland's Festival of the Trail on Saturday, October 13<sup>th</sup> from 11am-3pm to promote Foundation activities and Highland Arts Council.

Ideas for raffle or donations and finding an artist to donate a piece of artwork to raffle off. Funding for brochures to hand out at the festival is provided through a Legacy Foundation Grant. Grant cycle is ongoing for products for events.

**Motion to approve \$35 for booth fee by Abe Rivera. Seconded by Cheryl Nicksic. Motion carried.**

- c. Authorization to Lance Ryskamp to prepare and submit a grant application to the Legacy Foundation to offset costs for printing of brochures for Foundation and Highland Arts Council to distribute at Festival of the Trail.

**Motion for Lance to pursue a grant from Legacy Foundation to include price and purchase of a table banner with HCF logo on it. Motion by Jim Dal Santo. Seconded by Chelsea Bradford. Motion carried.**

- d. Discussion/ Possible Action- September event- Cheryl **No update. Will come back to this idea in the future.**
- e. 2019 Board Members- New Member Recruitment- Many board members terms will be up this year. Lance asked if everyone could come up with at least one person to ask to come on board by the next meeting.
- f. Any other topics before the Board for consideration.

Jim stated a date to add on persons to the bank accounts is needed as soon as possible. Meet at First Midwest Bank on Ridge Road on Thursday, August 16 at noon.

7) Next Meeting: **Next meeting will be determined at a later date via email.**

8) Adjourn: Not later than 7:30 PM

**Motion to adjourn by Michelle Anderson. Seconded by Abe Rivera. Motion carried.  
Adjourned at 7:40 PM.**