

**MINUTES OF THE JANUARY 13, 2013 SPECIAL BOARD MEETING
HIGHLAND COMMUNITY FOUNDATION, INC
LINCOLN CENTER, HIGHLAND, INDIANA 6:30 P.M.**

Roll Call:

Present –Paul Doherty, Kathy Grimler, Rich Garza, Jr., Adam Gawlikowski, Richard Krooswyk, Terry Krooswyk, Pat Popa, Cecile Petro, Ed Stone, Richard Underkofler. Patty Dunham arrived at 6:45 PM. Cecile Petro arrived at 8:15 PM.

Absent – Craig Chism, Lisa Kusiak, Jim Dal Santo (Excused), Judy Vaughn (Excused). *Postscript: By an email received January 15th Lisa Kusiak resigned from the board. “I am simply not able to offer the allotted time necessary to fulfill my obligation. I will continue to participate in your events when possible, but at this time I need to focus on the relocation and future of my business.”*

Vice-President Pat Popa chaired the meeting in the absence of President Jim Dal Santo.

Guest Introductions:

- Trish Alt (Trish Alt Consulting, LLC) and Sandra Hall Smith (IUN Center for Urban & Regional Excellence), presenters for a board fundraising training session, the purpose of this special meeting
- Bridget DeYoung, Highland Redevelopment Commission and Highland Main Street Committee.

Minutes: Motion made by Ed Stone to approve the minutes of the board meeting held December 4, 2013. Motion was seconded by Adam Gawlikowski. Motion passed unanimously.

Organizational Development Strategies: The board was asked to formulate updated fundraising strategies for our Initial Project as well as our Endowment Fund using guide handouts given to us by Trish Alt d/b/a Trish Alt Consulting LLC, retained by the IUN Center of Urban and Regional Excellence (CURE).

Each member was asked, “Is it the responsibility of the board to actively participate in the cultivation of potential donors? Have you considered making a gift to the Endowment Fund?” All members present reported they’ve solicited donors. Only four of the members present have made contributions to the Endowment Fund; favoring to make their personal donations to the 45th Street Project.

These strategy changes were proposed, which will be considered and potentially ratified at our next meeting.

45th Street Project:

- Strategy 1.1.1: More donor recognition opportunities may be identified after landscape design proposals are received
- Strategy 1.1.5: Rich Garza volunteers to join the Engraved Paver Sales Committee to help expand and diversify the Committee with more and younger members to assist with fundraising
- Strategy 1.1.7: Pat Popa and Patty Dunham volunteer to co-chair the Cinco de Mayo Committee

Ashley Ritz Memorial:

- Strategy 1.2.1: Transfer all but \$1,000 from our Legacy Foundation Operating Fund to our Standard Bank Checking Account. Update our website to disclose contributions to our Legacy

Foundation Operating Fund will be temporarily restricted for the Ashly Ritz Memorial to enable donor income tax deductions.

- Strategy 1.2.2: Verify cost for sculpture fabrication by Artist Randy Simko. Secure a major contribution from the Ritz Family for deposit to the Legacy Foundation Operating Fund to initiate fabrication.
- Strategy 1.2.4: Plan and host a “Meet the Artist” wine and cheese fundraising event at a “Pop Up” Gallery or local restaurant.
- Strategy 1.2.7: Upon receipt of \$20,000 in donor contributions, the HCF Board awards contracts for fabricating and installing the sculpture, rather than asking for the contracts to be awarded by the Parks & Recreation Board.

Endowment Fund:

- Strategy 2.1.1: As an alternative to a consultant recommendation that we should focus upon generic fundraising for a community savings account for unspecified charitable projects and programs, the Board desires to identify community projects for which grants may be made from the Endowment Fund in collaboration with other entities. Project nominations under consideration include:
 - (1) Renovation of the Town Theatre
 - (2) Bike trail improvement and expansion
 - (3) Developing a Nature Center at the Blue Heron Rookery
 - (4) Providing incentives for public art;
 - (5) Replacing diseased trees;
 - (6) Incubating a European Farmers’ Market
- Strategy 2.1.3: At a future date to be determined, convene a meeting of Board and Endowment Committee members to consider this agenda:
 - (1) Ask this question “What would happen if the Highland Community Foundation ceased to exist?”
 - (2) Conduct a self-assessment for fundraising
 - (3) Consider earmarking a percentage (say 20%) of donor advised contributions to the Endowment Fund
 - (4) Secure individual board and committee member commitments to participating in building the Endowment Fund
 - (5) Decide whether to apply for a second Legacy Foundation Capacity Building Grant to underwrite the expense for retaining a consultant to facilitate fundraising for the Endowment Fund based upon a proposed scope of services outlined in these development strategies

Old Business: Design-Build Contract for 45th Street Landscape Improvement: Motion made by Ed Stone to approve and authorize distribution of a draft RFP for the 45th Street project. A draft copy of the RFP as well as a list of prospective contractors prepared by Richard Underkofler were distributed with the agenda. Motion was seconded by Patty Dunham. There was no objection to the contractors identified. Motion passed unanimously.

New Business: Town Theatre: Bridget DeYoung discussed work in progress on the Town Theatre and the role of the Highland Main Street Committee in the process. The Theater was acquired for Lake County delinquent property taxes and is now owned by the Highland Redevelopment Commission. Highland Main Street and one of its sub-committees, the Arts and Music Committee, have been working on a vision for the Theatre. Dan Dunn, a professor at Purdue University Calumet has been heading up this effort. The Theatre could be an anchor for both an Arts District and for downtown economic

development. It could remain a theater with limited capacity for other live performances. Work is in progress by an architect to determine whether it will be economically feasible to rehabilitate the structure. The walls appear to be structurally sound, but there are still many hurdles to cross for removing mold and asbestos, replacing the roof and making the use ADA compliant. Our Community Foundation could benefit by participating in the project. The Town Theatre is something many citizens of Highland are interested in. Participation would draw attention to our foundation and its other projects. There could be several ways to participate. An artist is going to make a watercolor print of the Theater. 250 limited edition copies will be made. Our Foundation could help sell the prints. We could also help sell name plates on new seats that will be needed; raise money for a replacement digital projection system, or participate in more general fundraising and marketing. In-kind donations of labor and material would also be helpful. The Main Street Committee would be open to different ideas.

A motion was made by Terry Krooswyk to ask two members of our board to participate in the meetings of the Arts Committee of the Main Street group on the first Thursday of every month at Town Hall at 7:30 PM. Motion seconded by Adam Gawlikowski. Approved by unanimous consent. Pat Popa and Kathy Grimler volunteered to represent the board.

Next Meetings:

Friday, January 31, 2014, Lincoln Center, Room 108, 3:30 PM: Mandatory meeting for prospective contractors to review the 1st draft of the RFP for the 45th Street Project.

Thursday, February 20, 2014, Town Hall Meeting of the Parks & Recreation Board; 6:30 PM: Brief Park Board on our 2014 fundraising plans. Ask the Board to formally approve using the 45th Street Project Site for an Ashley Ritz Memorial Sculpture and a Cinco de Mayo fundraising event on Saturday, May 3, 2014; and to distribute the final draft of the RFP for the 45th Street Project design-build contract.

Monday, February 24, 2014, Lincoln Center, Room 108, 6:30 PM: Next Board Meeting

Adjournment: Motion was made by Kathy Grimler to adjourn the meeting. Motion was seconded by Patty Dunham. Motion passed by unanimous consent. The meeting adjourned at 8:20 PM.

Respectfully submitted,

Richard Underkofler, Secretary