

**MINUTES OF THE MAY 8, 2014 SPECIAL BOARD MEETING
HIGHLAND COMMUNITY FOUNDATION, INC
LINCOLN CENTER, HIGHLAND, INDIANA**

Guest Presentation (6:35 PM to 7:00 PM):

Rich Underkofler introduced Julie Stogsdill, who he and Pat Popa met at a Legacy Foundation training session for Neighborhood Spotlight Grants. Julie is Director of Capacity Building Programs of DonorPath [www.donorpath.org]. DonorPath simplifies, analyzes & visualizes fundraising data and matches nonprofit organizations with a fundraising expert to begin a year-long, virtual coaching partnership. Julie distributed handouts and made a presentation about DonorPath and its software application she is marketing described as *Fundraising Intelligence*.

This application would use our Excel donor database to create a dashboard to monitor and report monthly fundraising activity and progress toward goals. It would match us with an expert member of the Association of Fundraising Professionals [www.aftnet.org] for 30 minutes, twice per month for online customized coaching sessions on methods to reach goals. The program provides webinars, access to a library of materials on fundraising practice and wealth screening data to determine the giving capability of potential donors.

Julie reported only 20% of nonprofits presently have the resources to hire and retain development staff. She demonstrated the application and its value in helping a Chicago nonprofit reduce its staff payroll expense and increase its contributions from \$445K to \$518K in just one year. The application fee is \$199/month for 12 months. It may be used 30 days for a free demonstration by multiple officers of our board. DonorPath is presently collaborating with Legacy Foundation and 9 Northwest Indiana charities, whereby Capacity Building Grants are underwriting a substantial portion of the fee. Our foundation may be eligible for a similar Legacy grant to help underwrite the fee.

Postscript: Julie followed up with contact information of client references we may contact to inquire about the value and benefit derived from using the application. There are two Legacy members that will be happy to talk to us about DonorPath. They are:

*Lisa Woodruff Hedin, Executive Director
Carnegie Arts Center
lisa@carnegieartsonline.org
[219-218-3191](tel:219-218-3191)*

*Gail Rodovich, Executive Director
Hammond Education Foundation
gprodovich@hammond.k12.in.us
(Please e-mail her first to set up a time to talk)
[219-933-2400](tel:219-933-2400), ext. 1044*

Roll Call:

President Jim Dal Santo called the meeting to order at 7:00 PM

- Present – Jim Dal Santo, Paul Doherty, Patty Dunham, Richard Krooswyk, Terry Krooswyk, Cecile Petro, Pat Popa and Richard Underkofler. Ed Stone arrived at 7:15 PM directly from the airport after a business trip.
- Absent – Kathy Grimler and Judy Vaughn requested excused absences.

Guest Introduction:

Pat Popa introduced Cheryl Nicksic, who expressed interest in becoming a member of our governing board and the Ashley Ritz Memorial Committee. Cheryl has been a resident of Brantwood Subdivision in Highland since 1974. Ashley Ritz was a neighbor. She does Sales & Marketing for CDE Collision Centers and is a member of the Methodist Hospital Foundation. Among her many talents, she enjoys coordinating special events. [Mail: cherylnicksic@comcast.net]

Minutes:

Motion by Cecile Petro to approve the minutes from board meetings held February 24, 2014 and March 27, 2014. Motion was seconded by Pat Popa. Motion passed by unanimous consent.

Financial Statements:

- Legacy Foundation Funds: As of the semi-annual report of December 31, 2013, there was a \$5,289.28 balance in the Operating Fund; \$7,518.77 in the Endowment Fund. A \$179.00 distribution available for grants from the Endowment Fund has been reinvested into the permanent balance of the Endowment Fund.
- Standard Bank Funds: As of April 30, 2014, there was a \$37,631.07 balance in our checking account after a \$6,039.28 transfer deposit from the Legacy Foundation Operating Fund. A \$29.90 credit was received refunding bankcard payment equipment processing fees that were assessed after the 2013 Oktoberfest. No expenditures were made in April. Underkofler reported this account is projected to be \$934.25 short of cash to cover expenditures identified on the agenda. Board members were asked to write contribution checks to cover expenditures for the rest of the fiscal year.

Old Business:

Endowment Committee: This new committee will evaluate our capacity to raise gifts for our Endowment Fund. It will consist of a chair, potential major donors and representatives of potential grantees. President Dal Santo nominated Rich Underkofler to serve as the chair; Paul Doherty, Cecile Petro and Alex Brown to be committee members. All accepted appointment. More committee appointments may appear on the next meeting agenda.

Pizza Palooza Raffle: Jim Dal Santo reported the Highland Chamber selected Calumet Area Humane Society to be the nonprofit beneficiary of a portion of its fundraising at this event because our foundation had not received approval of 501(c)(3) tax exempt status by the time of the decision. We were not authorized to sell engraved pavers at this event.

Engraved Brick Paver Sales Committee: The Committee met March 20, 2014. Printing of revised Sales Flyer was completed by CJ Printing at a \$176.00 cost. The sales campaign will launch Saturday, June 21, 2014 at the Strack & VanTil Cline Avenue Store. Other sales events are planned over the entire summer on Saturdays at the Main Square Park Farmer's Market. Sign-up lists for board member help to staff these events were distributed during the meeting and returned to Cecile Petro, Committee Chair.

Postscript: Cecile emailed the sign-up lists to all board members. She asks each to keep records when working. She still has several open dates and times, particularly from 11 AM to 1 PM and from 1:00 PM to 3:00 PM on June 21st at Strack & VanTil.

Ashley Ritz Memorial Committee: The Committee met April 5 and April 14, 2014. \$2,900 is the value of contribution checks at Legacy Foundation as of April 19, 2014; \$300.00 is the value of online PayPal donations as of 4/24/2014.

- Motion by Ed Stone to approve a Capital Campaign Case Statement and Budget for the Ashley Ritz Memorial as distributed with the agenda and recommended by the Committee. Motion was seconded by Terry Krooswyk. Motion passed by unanimous consent.
- Motion by Terry Krooswyk to rename this group the "Public Art Committee" to enable the scope of its work to include future public art projects. Motion was seconded by Ed Stone. Motion passed by unanimous consent.

45th Street Project: At a meeting held April 22nd, a committee consisting of available HCF Board Members (Jim Dal Santo, Paul Doherty, Terry Krooswyk, Cecile Petro, Judy Vaughn & Rich Underkofler) and Park and Recreation Department Staff (Alex Brown & Bob Knight) considered and interviewed the one prospective design-build contract team, who submitted a proposal in response to the RFP by the submission due date. Allen Landscape in Highland, who prepared the project initial concept plan, declined to submit a proposal. The committee suggested a motion to forward a recommendation to the Park Board to award the contract to Ambrose Landscape Services, Inc., Lansing, Illinois. Subcontractors would be The Arsh Group, Inc., Landscape Architecture; EMCOR Hyre Electric Company of Indiana, Inc.; Rainmaker Irrigation, Inc.; and Hub Plumbing, Inc. The proposal response to the RFP, landscape plans and cost estimates revised as of May 6th were available for board review.

- Motion by Patty Dunham to forward a recommendation to the Park Board to award the design-build contract for the 45th Street Landscape Improvement to Ambrose Landscape Services, Inc., Lansing, Illinois. Motion was seconded by Ed Stone. Motion passed by unanimous consent.
- Motion made by Terry Krooswyk to authorize a \$37,485.32 grant to the Park Board from funds in our Standard Bank Account for the balance of funding needed to underwrite the \$50,000 cost of the first phase of the design-build contract. Motion was seconded by Ed Stone. Motion passed by unanimous consent.

Status of 501(c)(3) Application: Rich Underkofler reported the IRS approved our application for tax exempt status April 6, 2014. Contributions made to our foundation after September 27, 2012 are deductible under Section 501(c)(3) of the Internal Revenue Code.

New Business:

Website Update Services: Motion made by Rich Underkofler to pay Purdue Calumet Student Intern Heather Parker \$240.00 for website update services provided from 8/16/2012 through 4/16/2014. Motion was seconded by Rich Krooswyk. Motion passed by unanimous consent.

Heron Rookery Project Grant: Motion made by Pat Popa to authorize a \$760.00 grant to the Park Board from funds in our Standard Bank Account for a contribution to match an \$11,719.00 Legacy Foundation "Transform Lake County Grant" in support of a Highland Blue Heron Rookery Project along the Little Calumet River. This expenditure was approved by the HCF Board at a meeting held December 4, 2013 subject to approval of the grant application. The grant was approved April 1, 2014. Motion was seconded by Patty Dunham. Motion passed with all board members present voting "Yes", except Cecile Petro who abstained.

Legacy Foundation Neighborhood Spotlight Grant: This grant would enable our Foundation to serve as a "convening organization", engage a full-time "community builder" (*a/k/a community organizer*), prepare

a community-wide development plan and implement projects identified in the plan. Grant funding from HUD and EPA among other federal agencies is expected to be available for project implementation. The development plan must be comprehensive in dealing with community needs, including affordable housing, schools, parks, health care, child care, public safety, social services, cultural amenities and economic advancement.

Legacy Foundation will select two convening agencies who submit "Letters of Interest" by September 1st. Upon selection, staff of Legacy Foundation and the Indiana Association of Community Economic Development (IACED) will guide those convening organizations and communities through planning and implementation. In year one of the grant, Legacy will cover the costs of a community builder to work within the convening organization during the collective impact planning phase. If offered this grant, office space, supplies and equipment must be provided for the community builder. The grant is expected to be quite competitive; representatives from more than 8 Lake County neighborhoods and communities have been attending the mandatory grant eligibility training sessions. Jim Dal Santo encouraged other board members to attend the next session. It could improve our collective understanding of the program and standing compared to other communities.

- Motion by Cecile Petro to authorize Rich Underkofler to draft a "Letter of Interest" for consideration by the board at its next meeting. Motion was seconded by Pat Popa. Motion passed by unanimous consent.

2014 Oktoberfest: Rich Krooswyk, Co-Chair of the 2014 Oktoberfest, reported he met with Comforts Catering and Lincoln Center staff to start event planning. He was hoping to offer a buffet meal equivalent to the meal in previous years, but with a lower ticket price. He discovered Comforts Catering had been discounting the meal price. Dinnerware, chaffers, linens and skirting for buffet stations and tables will not be available at the Lincoln Center. A meeting was planned for board members and others who desire to help with staffing the event.

Postscript: Checks valued at \$2,350 have been received and deposited by Ed Stone to help underwrite grants and operating expenditures for the remainder of the fiscal year.

Next Meetings:

- Monday, June 2, 2014: 7 PM, Hosted at Ed Stone's home, 2010 Birchwood Lane for the 1st 2014 Oktoberfest Committee Meeting. RSVP to Ed at 773-469-0977 or edward_stone@fanniemae.com
- Friday, June 6, 2014: 6 to 8 PM, Theo's Steaks & Seafood Restaurant, "Meet the Artist" new member recruitment and fundraising event hosted by the Public Art Committee
- Thursday, June 23, 2014: 9:00 AM, Radisson Star Plaza, Merrillville: Legacy Foundation Neighborhood Spotlight Grant Eligibility Training (Third Session)
- Thursday, August 7, 2014: 6:30 PM, Lincoln Center: Next Board Meeting

Adjourn: The meeting adjourned at 8:05 PM.

Respectfully submitted,



Richard Underkofler, Secretary