

**HIGHLAND COMMUNITY FOUNDATION**  
**MINUTES OF AUGUST 7, 2012 BOARD MEETING**

**ROLL CALL**

Jim DalSanto, Adam Gawlikowski, Richard Krooswyk, Cecile Petro, Pat Popa and Richard Underkofler were present at the 5:30 PM start of the meeting in Room 113 of the Lincoln Center, 2450 Lincoln Street, Highland, Indiana. Terry Krooswyk and Bill Vargo were absent.

**APPROVAL OF MINUTES**

Adam Gawlikowski made a motion to approve minutes of the special board meeting held June 4, 2012. Jim DalSanto seconded the motion. The motion carried by unanimous consent.

**POTENTIAL NEW BOARD MEMBERS**

Lisa Kusiak d/b/a Ideations and Promotions, LLC / AIA expressed interest in becoming a board member, but was unable to attend this meeting. Pat Popa made a motion, seconded by Richard Krooswyk, to approve Lisa's appointment to a three-year term. The motion was approved by unanimous consent. Mary Rakoczy declined an invitation extended by Adam Gawlikowski to become a board member. Adam reported Jim McShane is interested, but unavailable to participate in this meeting.

**STATUS OF INTIAL PROJECT** - a landscape improvement of the vacant lot owned by BP Pipelines at the southeast corner of the intersection of 45th and 5th Streets.

**1. Communication from Allen Landscape in Highland, LLC:**

The board reviewed a July 30<sup>th</sup> report from Melissa Mravec that presented an updated project cost estimate; an engraved brick paver area estimate and an invoice for the second phase of concept plan design services.

- The updated project cost estimate increased from \$105,000 to \$142,000 after board members expressed design concept preferences; and design standards and construction requirements of BP Pipelines became known. ***Excluded from the estimate are an LED sign, electric and water service line extensions, irrigation, maintenance, a public art feature, engraved pavers and safety training BP Pipeline may require of contractors.***
- The total area of the brick paver hardscape plazas is approximately 1,050 SF. This estimate was requested to enable Unilock™ via Krooswyk Materials, Trucking & Excavating to submit preliminary estimates for the quantity of paving stones needed for the project, the installation cost, the engraving cost per paving stone, the suggested cost to patron per paving stone and a range of potential fund raising income.
  - The paver Melissa originally conceived is ***Unilock Olde Greenwich Cobble*** using large and medium rectangle pavers to allow for expanding the engraving options. The medium rectangle accommodates three lines of text. The large rectangle accommodates up to five lines of text.
  - At our last meeting Terry Krooswyk recommended ***Unilock Brussels*** pavers (***Dimensional, Fullstone, Halfstone and XL***) like those that were used at the Highland Christian School.
  - Terry Krooswyk will be asked to bring samples of the ***Brussels*** and ***Olde Greenwich Cobble*** pavers and the Unilock estimates to a future meeting for a decision as to which style to use.

- Melissa expressed Allen Landscape's interest in becoming a prospective bidder for the project. As alternatives, she suggested: (1) executing the budgetary proposal as an award to proceed with Allen Landscape as the design/build contractor once funding is secured; or (2) contracting with Allen Landscape as the project's General Contractor at cost plus 10% for items of work not included in the revised cost estimate.
- Richard Underkofler responded to the foregoing alternatives in a July 31<sup>st</sup> email message to Melissa and others, "Like the \$25,000 BP Foundation grant made for the 45th Street Park Project, our Foundation will be making a grant to the Highland Park & Recreation Department to implement this project once sufficient donor funding is secured. If the Town decides to use a design/build contract (as we've recommended), the Park & Recreation Department will be required by law to solicit competitive bids for the project. We will, however, ask if BP Pipelines would be willing to pre-qualify prospective bidders. As an alternative, the Town could choose to select a landscape architect without competitive bids to prepare construction contract documents and to provide construction management services. Under that arrangement, however, Allen Landscape in Highland LLC, could not bid on the construction contract because you would have access to project specification information that would not be available to other potential contractors. For these reasons, I believe a competitive design/build contract procurement method is in your best interest."
- Pat Popa made a motion to approve payment of Allen Landscape's adjusted \$640.00 invoice for the second phase of concept plan design services. The motion was seconded by Richard Krooswyk and approved by unanimous consent.

**2. Proposal for survey services from Terry Hodnik, P.E., NIES Engineering, Inc.:**

- Richard Underkofler sought a proposal from NIES Engineering for a survey to identify the precise location of the BP gas pipeline, water and electric utilities; boundary and topographic elevation characteristics of the site. A survey is needed to enable design/build contract bidders to estimate the quantity of fill material and subcontractor costs for utility extensions in preparing bids for the project. BP will not allow electrical service conduit or water service pipes to cross the gas pipeline. Service will be needed from two locations, if electric and water irrigation service will be provided to landscape improvement features on both sides of the pipeline easement.
- A \$5,250 fee proposal was received on the meeting day and considered by the Board. Pat Popa made a motion to forward the proposal for survey services to the Highland Park Board for consideration and action. The motion was seconded by Richard Krooswyk and approved by unanimous consent.
- *Postscript: After subsequent communications, NIES Engineering offered to reduce its fee from \$5,250 to \$4,970 by removing reproducible hard copies from the scope of the survey services and making a contribution for 50% of the anticipated profit. Our budget for this survey was \$3,500. The budget, however, was only a preliminary estimate Underkofler gave Clerk/Treasurer Michael Griffin for preparing an appropriation of the BP Foundation grant for this project in a Park Capital Project Fund. The budget estimate was given to Michael before a detailed scope of services had been formulated. Underkofler's review of the detailed scope of services proposed by NIES Engineering and the time it will take for its qualified personnel to complete the tasks concluded the adjusted fee proposal is reasonable. Before the Park Department gives a notice to proceed, NIES Engineering will provide Certificates of Insurance showing coverage in limits*

*acceptable to BP Pipelines naming BP Pipelines, the Town of Highland and the Highland Community Foundation as "additional insureds". Alex Brown reported he intends to accept the revised proposal.*

## **WEBSITE DEVELOPMENT**

Another page will be added to our website titled "Projects" at Cecile Petro's request because she perceived it difficult to navigate from the "Current News" page.

## **PRINTED MATERIALS**

Letterhead and stationary has been delivered. A proof of our brochure was approved. *Postscript: Brochures were delivered August 8th. A request has been made to Legacy Foundation to pay CJ Printing's \$1,050 invoice. CJ Printing has been asked to prepare a digital copy of our letterhead to mitigate the need for future printing.*

## **OCTOBERFEST**

The board members present reviewed and discussed the status of Oktoberfest plans and authorized expenditures incidental to a revised report and tentative event budget. A copy is attached and made a part of these minutes by reference.

## **MEETINGS WITH POTENTIAL DONORS**

The board members continued discussion from the last meeting about this topic. Richard Underkofler asked each board member to review the potential donors identified at Appendix A of our Fund Raising Plan and to send an email message to him identifying persons they will contact. This is another summary the plan:

- **Personal Face-to-Face Meeting with Potential "Major" Donors.**  
From the list of potential donors identified on our Fund Raising Plan, identify persons or businesses potentially willing to donate from \$10,000 to \$20,000. Ask a board member to assume responsibility for extending an invitation to the potential donor for a breakfast, lunch or dinner meeting. Ask two board members to participate in these meetings. This will be the first phase of our fund raising campaign. Early identification of "who's asking who" will enable sufficient time for each lead board member to research the potential donor, identify his or her special interests, prepare custom elevator pitches and case statements, define a target donation amount to be requested and rehearse the "ask" meeting with a partner board member.
- **Small Group Event with Potential "Mid-Major" Donors.**  
From the list of potential donors identified on our Fund Raising Plan, identify persons or businesses potentially willing to donate from \$5,000 to \$10,000. Ask a board member to assume responsibility for hosting a reception for up to six of these potential donors and their spouses. Ask another board member to assume responsibility for extending an invitation to this reception to these potential donors. Ask these two board members to participate in this reception. This will be the second phase of our fund raising campaign to be initiated shortly after conclusion of the major donor solicitation phase. Subsequent work will identify this group of potential donors, board volunteers and a venue to host one or more reception events.
- **Service Club/Organization Presentations.**  
Formulate a list of community service clubs and organizations. Ask a board member to assume responsibility for asking each club/organization if we may make a presentation at a meeting about

our foundation. Close these presentations with a request for an annual contribution from the club itself and/or its members. Ask two board members to participate in each of these presentations. Richard Underkofler is formulating contact information for community service clubs and organizations.

*Postscript:*

- *Richard Underkofler and Terry Krooswyk will make a presentation to the Highland Rotary Club at noon on Wednesday, September 5th, 2012 at Michael's Restaurant*
- *Pat Popa (and perhaps Cecile Petro, if available) will make a presentation to the Highland Kiwanis Club at noon on Thursday, September 6<sup>th</sup> at Langel's Restaurant*
- *A request is pending for a presentation to the Elks Club*

#### **NEXT MEETING**

The next board meeting will be a special Oktoberfest planning meeting scheduled for a 6:00 PM start on Wednesday, September 6, 2012 at the Lincoln Center. Another special Oktoberfest planning meeting has been scheduled for September 17, 2012 beginning at 8 AM at the Indiana Welcome Center.

#### **ADJOURNMENT**

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

Respectfully submitted,

Cecile Petro, Secretary

**HIGHLAND OKTOBERFEST**  
**Thursday, October 4, 2012**  
**6:00 PM to 9:00 PM**

Caterer, Table & Chair Delivery	4:30 PM
Silent Auction	6:00 PM to 8:30 PM
Craft Beer and Wine Tasting	6:00 to 9:00 PM
Caterer Serving Time	6:30 PM to 8:30 PM
Caterer & Equipment Pickup	9:00 PM

Projected Attendance: 200 (175 meal guarantee will be provided to the caterer)

Ticket Price: \$85.00 / person  
 Contacts for Tickets:  
 Rich at (312) 550-4478 or [runderkofler76@comcast.net](mailto:runderkofler76@comcast.net)  
 Cecile at (219) 972-7598 or [CPetro@highland.in.gov](mailto:CPetro@highland.in.gov)

Venue: Exhibit Hall, Indiana Welcome Center  
 7770 Corinne Drive, Hammond, IN 46323  
 Phone: (219-554-2229)  
 West side of Kennedy Avenue, Southwest of I-80/94  
 There will be a \$425 rental fee to rent the venue, including wireless microphone and stand, kitchen and housekeeping fees. Three skirted registration tables with two chairs at each table are included in the rental fee. They will be placed in the lobby near the entry to the Exhibit Hall.

Insurance: The Welcome Center requires the caterer to provide a Certificate of Insurance naming the South Shore Convention & Visitors Authority as an "additional insured". Add Legacy Foundation and Highland Community Foundation as "additional insureds".

Liquor/ Security: A temporary event liquor license and security officer from Hammond Police Department is required for the duration of the event. The estimated cost for security is \$30/hour with a 4 hour minimum paid in cash on the evening of the event. To confirm security arrangements, contact Officer Pat Vicari at Hammond PD: 219-712-0182.

Deliverables: Two weeks prior to the event, send: (1) a signed copy of the rental agreement; (2) a copy of a letter from the IRS giving evidence of Legacy Foundation's 501(c) 3 determination; (3) the caterer's Certificate of Insurance and liquor license; and (4) the name and contact information of the Hammond police officer scheduled for the event to: Bethany Randolph, Special Events Coordinator, South Shore Convention and Visitors Authority.  
 (Mail: [bethany@southshorecva.com](mailto:bethany@southshorecva.com))

- Caterer Contract: \$18.00 / person + \$765 labor and delivery charge  
*The labor expense is increased from an earlier estimate for the expense of two bartenders to serve donated beer and wine.*  
 Jack Mix d/b/a Comfort Catering  
 (Mail: [sales@comforts-catering.com](mailto:sales@comforts-catering.com))  
 Menu: Wiener Schnitzel, German Potato Salad, Sauerkraut, Sweet & Sour Red Cabbage, Sauerbraten, Spaetzels, Bratwurst, (plus some Knockwurst if possible without increasing the unit price per meal), Hot Pretzels with Mustard Dips, coffee and water.  
*A basin will be provided at the beverage stations to wash glasses for the beer and wine tasting. Comfort Catering will secure the temporary event liquor license and maintains lines of coverage in limits of liability required for Certificates of Insurance.*  
*Additional Named Insureds:*  
*South Shore Convention and Visitors Authority*  
*Highland Community Foundation*  
*Legacy Foundation*
- Dessert: \$\_\_\_\_\_ for 200 servings of Apple Strudel by Cakes by Karen
- Beverage: Craft beer and wine will be donated by John Kiernan d/b/a Calumet Brewery.
- Event Gift: Lisa Kusiak d/b/a Ideations and Promotions, LLC / AIA will donate Pilsner type glasses with our logo for the beer and wine tasting. Lisa's initial offer was for 144 glasses. **Ask Lisa if 200 glasses could be provided.**
- Music: Frank K. Duo will perform from 6:15 to 8:30 PM. He and his partner will earn \$400 for the evening's performance. To visit his website click: <http://www.frankkmusic.com/oktoberfest.html>
- Tables & Chairs: Tables, Chairs and Tablecloths will be rented from Aid Rentals **Confirm quantify and rental prices after a table, food and beverage station layout plan is recommended by Jack Mix on a Welcome Center Floor Plan at an 8/10/12 meeting with Pat Popa.**  
Initial Estimate  
 206 – Total Chairs  
 10 - Round 8-Top Tables  
 20 - Square 4-Top Tables  
 10 – Cabaret Tables  
 12 - Silent Auction Tables
- Table Arrangements: A fall seasonal theme (small pumpkins & gourds) is desired. Jim DaSanto will ask a local florist to donate table arrangements. Cecile Petro will design and acquire photo images on foam core.

- Live Auction: We will strive to have a "live" auction of 5 high value items: 1) a 6 to 12 month car lease from an auto dealer; (2) a home entertainment system from a local appliance retailer; (3) services of a private chef to cook dinner at a person's home for up to six persons; (4) a two-person get-away "all inclusive" trip for 3 to 4 nights at a vacation destination; (5) a Pub Crawl for six persons donated by downtown restaurants and bars. Adam Gawlikowski has volunteered to serve as auctioneer. Mary Rakoczy d/b/a Travel Hut will propose a get-away trip for which we will seek sponsors to underwrite the expense. [rakoczymary@yahoo.com](mailto:rakoczymary@yahoo.com)
- Silent Auction: Highland businesses will be asked to donate items, services and/or gift cards for a silent auction. Remember to acknowledge the gift sponsor on a handout to be distributed at event registration. Identify persons to be solicited from the Appendix A list of our Fund Raising Plan. Cecile Petro has volunteered to manage the silent auction. Each board member will solicit at least five silent auction items and report the value to Cecile Petro.
- Advertising: *Gazebo Express* back page will be reserved for September edition. **August 15<sup>th</sup> is the deadline for submission of event information (including logo image) to Idea Factory for design work.** [theresa@theideafactory.us.com](mailto:theresa@theideafactory.us.com) and [robincarlascio@gmail.com](mailto:robincarlascio@gmail.com)
- Printing: CJ Printing will prepare tickets and pledge cards
- Public Information: Bill Vargo will prepare event news releases and send to local media in lieu of incurring expense for media advertising
- Video Presentation: A proposal for video presentation on a continuous cycle to be projected on a big screen throughout the duration of the event was not acceptable due to the \$662+ cost quoted to rent a 7.5' screen and 700 lumen projector, the minimum equipment specification recommended because the Exhibit Hall at the Welcome Center is so dark.
- More Information: Contact  
Richard Underkofler, President  
Highland Community Foundation  
9205 Idlewild Drive  
Highland, IN 46322  
Cell Phone: 312-550-4479  
Email: [runderkofler76@comcast.net](mailto:runderkofler76@comcast.net)  
Or [runderko@iun.edu](mailto:runderko@iun.edu)

### Tentative Event Budget

<b>Sources:</b>		<b>Sponsors / Vendors</b>	<b>Board Delegation</b>
Ticket Sales 200 @ \$85	\$ 17,000		
Pledges Signed at Event	20,000		
Event Sponsors	20,000	NIPSCO; Strack & VanTil; Horseshoe Casino; NWI Times	Gawlikowski Underkofler
Live Auction	10,000	See Potential Donors Below	Gawlikowski
Silent Auction	5,000	See Potential Donors Below	Petro
<b>Total Sources</b>	<b>\$ 73,000</b>		
<b>Uses of Cash:</b>			
Exhibit Hall	425	Indiana Welcome Center	Gawlikowski
Security	120	Hammond Police	Underkofler
Caterer 200 meals @ \$18 + \$765	4,365	Comforts Catering	Popa
Dessert	400	Cakes by Karen	Popa
Music	400	Frank K. Duo	Gawlikowski
Rental of Tables & Chairs	1,000	Aide Rentals	Popa
Printing	1,000	CJ Printing	Underkofler
Contingency	1,000		
<b>Cash Uses</b>	<b>8,710</b>		
<b>Potential Income</b>	<b>\$64,290</b>		
<b>Donations:</b>			
Craft Beer and Wine	\$ 2,400	Calumet Brewery	Gawlikowski
Pilsner-type Glass Gift		Ideations and Promotions 200 may be needed	Confirm quantity with Lisa Kusiak
Table Floral Arrangements		5 needed from local florist	DalSanto
Get Away "All Inclusive" Trip to Vacation Destination		Konnie Kuiper	Mary Rakoczy d/b/a Travel Hut
Auto Lease		Circle GMC/Buick	Gawlikowski
Home Entertainment System		Best Buy or hhgregg	Richard Krooswyk
Catered Dinner		Local Restaurant Chef	Gawlikowski
Downtown Pub Crawl		Langel's, Traditions, Growlers & Anthony's	Underkofler
Silent Auction Items		See Fund Raising Plan, Appendix A	5 Items solicited by each board member
<b>Total Value of Donations</b>			

Yellow Highlights = Unconfirmed