

CITRUS COUNTY COMMUNITY CHARITABLE FOUNDATION

MEETING MINUTES

April 28, 2016

CCCCF Mission Statement: The CCCCCF, Inc., is a non-profit (501(C)(3) entity, whose purpose is to award grants to groups and organizations that establish programs, research, or initiatives that promote the health or satisfy the medical needs of the residents of Citrus County, FL.

Call to Order: VP Gudis called public noticed meeting to order of the CCCCCF, Inc., at 6pm, in Room 166 at Lecanto Government Building

Moment of Silence observed

Pledge of Allegiance : led by VP Gudis

Welcome: VP Gudis extended warm welcome to all in attendance

Attendance/Quorum:

- a. See Director Attendance Record
(Directors absent – Pres Hinkle (health issue) Director Lawler (schedule conflict)
Director Dr. Chundru (on call at SR Hospital)
- b. See Visitor Attendance Record
- c. Directors Present: 8 sworn Directors
- d. Quorum: present

Legal Notice: see attached

Approval of Meeting Agenda: Motion (Director Carnahan) **second** (Director Wallis) to approve meeting agenda as presented with unanimous voiced approval

Public Comment: (3 minutes for an individual; 5 minutes for organization/group representation)

Mr. Mason expressed some concerns regarding anticipated Bookkeeper position and status of current By-Laws .

Minutes of March 24, 2016 Approval: Motion (Director Carnahan) **second** (Director Merrill) with unanimous approval to accept and file minutes as presented.

Treasurer's Report:

- a. Financial Report/Balance Sheet: presented by Director Ressler with **Motion** (Director Carnahan) **second** (Director Diaz-Fonseca) with unanimous approval to accept and Financial Report as presented (see attached)
- b. Invoices approved with **motion** (Director Carnahan) **second** (Director Diaz-Fonseca) to pay invoices as presented (see attached); unanimous approval.

Unfinished Business:

- a. Legal RFP- Director Merrill presented response to RFP for legal services. Response from Hogan Law Firm, Jennifer Rey, distributed and discussed. **Motion** (Director Diaz-Fonseca) **second** (Director Wallis) with unanimous voiced approval to engage services from Ms Rey. Secretary Ressler to contact Ms. Rey for development of engagement letter, provision of current /active CCCCCF, Inc., documents and a request for her attendance at our next meetings held on May 26.

Agreed upon understanding that her presence at future meetings will be determined by the agenda and request/need expressed by the Directors.

- b. Website RFP- Director Ressler, in absence of Pres Hinkle, led discussion of Nature Coast Web Design and Marketing to be Web master for CCCC, Inc. RFP response from such distributed to Directors prior to meeting for review. Discussion regarding content and importance of initiation as soon as possible. **Motion** (Director Ressler) **second** (Director Diaz-Fonseca) with unanimous voiced approval to engage Nature Coast Web Design and Marketing as CCCC, Inc Web master. Contacts will be made prior to next meeting for listing of desired content and format and they will be invited to attend May meeting.
- c. Bonds/ D/O insurance- Director Ressler reported D/O insurance and Bonds for three officers have been secured via Hagar Insurance, Inverness Florida services.

Standing Committee Reports:

- a. Personnel- no action
- b. Audit – no action
- c. Investment- Director Ressler shared examples of Investment Policy Statements and examples of Investment RFPs are being compiled for distribution and discussion at future meetings.

Ad Hoc Committee Reports:

- a. By-laws Committee – Dr. Wallis intends to ask CCCC attorney, once determined, to review existing By-Laws for sufficiency, legality and completeness. Comment from Mr. Mason will be explored. Contact with Mr. Grant, CCHB attorney, will be requested in order to verify compatibility of any proposed changes in By-Laws with the By-Laws that have previously been submitted to the State of Florida. CCHB will be made aware of any such changes with anticipated discussion and approval.
- b. Grants Application and Grant Committee- Director S Diaz-Fonseca reported protocols have been completed. Grant Proposal Form, Grant Report Form, and proposed timeline for Grant Program implementation discussed.
- c. Finance Committee- VP Gudis reported Finance Committee recommends engaging Bottom Line Bookkeeping for financial / accounting services. **Motion** (Director Merrill) **second** (Director Wallis). Majority approval of 7 to 0. One director abstained due to a Professional relationship with Bottom line Bookkeeping (office rental).

New Business: Director Diaz-Fonseca reported favorable attendance at the Sunshine Law Workshop held recently in Crystal River.

Public Comment: Mr. Mason voiced some concerns regarding services to be provided by Bottom line Bookkeeping.

Next Meeting: May 26, 2016

Finance Committee: none **By Laws Committee: 5:30pm** **Grants Committee 5:00p**

Adjournment: by unanimous consent at 6:50pm