

CITRUS COUNTY COMMUNITY CHARITABLE FOUNDATION

MEETING Minutes

April 25, 2019

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: 6:00pm

Moment of Silence: Observed

Pledge of Allegiance: Led by President SD-Fonseca

Welcome:

Attendance/Quorum:

- a. Directors present: 8 : KDeMaio, SD-Fonseca, ERubio, DRyan, JTSmith, SWarden, MFallows, WDixon
- b. Legal Counsel: yes
- c. Independent Consultant: 2
- d. Public: 17
- e. Media: 1
- f. Quorum: Yes

Legal Notice: Published March 8th 2019

Approval of Meeting Agenda: Motion to approve WDixon 2nd DRyan unanimous

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

Dr. Jeff Wallis announced former directors meeting after BOD mtg and invited JTSmith to join. Also, suggested adding a qualification to the grant awarding process and grant an event amount to the Grantees that do not get selected so the money is expended.

SD-Fonseca responded we cannot evenly distribute funds to grant applicants because we could potentially be giving too little of an amount to get the program started.

Mike Tringali – in regards to the treasurer report – should consider higher rate brokerage acct.

Minutes Approval:

March 28th 2019

New Business

- a. Expense policy – JRey: the HB did not provide an expenditure policy but did provide a credit card policy. Need approved budget with minimal expenses and operational policy.

WDixon motion to set a limit of \$500 expenditure limit per occurrence and after bring in a sheet form for approval of the board with documentation. JTSmith 2nd

Discussion - KDeMaio - no okay with the \$500 limit per occurrence and change the limit to \$250 per occurrence.

Motion stands to set limit of \$500 expenditure limit per occurrence and after bring forward to board for approval. 7-1 voted yes

DRyan – when staff is hired this will be superseded? SD-Fonseca – Yes.

b. The use of independent contractors by committees and board – No policy needed

c. Other – AndCo. Reported Investment Performance Review Period Ending March 31st, 2019 (see attached).

Treasurer's Report:

a. Invoices: KDeMaio reported – Hager Group \$200, AndCo. \$6250, Citrus Publishing \$131.30, Salem Trust \$1187.50, Nature Coast Web Design \$100, Wells Business Solutions \$1075, Citrus Pregnancy Center \$2500, Healthy Families of Citrus county \$5250, Hager Group \$200. Motion to approve Dixon 2nd DRyan unanimous

b. Financial Report: see attached KDeMaio reported Motion to approve Dixon 2nd JTSmith unanimous

c. Banking Services – Motion to change bank to Cadence Dixon 2nd JTSmith unanimous

d. Other: several checks signed by President and VPresident and not the Treasurer, based on the bylaws Treasurer must sign– remedy the situation by having the Treasurer Sign checks in the future.

Sunbiz reflects old officers so we need to fill out an amendment – KDeMaio motion to ask Bookkeeper to amend Sunbiz 2nd JTSmith unanimous

ERubio recommend moving any funds that exceed \$250,000 be moved to investment acct. since cadence only insures up to \$250,000. KDeMaio Motion to transfer excess funds to Investment acct 2nd SWarden unanimous

Unfinished Old Business

a. Records retention policy – JRey presented Motion to approve KDeMaio 2nd DRyan unanimous

b. Contract reviews for independent contractors - see attached –

AndCo. Consulting - ERubio thinks they do a great job, Dr. Dixon states they are too expensive, pleasure of the committee and will review.

Hogan Law Firm – KDeMaio attorney does a good job. SWarden concurs. President requested Attorney work on better communication.

Nature Coast Web Design – requesting Facebook page – communications committee will discuss

Wells Business Solutions – KDeMaio requested renegotiate contract. JRey need to send notice 60 days in order to change contract or terminate contract. JRey will send notice.

Request proposal in response to notice.

Salem Trust – President requested breakdown of payments before we renew. Term ends in 2020 not 2019 as handout states.

Regions Bank – voted to change to Cadence Bank earlier in the meeting.

c. Committee minutes policy (tabled from March meeting) – motion to send secretary approved committee minutes then secretary sends to webmaster JTSmith 2nd DRyan unanimous

Ad Hoc Committee Reports:

- a. Communications Committee – JTSmith presented new version of the website.
- b. Other – JRey need year-end report.

Standing Committee Reports:

- a. Investment Committee – ERubio apology to Dr. Dixon for not including him on the distribution list. AndCo. Reported the only thing to add is we will be executing buy/sell order within Investment policy.
- b. Grants Committee: SD-Fonseca reported after stepping down.
 - 1. Letters of Inquiry recommendations – 17 letters received
 - CF Foundation – No
 - Cayla’s Coasts – No
 - Nature Coast Ministries – No but on the cusp so asking board to vote – Board voted Yes
 - Key Training Center – No
 - S.O.S. - No
 - Aspire – Yes
 - YMCA – No but on the cusp so asking board to vote – board voted No
 - Will Power - No
 - Friends - No
 - CUB – Yes
 - Hospice – Yes
 - Florida State College of Medicine – No
 - Pregnancy and Family Life Center – Yes
 - Faith Haven – Yes
 - Lions Club – Yes
 - Friends and Families – No
 - The Path – No
 - Total amount - \$ 432,600
 - Motion to approve Dixon 2nd KDeMaio unanimous
 - 2. Other
- c. Personnel Committee
- d. Audit – Internal Control Questionnaire cannot be completed by check signers- DRyan volunteered
 - Auditor requested conference it is long timeframe and cost \$40– Board does not want the audit conference it was declined in the past.
 - Auditor asked for check images that were not found KDeMaio is working with her.

Legal Update:

- a. Report from Jennifer C. Rey, Esq. – new board members need to complete some background documents so JRey created a share file portal to hold all the documents.
- b. Received feedback from HB changes of the bylaws – language of rotation HB not voted on, role of past presidents, and modified language of Investment committee. The Investment Committee’s language will be reviewed next meeting May 16th. Discussion tabled for next Board meeting.
- c. Conflict of interest forms must be signed by each member.

Public Comment: (guidelines as listed above)

Jeff Wallis – great work, congrats! Remind you that we the HB work as a resource for you and can speak with any organization that needs assistance with the process.

Next Meeting:

- a. Anticipated # of Attendees
- b. May 23rd 2019 6pm at the Lecanto Government Building Rm 166

Meeting Adjournment: 8:36pm

Investment Committee Meeting: May 16th 2019 6pm CC Health Dept. Conference Room

Grants Committee Meeting: Monday, June 11th & 12th (if needed) 2019 Grant Proposal Review at the College of Central Florida Citrus Campus, Conference & Learning Center C4 Room 105 at 9:30am.

Communications Committee Meeting: