

**CITRUS COUNTY COMMUNITY CHARITABLE FOUNDATION  
MONTHLY BOARD OF DIRECTORS MEETING MINUTES  
April 27, 2023**

**CCCF Mission Statement:** The CCCC, 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.

**I. Call to Order: 6:00 pm**

**II. Welcome**

- a. Moment of Silence
- b. Pledge of Allegiance

**III. Attendance/Quorum:**

- a. Director's roll call: *MFallows, WDixon, RHolmes, CLizanich, HDavis, Swarden, ERubio, LCalodney, PThomas*
- b. Quorum: *Yes*
- c. Legal Counsel: *JRey*
- d. Staff/ Independent Consultants: *CBarton*

**IV. Legal Notice:** Published April 20, 2023 **(1)**

**V. Approval of Meeting Agenda:**

- a. Changes or Modifications to Agenda (if any): *Need to add the Steering Committee Resolution*  
**Motion to Approve the Agenda with additions brought by WDixon with a 2<sup>nd</sup> by ERubio and the vote being 9 for and 0 against the Motion.**
- b. Poll/Disclosure of Conflicts of Interest (if any): *None*

**VI. Public Comment (3 minutes for an individual; 5 minutes for an organization/ group representation)**

**VII. Consent Agenda**

- a. Board of Directors Meeting Minutes March 23, 2023 **(2)**
- b. March 2023 Statement of Financial Position (For Acceptance) **(3)**
- c. March 2023 Statement of Activities (For Approval)
- d. March 2023 Treasurer's Report (For Acceptance)
- e. March 2023 Budget v. Actual (For Acceptance)
- f. March 2023 Check Register (For Acceptance)
- g. Authorization of Payments (For Approval)

**Motion to Accept the Consent Agenda brought by WDixon with a 2<sup>nd</sup> by ERubio and the vote being 9 for and 0 against the Motion.**

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**VIII. Unfinished**

**IX. New Business**

- a. Electronic Account Access and Transition Redline Review **(4)**

**Motion to Accept the Electronic Account Access and Transition Policy changes brought by MFallows with a 2<sup>nd</sup> by WDixon and the vote being 9 for and 0 against the Motion.**

- b. 941 Review **(5)**

**Motion to Accept the 941 brought by WDixon with a 2<sup>nd</sup> by SWarden and the vote being 9 for and 0 against the Motion.**

- c. The Pregnancy and Family Life Center Cycle 6- 2 Year Report Review **(6)**

**Motion to Accept the Pregnancy and Family Life Center Cycle 6- 2 Year Report brought by PThomas with a 2<sup>nd</sup> by RHolmes and the vote being 9 for and 0 against the Motion.**

- d. Quarterly Budget Review and Request to Transfer Funds from Investment to Operations **(7)**

**Motion to Accept the Quarterly Budget Review and Request to Sell as needed and Transfer Funds in the amount of \$75,108 from Investment to Operations brought by PThomas with a 2<sup>nd</sup> by SWarden and the vote being 9 for and 0 against the Motion.**

**Motion to Adopt the Resolution of Action brought by ERubio with a 2<sup>nd</sup> by CLizanich and the vote being 9 for and 0 against the Motion.**

- e. Financial Amendment for February **(8)**

**Motion to Accept the Amendment to the Financial Reports for February 2023 brought by WDixon with a 2<sup>nd</sup> by CLizanich and the vote being 9 for and 0 against the Motion.**

- f. Website Management Policy Review **(9)**

**Motion to Accept Website Management Policy with the amendment of typographical errors brought by MFallows with a 2<sup>nd</sup> by CLizanich and the vote being 9 for and 0 against the Motion.**

*This is with the expectation that the Executive Director will add a paragraph that includes the calendar being posted on the website.*

- g. Information Technology and Social Media Acceptable Use Policy Review **(10)**

**Motion to Accept the Information Technology and Social Media Acceptable Use Policy brought by WDixon with a 2<sup>nd</sup> by MFallows and the vote being 9 for and 0 against the Motion.**

**XI. Committee Items and Reports:**

- a. Investment Committee

- a. TD Ameritrade Report **(11)**

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b. Quarterly Report **(12)**

*WDixon reviewed the TD Ameritrade Report as well as the AndCo Quarterly Report with the Board. He went further to inform the board that we should maintain our course. He let us know that we are in the top 5% over the last 5 years and the top 1% in the last 3 years.*

**Motion to Accept the Quarterly Report brought by PThomas with a 2<sup>nd</sup> by CLizanich and the vote being 9 for and 0 against the Motion.**

b. Grants Committee

a. Grant Spreadsheet **(13)**

*SWarden discussed the Spreadsheet with the Board and the reasoning behind the Grants Committee's recommendation of giving the entirety of the Grant fund to the Children's Advocacy Center (dba Jessie's Place).*

**Motion to Accept the recommendation of the Grants Committee and move forward with the Grant for the Children's Advocacy Center (dba Jessie's Place) in the amount of \$35,108.00 brought by WDixon with a 2<sup>nd</sup> by LCalodney and the vote being 9 for and 0 against the Motion.**

c. Bylaws Committee

d. Steering Committee

a. Invoice Update **(14)**

*ERubio discussed the last Steering Committee Meeting along with the Invoice. CBarton informed the Board of the status of the Invoice.*

**Motion to Approve the Steering Committee Invoice Update brought by MFallows and the 2<sup>nd</sup> brought by CLizanich and the vote being 9 for and 0 against.**

e. Audit Committee

**XII. Legal Counsel**

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

**XIV. Next Meeting Dates:**

- a. Regular Meeting of the Board May 25, 2023
- b. Grants Committee Meeting TBD
- c. Investment Committee TBD
- d. Bylaws Committee TBD
- e. Steering Committee TBD
- f. Audit Committee TBD

**XV. Adjourn: 6:52 pm**