

**CITRUS COUNTY COMMUNITY CHARITABLE FOUNDATION
ANNUAL MEETING MINUTES
December 16, 2021**

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.

I. Call to Order 6:03 p.m.

II. Welcome

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

III. Attendance/Quorum:

- a. Director's roll call: WDixon, Rholmes, DRessler (by phone), DRyan, ERubio, SWarden, LCalodney, JTSmith (via Zoom), PThomas (at 6:19 p.m.)
- b. Quorum: Yes
- c. Legal Counsel: Jennifer Rey
- d. Staff/ Independent Consultants: Tabitha

IV. Legal Notice: Published October 27, 2021

V. Approval of Meeting Agenda: Motion to accept modifications and approve Meeting Agenda Minutes brought by LCalodney with a 2nd by WDixon with a vote of 8 approved and 0 against. Motion was completed prior to the arrival of PThomas.

- a. Changes or Modifications to Agenda (if any): Added the Quarterly Investment Report to the Agenda.
- 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): None

VII. Consent Agenda- Motion to Approve Consent Agenda brought by WDixon 2nd by ERubio with Votes for 9 and against 0.

- a. Board of Directors Meeting Minutes November 18, 2021
- b. November 2021 Statement of Financial Position (For Acceptance)
- c. November 2021 Statement of Activities (For Approval)
- d. November 2021 Treasurer's Report (For Acceptance)
- e. November 2021 Budget v. Actual (For Acceptance): Dixon grammatical error
- f. November 2021 Check Register (For Acceptance)
- g. Authorization of Payments (For Approval)

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VIII. STAFF RECOMMENDATION:

IX. Unfinished

- a. Motion to Accept Credit Card Resolution Document allowing for the Executive Director to open a credit card and to allow for the date change of the document for Executive Director brought by DRessler with a 2nd by ERubio with the Votes for being 9 and against being 0.
- b. Storage unit: Motion to Accept closing Storage Unit brought by WDixon and a 2nd by Rholmes with the Votes for the Motion being 9 and against 0.

X. New Business

- a. Cell Phone for CCCCCF
Motion to Accept a contract being entered into on behalf of the Citrus County Community Charitable Foundation with AT&T and to be signed by DRyan was brought by Rholmes and a 2nd by SWarden with Votes for being 9 and against being 0.
- b. Update on Progress of 2020-2021 Audit Items that need to be completed and or addressed given by Executive Director.
- c. Foundation Registered Agent
Motion to Approve Hogan Law Firm to be the Citrus County Community Charitable Foundation's Representative and to file the decision with the state brought by PThomas and a 2nd by WDixon with the Votes for being 9 and against being 0.

XI. Committee Items and Reports:

- a. Investment Committee:
 - a. WDixon discussed the inevitability of the stock market dropping and the Investment portfolio dropping considerably. Discussed gains as well as the double sealed envelopes safeguard given to the President as well as the Hogan Law Firm in the event that WDixon is unable to continue his obligations as the Investment Committee Chairman. Jennifer reminded the Board that the investment Chair will need authorization to be able to allow him to take money out for the Grant Cycle 11 Funding as well of the audit risks of allowing the Chair to be able to take the money out without the Board maintaining control. WDixon brought the Motion to authorize the Investment Chair to sell assets for cash with a limit of 2.7 million dollars for Grant funding and Rholmes 2nd this Motion. There was no vote for the Motion as the Motion was tabled and later withdrawn after Legal counsel reminded us of the auditory risks of this change in policy.

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- b. Motion to move 131,000.00 for Grant Cycle 10 as well as 191,000.00 for Grant Cycle 11 along with miscellaneous costs for a total of \$327,500.00 to be liquidated and moved to checking account brought by ERubio with a 2nd by SWarden. Votes were 9 for and 0 against.
- b. Grants Committee:
 - a. Motion to Accept Aspire for 60,000.00 and The Pregnancy and Family Life Center of Citrus County for 135,000.00 was brought by PThomas with a 2nd by Rholmes. The votes were 9 for the approval and 0 against.
 - b. Motion to decide against making an exception for the Dementia Education, but recognizing that they can reapply during the next cycle to be brought by ERubio 2nd by DRessler with the votes being 9 for and 0 against.
 - c. Motion for the Executive Director to connect with and have the Covenant Children's Home and Doctor's Free Clinic regarding being brought in compliance with the Grant Cycle 10 Contract brought by ERubio with a 2nd by DRessler. The votes were 9 for the approval and 0 against the approval.
- c. Personnel Committee- No Meeting- Nothing to Report
- d. Audit Committee - No Meeting- Nothing to Report
- e. Bylaws Committee: Directed Jennifer to draft the corrections to the ByLaws to be brought before the board.

XII. Legal Counsel gave direction as needed.

XIII. Public Comment (3 minutes for an individual; 5 minutes for an organization/group representation) Tabitha Wells spoke.

XIV. Next Meeting Dates:

- a. Regular Meeting of the Board -January 27, 2022
- b. Grants Committee meeting dates to be determined
- c. Investment Committee meeting dates to be determined
- d. Personnel Committee meeting dates to be determined
- e. Audit Committee meeting dates to be determined
- f. ByLaws Committee meeting dates to be determined

XV. Adjourn: Motion by ERubio 2nd by SWarden with Votes for 9 and against 0.