

# CITRUS COUNTY COMMUNITY CHARITABLE FOUNDATION

## MEETING MINUTES

February 25, 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.

1. **Call to Order** Ken Hinkle, CCCCCF, Inc. President called this Board of Directors' meeting to order at 6:05pm on February 23, 2016 of the Lecanto Government Building, Room 280
2. **Moment of Silence**
3. **Pledge of Allegiance** led by Vice President Mike Gudis
4. **Welcome** President Hinkle extended welcome to all in attendance
5. **Attendance/Quorum**
  - a. See Director Attendance Record
  - b. See Visitor Attendance Record
  - c. Directors Present: 9 sworn Directors
  - d. Quorum- present
6. **Legal Notice of Meeting** see attached
7. **Approval of Agenda Motion (VLawter) second (SDiaz-Fonseca) with unanimous voiced vote to accept Agenda as revised (additions). Motion carried 9 to 0**
8. **Public Comment ( 3 minutes for an individual; 5 minutes for organization/group representation)** None
9. **Approval of January 21, 2016 meeting minutes Motion (SDiaz-Fonseca) second (MGudis) with voiced unanimous vote for approval. Motion carried 9 to 0**
10. **Treasurer Report**
  - 1) Current funds available upon completion of transfer of funds will be \$81,983.49  
**Motion (SDiaz-Fonseca) second (JWallis) to accept Treasurer Report as presented subject to audit with unanimous voiced vote. Motion carried 9 to 0**
  - 2) Invoices to be paid/approved include:
    - CCHB reimbursement for Chronicle notice ads: \$49.50
    - Invoice for State Yearly Registration: \$61.25
11. **Citrus County Clerk of the Court/Comptroller Audit Review Presentation**

Ms. Vick addressed the Final Audit Review, distributed to Board members, and explained the role of the Clerk in the Audit process is to ensure that the CCCCCF, Inc. is in compliance with CCCCCF, Inc By-laws and State Regulations. Expressed that they are not the Financial Audit mechanism. Lengthy discussion on the stated

recommendation for separate individual serving as Bookkeeper. **Motion (Director SDiaz-Fonseca) second (Director Wallis) with unanimous approval to advertise for Bookkeeper Services.** Motion for Director Ressler to prepare employment advertisement for such service with the ad is to include the language of Independent Contractor, submission deadline of March 15, 2016 and email contact address to be provided. **Motion (Director Wallis) second (Director SDiaz-Fonseca) authorizing Director Ressler to coordinate with Chronicle and pay invoice accordingly with maximum disbursement of \$300.00** Candidate will be expected and evaluated for bookkeeping experience, check writing ability, three references. Applicant will be asked to supply salary expectations.

**Finance Committee** Chair, Director Gudis, asked for volunteers for Committee Membership. Director Merrill and President Hinkle agreed to join Committee. Committee members will receive responses to Bookkeeper ad listing for review at Finance Committee meeting 5:00pm , prior to BOD March meeting.

**12. Guest Presentation: SCORE**

Dan Crishon, SCORE Mentor and Steve Meitz, SCORE attorney, represented the many SCORE volunteers. Explained their role in the community as resources for varied information for organizations, foundations, businesses, etc; do not provide specifics as per employees and/or staff.

**Unfinished Business**

- a. Legal Services RFP- Director Merrill reviewed Draft Document. She answered questions as presented. Discussion regarding fulfillment of said role (SDiaz-Fonseca) second (JWallis) to advertise for Legal Services for Non Profit Organization with inquires due prior to April 21 via provided email. **Motion (Director Wallis) second (SDiaz-Fonseca) to authorize Director Ressler To coordinate with Chronicle and pay invoice accordingly with maximum of \$300.00**
- b. CCCCF communication-website President Hinkle continues to review/research.
- c. Bond, D/) Insurance: Director Ressler presented information received during meeting with Hagar Insurance. Lengthy discussion to determine liability amounts for both bonds and liability levels of coverage. Motion (Director Gudis) with second (SDiaz-Fonseca) for bond coverage for \$100,000 and D/O insurance coverage for one million dollars for D/O Liability for Directors. Motion (Director Gudis) second (Director Merrill) with unanimous approval to Authorize Director Ressler to submit completed applications and to cover Invoices from Hagar Insurance.

### 13. Standing Committee Reports

- **Personnel** Pres Hinkle will be pursuing such committee population and distributed an example of a Personnel Handbook for review.
- **Audit** no action
- **Investment** no action

### 14. Ad-Hoc Committee Reports

- **Bylaws Committee-** Director Dr. Wallis reported conversations with Mr. Grant; indicating that the current adopted By-laws are acceptable and such will be offered to CCHB for approval at the next CCHB meeting. Dr Wallis explained By-laws Committee had received and reviewed the several Examples for Conflict of Interest. The committee unanimously voted to include note in the Bylaws section addressing this subject ; note to refer reader to Conflict of Interest Policy. Committee recommendation was for member(s) of Board of Directors be appointed by Pres Hinkle to review several examples and to draft such a policy for future discussion and subsequent approval. Pres Hinkle appointed Director Rashley to design a Draft and to present such at next meeting for discussion and review.
- **Grant Committee and Grant Application Committee** Director Diaz-Fonseca Offered application draft has been completed. Time line for those seeking Grants was established. Both will be provided to the CCCC Directors for review and discussion at future meetings.

### 15. New Business:

Public Members election: Director Ressler shared Ms Gill, CCSOE, is well aware of the need for the election of said Directors to occur with the November, 2016 Election. One such position will be for a two year term and the other for a four year term; thus insuring rotation of term coverage.

16. Public Comment: this was not an offered opportunity; unintentional oversight.

17. Next meetings March 24, 2016

Grant Committee – 5:30 pm; April 28

By Laws Committee- 5:00pm; March 24

Board of Directors- 6:00p; March 24

18. **Adjournment: Motion (MGudis) second (JWallis) with unanimous voiced vote at 8:10p**