

CITRUS COUNTY COMMUNITY CHARITABLE FOUNDATION

Meeting Minutes

February 27, 2020

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: Lecanto Government Center, room 166, 6pm

Moment of Silence: Observed

Attendance/Quorum:

- a. Directors present: WDixon; PFitzpatrick; AMohammadbhoj; ERubio; DRyan; JTSmith; DRessler
- b. Legal Counsel: Yes – JRey Esq.
- c. Independent Consultant: no
- d. Public: 2
- e. Media: No
- f. Quorum: Yes (7)

Legal Notice: January 22, 2020

Approval of Meeting Agenda: C McClure requested to add to the agenda under “new business” a \$200 invoice for KDemaio bond issuance. Motion to approve DRessler, 2nd PFitzpatrick, vote 7-0.

Minutes Approval: January 30, 2020 meeting minutes. Motion to approve ERubio, 2nd by DRyan vote 7-0.

New Business:

- a. Western Surety bond renewal for KDemaio for \$200. Motion to approve by DRyan. Second by WDixon, vote 7-0.

Treasurer’s Report: JTSmith reported (see attached Treasurers report for Period ending November 2019)

- a. WDixon responded regarding the Treasurer’s report that he would like to see this become a quarterly report update, not at every meeting. He would also like the report more simplified as he believes it lacks clarity. Motion to approve Treasurers Report by WDixon, 2nd by DRyan, vote 7-0.
- b. Invoices: Citrus Publishing \$14.50; CNA Surety- JTSmith Bond \$100, KDemaio Bond \$200; Hartford W/C Insurance \$301; Salem Trust (3rd quarter replacement check) \$1187.50; Spectrum \$29.99; Wells Business Solutions \$26.20 (postage) and \$1075.00; Florida WellCare Alliance \$350.00; Brighthouse \$29.99; Hogan Law \$1640.00; Nature Coast Web \$100.00. Motion to approve invoices by DRyan, 2nd by PFitzpatrick, vote 7-0.
- c. Banking Services- Regions bank closure was finalized. DRessler inquired as to who issued the \$250 charity check to the CCCCCF and C McClure responded Fidelity Charitable.

Old Business

- a. C McClure commented that she would like until the March meeting to make the decision for an office lease location to determine what would be best for both herself, the Charitable Foundation, and charities seeking grants.

Standing Committee Reports:

- a. Investment Committee: No report
 1. JRey reported that there were issues with the client agreement and that TD Ameritrade refuses to make changes. JRey stated CCCCCF would need to accept the terms of the AmeriTrade Client Services Agreement given that the terms provide for a waiver of legal rights, and an out of state jurisdictional provision. She does not recommend this decision. WDixon made a motion to approve and 2nd by DRyan, vote 7-0.
- b. Grants Committee:
 1. DRessler made a motion to approve, with a second by AMohammadbhoy. ERubio suggested the verbatim on item (b) to reflect “EIN/TIN and proof of tax status” to accommodate local government and state agencies. With this amendment, a motion to approve was made by DRessler, with a second by AMohammadbhoy. A vote 7-0 for all of the following items:
 - (a) Cycle 8 grant schedule
 - (b) Addition of the request for EIN and proof of tax status in LOI format
 - (c) Change to grant report form
 - (d) Letter of Inquiry notice
 - (e) 1st year reports from Citrus Pregnancy and Childhood Development Service and tentative to them submitting a second press release (they are currently working on it)
- c. Personnel Committee: No report
- d. Audit Committee: No report

Executive Director Update:

- a. Commercial Liability Insurance: CMcClure reported on the notice of cancellation received by Philadelphia Insurance in January 2020, to cancel on March 30, 2020 due to negative findings in the 2017 audited financial statement. CMcClure reported that she has collaborated with SDiaz-Fonseca, Debby Coulson at Hagar Insurance, as well as Attorney JRey in regards to steps to counteract the cancellation. CMcClure reported that documents were sent in to Debby Coulson at Hagar to submit to Philadelphia Insurance to show corrective action by the Charitable Foundation for each of these items. Additionally, CMcClure has completed a Commercial Insurance Application and submitted to Hagar for bid for other insurance carriers in the event Philadelphia chooses to cancel. DRessler clarified that this will be rectified before or at the next Board meeting and CMcClure confirmed.

Legal Update:

- a. Meeting Notice Policy correction made to separate the Secretary and Treasurer positions. Motion to approve by DRessler, 2nd by PFitzpatrick, vote 7-0.
- b. JRey reported that the Salem Trust contract is terminating as per the vote last board meeting. Because the Board adopted a resolution to have CCHB deposit directly into the investment account, the resolution will need to be amended to reflect the new custodian. CMcClure said she will provide this to JRey. DRessler reported there had been a delay due to Ms. Chadwick’s injury reducing the availability of her as second signature but Mr. Stillwell was taking measures to resolve this issue. Also, due to the change of the CCCCCF change in depository , the funds will be sent forth once Citrus County Hospital Board is officially notified of the change in the financial institution that are approved to receive the funds.

Next Meeting/s:

- a. March 26th at 6pm in the Lecanto Government Building, room 166
- b. Investment Committee Meeting: March 19th at 6pm Florida Department of Health in Lecanto
- c. Grants Committee Meeting: March 19th at 9:30 am, CF room 105
- d. Personnel Committee: No meeting
- e. Audit Committee: No meeting

Meeting Adjournment: Motion to approve meeting adjournment at 6:35 pm by DRyan, 2nd WDixon, vote 7-0.