

# CITRUS COUNTY COMMUNITY CHARITABLE FOUNDATION

## MEETING MINUTES

January 21, 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 January 21, 2013 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: 11 sworn Directors
  - d. Quorum- present
6. **Legal Notice of Meeting** see attached
7. **Approval of Agenda Motion (SCarnahan) second (JWallis) with unanimous voiced vote to accept Agenda as revised (additions). Motion carried 11 to 0**
8. **Public Comment ( 3 minutes for an individual; 5 minutes for organization/group representation)**
  - 1) Mr. Wilson offered comments on recent CCCCCF, Inc. column printed in the local media publication. He also addressed concerns/comments regarding population of Committees. Mr. Wilson suggests that the committees be populated by volunteers from the community; ie- retired professionals with pertinent expertise
  - 2) Peter Kranker, SCORE Mentor, presented overview of anticipated Veterans Village Of Citrus County Assisted Living Facility (VVCC). Expressed understanding that the CCCCCF, Inc. is not issuing grants/monies at this time, but wanted to provide the Directors with an oversight of the "project." (see attached handout for VVCC)
9. **Guest presenter:** Jon Kurtz , Executive Director for Marion County Hospital District shared the Marion County Hospital District Foundation development and current process. Mr. Kurtz agreed to share information to CCCCCF, Inc. as needed. Mr. Hinkle expressed he will be in further conversation with Mr. Kurtz.
10. **Approval of December 3, 2015 meeting minutes Motion (Scarnahan) second (JWallis)Fonseca) with voiced vote for approval. Motion carried 11 to 0**

## **11. Treasurer Report**

1) Current funds available upon completion of transfer of funds will be \$74,168.53

**Motion (SCarnahan) second (JWallis) to accept Treasurer Report as presented subject to audit with unanimous voiced vote. Motion carried 11 to 0**

2) Invoices to be paid/approved include:

CCHB reimbursement for Chronicle notice ads: \$15.10

Invoice paid per direction for \$300.00 to Mr Powell, CPA for IRS filings

(note, previous discussed CPA unable to provide service, deadline compliance,

Directors previously agreed due to time constraint to proceed with such CPA

Selection for this year with understanding for RFP for future needs.

**Motion (JWallis) second (SCarnahan) for approval of the above expenditures**

3) **Citrus County Clerk of the Court/CCCCF Inc., update:** Treasurer shared Clerk of the Court is provided copies of documents, checks, deposits, etc on a timely basis. Such interaction with the Clerk is an ongoing communication.

## **11. Unfinished Business**

- a. Legal Services RFP- Director Merrill had presented revised draft prior to this meeting. Decision at December, 2015 meeting to defer the discussion of this draft for this meeting. There was an apparent discrepancy in the copies that Directors had acquired (some had the original draft and others with the most current draft) Voiced agreement for Directors to review the most recent draft and be prepared to discuss at the February, 2016 meeting.
- b. CCCCF communication-website President Hinkle presented information regarding website status. Director SDiaz-Fonseca presented an overview of the website for the Space Coast Foundation. Directors voiced acceptance of this concept. Voiced agreement for Director SDiaz-Fonseca to schedule a visit with such Foundation to explore more about their website and its use for their program(s) Director Diaz Fonseca also presented the concept of this Foundation's whistle blower policy. Such will be deferred to future meeting for discussion

## **12. Standing Committee Reports**

- Personnel no action
- Audit no action
- Investment no action

## **13. Ad-Hoc Committee Reports**

- Bylaws Committee- Director Dr. Wallis reported scheduling for meeting with Mr. Grant, legal counsel for CCHB, was unable to occur. Mr. Wallis will pursue this endeavor prior to the next Bylaws Committee meeting, which will be at 5pm on February 25, 2016.

- **Grant Committee and Grant Application Committee** Director Diaz-Fonseca offered grant application and process develop continues.

**14. 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.

Conflict of Interest Policy: Director Ressler presented copies of COI policy from another Foundation and asked that the By Laws Committee review for possible CCCC, Inc consideration at a future meeting. Dr. Wallis agreed to accept and will discuss at the By Laws committee meeting in February.

Public Comment: Directors discussed adding Public Comment portion to the end of the meetings as well as maintaining such at the beginning of the meeting. All agreed to such and all agreed that the time limits as stated ( 3/5) need to be maintained for both agenda items.

**15. Next meetings February 25,2016**

Grant Committee – 5:00pm; February 25  
By Laws Committee- 5:30pm; February 25  
Board of Directors- 6:00p; February 25

**16. Adjournment: Motion (MGudis) second (JWallis) with unanimous voiced vote at 7:15p**