

CITRUS COUNTY COMMUNITY CHARITABLE FOUNDATION

MEETING MINUTES

July 27, 2017

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 President Gudis called the Board of Directors to order at 6:06pm in Room 166 of the Lecanto Government Building, Lecanto, FL.

Moment of Silence: Observed

Pledge of Allegiance:

Welcome: President Gudis welcomed all

Attendance/Quorum:

- a. Directors present : MGudis, ERubio, JWallis, SWarden, KHinkle, SDiaz-Fonseca, PDesai
- b. Legal Counsel: JRey, Esq
- c. Independent Consultant: None
- d. Public: 3
- e. Media: 1
- f. Quorum: yes

Legal Notice: Published Document Shared

Approval of Meeting Agenda: Motion (KHinkle, second (SDiaz-Fonseca) with unanimous voiced vote.

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

Clerk of Court Hon Angela Vick clarified issues that came up in the past in regards to audit services for the foundation without receiving payment. Estimated hours 125 and anticipate more hours with oversight of grants. Amount requested to budget \$3670.80 for audit to be conducted for 120 hours. For less hours bill will be less. Motion (JKinnard), Second SDiaz-Fonseca with an unanimous voiced vote.

Minutes Approval for June 22, 2017 motion (SDiaz-Fonseca), second (Tito) with unanimous voiced vote.

Treasurer's Report:

Invoices: Invoices presented for approval included: Citrus Publishing (\$106.12), Citrus County Chronicle (\$35.51), Wells Business Solutions (\$1,000), Hogan Law Firm (\$1890), Nature Coast Web Design (\$100), Citrus Co. Chronicle (\$65.48), Citrus Co. Chronicle (\$35.51). Motion (KHinkle) Second (SDiaz-Fonseca)

Financial Report: Financial Report presented by Tabitha from Wells business Solutions

Other:

Unfinished / New Business:

1. Vote on Investment Committee's proposed policy – Motion (ERubio), Second (JWallis) with unanimous voiced vote.
2. Secretary/Treasurer Duties – Propose part-time Administrative Assistant – Chair Gudis stated there is no money for an assistant.
 - a. Request to change email to Outlook – speak with Webmaster
3. Chair requests discussion of procedures for handling checks to be written and sent. Suggestion all bills go to Tabitha electronically.
4. Chair requests estimated budget expenses for each committee for next fiscal year including postage and investment fees.
5. Chair requests estimated Revenue from bank accounts from Treasurer & Estimated investment income from Investment Committee.
6. SDiaz-Fonseca Proposed to move September 28th meeting to Wednesday September 27th Motion (SDiaz-Fonseca), Second (JWallis) unanimous voiced vote.
7. Chair requested an estimate of budgets by end of August for each committee operational expenses.
8. Committee Vacancy Appointments
 - i. Audit Committee
 - ii. Investment Committee
 - iii. Bylaws Committee
 - iv. Grants Committee

Standing Committee Reports:

- a. Audit Committee:
- b. Compensation/Personnel Committee:
- c. Investment Committee:
 - i. Report from Committee Chair, Ernesto Rubio Proposed RFP include IPS send to webmaster for publishing. Discussion: As soon as we have signed agreement we can invest. Investment adviser custodian RFP for review and response. Vacancy for CPA – looking for CPA to be on Investment Committee or License Security Broker.
- d. Grant Committee:
 - i. Report from Committee Chair Sophia Diaz Fonseca – Report on second grant cycle recommendation. Note: Tito precluded himself from vote. Motion (JKinnard), Second (KHinkle) with unanimous voiced vote.

Ad Hoc Committee Reports:

- a. Finance Committee:
- b. Bylaws Committee:
- c. Communication Committee:

Legal Update:

- a. Report from Jennifer C. Rey, Esq.

Meeting Adjournment unanimous voiced vote at 7:40pm

Next Meeting: Wed.Sept.27, 2017, 6:00 p.m., Lecanto Government Building, Room 166

Investment Committee Meeting: TBA

Grants Committee Meeting: TBA