

CITRUS COUNTY COMMUNITY CHARITABLE FOUNDATION

MEETING MINUTES

June 23, 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, FL.

Call to Order: CCCCCF, Inc. Board Meeting called to order by VP Gudis at 6pm, as held in Room 166 of the Lecanto Government Building, Lecanto, FL.

Moment of Silence: observed

Pledge of Allegiance : led by VP Gudis

Welcome: VP Gudis welcomed all and expressed thanks for their interest.

Attendance/Quorum:

- a. See Director Attendance Record
- b. Visitor Attendance Record
- c. Directors Present: 8 sworn Directors
- d. Quorum: present
- e. Legal Counsel: present

Legal Notice: see attached

Approval of Meeting Agenda: Motion (Director Merrill) second (Director Wallis) to approve meeting agenda; Directors voiced unanimous approval. Vote 8 to 0

Public Comment: (3 minutes for an individual; 5 minutes for organization/group representation) No public comment

Minutes of May 26, 2016 meeting Approval: Motion by Director S Diaz-Fonseca with second by Director Wallis to accept minutes as presented; unanimous voiced approval. Vote 8 to 0

Treasurer's Report:

- a. **Invoices** for expenditure presented to Citrus County Chronicle for \$203.36 for Bookkeeper Employment ad, CCHB for reimbursement of payment to Chronicle for \$47.10, two payments to Hogan Law Firm (\$1475 and \$1200) for services rendered and payment to Nature Coast Web Design for \$250.00 for services rendered. **Motion (Director Carnahan) second (Director Diaz-Fonseca) with unanimous voiced approval to pay invoices as presented. Vote 8 to 0**

- b. Financial Report/ Balance Sheet; **Motion (Director Carnahan) second (Director Diaz-Fonseca) with unanimous voiced approval to accept Financial Report as presented Vote 8 to 0.**
- c. Update on Tax Exempt Status from State of Florida and 990 submission : Director Ressler reported as of this date no correspondence and/or receipt of certificate from State of Florida. Also, a second copy of 990 sent to IRS, to ensure receipt.

Unfinished / New Business:

- 1.- Letter of Engagement: VP Gudis shared Finance Committee recommendation for CCCC, Inc. to engage Wells Business Solutions, LLC. **Motion (Director Wallis) Second (Director Carnahan) to accept Finance Committee recommendation and to authorize Director Signature on Letter of Engagement, upon receipt and approval of presented Letter of Engagement with Wells Business Solutions, LLC. Vote 8 to 0.** Ms. Rey will make necessary contact and communications.
- 2- Letter of Engagement: Steve Tallman, representing Nature Coast Web Design & Marketing, Inc. accepted and signed such agreement. Unanimous voiced approval for VP Gudis to sign agreement due to absence of Pres Hinkle (medical/health issue)
- 3- Policy for Fulfilling Financial Obligations Policy approved at May 26, 2016 meeting Ms. Rey, Esq. provided comments and recommendations for language format without change in substance. **Motion (Director Diaz-Fonseca) second (Dr. Wallis) with unanimous approval to accept amended policy as presented. Vote 8 to 0.**
- 4- Investment Policy Draft presented at previous meeting. Ms. Rey provided comments and Recommendations. Issue tabled till July, 2016 meeting to ensure Directors provided time to review changes as presented.
- 5- CCCC, Inc. Grant Documents as presented at previous CCCC, Inc. open for discussion. No changes or recommendations. **Motion (Director Merrill) second (Director Ressler) with unanimous voiced approval to accept documents as presented including: Grant Funding Guidelines, FAQ list, Grant Proposal Form, Grant Report Form**
- 6 Website Development status presented by Mr. Tallman. Logo examples discussed as presented. **Motion (Director Merrill) second (Dr. Wallis) to accept Logo as presented (third visual on distributed and attached page) Vote 8 to 0 for acceptance.** Mr. Tallman will begin to incorporate such logo on website pages. Mr. Tallman reminded Directors to please submit 'Bios" as well as pictures for placement on Directors' page. Discussion without decision on use of representative entities logos, due to the fact that two public representatives have no official logo. Such decision will be determined at future meetings. "Go live" date not yet determined. Documents to be posted will include 2016 Board minutes; noting all minutes and records are continuously maintained.

- 7- Health Service Officer Swearing In – Director Rashley introduced Ernesto “Tito” Rubio as Florida Health Department representative. **Motion (Director Ressler) second Director Carnahan) with unanimous voiced vote to accept Mr. Tito as CCCCCF, Inc. per By-laws** VP Gudis administered the Directors’ Oath.
Mr. Rubio warmly welcomed and all voiced appreciation to Mr. Rashley for his service as Director and for Committee memberships.
- 8- Seven Rivers Hospital Representative Swearing In- Representative not in attendance due to lack of communication. Dr. Bhadresh Patel will be contacted by CCCCCF, Inc. seeking his attendance at the July , 2016 meeting with intention of being Sworn In and beginning of his SRH representation.
8. In-service Presentation Purpose and Schedule offered by Ms. Rey. Discussion including Directors’ concurrently serving as Public Servants (Councilmen, Commissioners) may not be in attendance at some of such listed in-service presentations
9. CCCCF, Inc. Board Policy Manual- Ms. Rey presented proposal list for Policies to be reviewed , developed, and approved. No definitive date of completion determined.

Standing Committee Reports:

- a. Personnel- no action
- b. Audit – no action
- c. Investment – no action

Ad Hoc Committee Reports:

- a. Bylaws Committee – Dr. Wallis presented overview of Ms. Rey’s recommendations and clarifications of By-laws including the varied amended By-Laws in collaboration with the Original By-laws. Voiced approval for Ms. Rey to proceed to meet with CCHB Legal Counsel, with anticipation for final approval of By laws with proposed amendments at the July, 2016 CCCCCF, Inc. Committee and Directors’ meeting.
- b. Grants Application and Grant Committee- Director S Diaz-Fonseca reports she has been in communication with Webmaster, Mr. Tillman, as to level and timing of access to varied Grant Documents
- c. Finance Committee- VP Gudis presented recommendation as noted above for engagement of Wells Business Solutions, LLC. Secretary-Treasurer will meet soon with Ms. Wells for providing update on financial status and activities of CCCCCF, Inc.

Public Comment: (guidelines as listed above) none

Next Meeting: Board meeting: July 28 at 6pm, Room 166, LGB

By-Laws Committee: 5:30pm

Grants Committee and Finance Committee: no meeting scheduled at this time

Adjournment: Unanimous voiced agreement for meeting to be adjourned at 6:55pm