

CITRUS COUNTY COMMUNITY CHARITABLE FOUNDATION

Meeting Minutes – June 27, 2019

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 – 6:00pm

Moment of Silence: Observed

Pledge of Allegiance: Observed

Welcome: Given by President

Attendance/Quorum:

- a. Directors present: 7 – K. DeMaio (Treasurer), S. Diaz-Fonseca (President), E. Rubio, D. Ryan, W. Dixon, M. Mendizabal, P. Fitzpatrick
- b. Legal Counsel: Cliff Taylor, Esq
- c. Independent Consultant: None
- d. Public: 9
- e. Media: 1
- f. Quorum: Yes

Legal Notice: Published March 8th 2019

Approval of Meeting Agenda: Motion to approve agenda with the additions of c. under New Business and e. under Treasurer Report by D. Ryan, 2nd W. Dixon, vote in favor unanimous.

Public Comment: (3 minutes for an individual; 5 minutes for organization/group representation) - None

Minutes Approval: May 28th 2019

Motion to approve minutes made by P. Fitzpatrick, 2nd W. Dixon, vote in favor unanimous.

New Business:

- a. Amendment to the grant agreement with The Pregnancy and Family Life Center was discussed. TPFLC asked to be allowed to use leftover grant funds to continue treatment for mental health services by prepaying the therapist. Grant committee approved the amendment at their June 12th 2019 meeting, asked the foundation attorney to prepare the documents for approval and signing. A motion was made to approve the amendment to the grant agreement with TPFLC by D. Ryan, 2nd W. Dixon, there was discussion, then the vote was called. Vote was in favor unanimous.
- b. Web design services agreement that had been approved at the May 23rd, 2019 meeting was signed by the President.
- c. Discussion on changing the agenda to public comment only at the beginning of the meeting and comment by the board members at the end instead. A member of the public interrupted the discussion and was asked by the president to withhold their comment and not interrupt the meeting. Board consensus was for the agenda to remain the same.

Treasurer's Report:

- a. K. DeMaio reported the following invoices: AndCo. \$6,250, Nature Coast Web Design \$100, Wells Business Solutions \$1,075, Hogan Law Firm \$5,237.50. Motion to approve by W. Dixon, 2nd E. Rubio, vote in favor unanimous.
- b. Banking Services – Mary Pericht of Cadence Bank is on vacation, but when she returns will help us to open our new account. Money now being held by Regions bank will be transferred to investments and that account will be closed.
- c. The banking resolution was signed by the President and she asked for her refund check (she paid \$100 for J. Smith's bond). The check was not available yet.
- d. Bookkeeper Report: Tabitha Wells reported that we were contacted by DonorView and AmazonSmile about receiving donations. Discussion ensued and it was found that we would spend more money in fees than receive from donations. A motion was made not to accept donations from AmazonSmile and to direct the bookkeeper to remove us from the service by E. Rubio, 2nd K. DeMaio, vote in favor unanimous. T. Wells also reported a notice needs to be sent to the secretary about the surety bonds. President signed her bond.
- e. T. Wells also requests budget amendment for an additional \$428.00 dollars that needs to be allocated to pay for insurance. S. Diaz-Fonseca states she will email Debbie Coulson of Hager Group (Ins.) to make sure we get advanced notice when insurance and bond payments are due.

Unfinished Old Business

- a. Discussion on Records Retention Policy, Management and Destruction with the addition of audio and video handling. A motion was made to approve policy with additions by D. Ryan, 2nd P. Fitzpatrick, vote in favor unanimous.

Ad Hoc Committee Reports:

- a. Communications Committee – No report, no meeting date.

Standing Committee Reports:

- a. Investment Committee – E. Rubio states a new strategy meeting will include the Foundation attorney in July and then his committee will meet with the Treasurer and bookkeeper at their August 15th meeting to discuss an operating budget.
- b. Grants Committee: S. Diaz-Fonseca reported that 7 not-for-profits were invited to submit a grant proposal and 6 were selected for funding:

Nature Coast Ministries, Aspire, CUB, Pregnancy and Family Life Center, Faith Haven, and Lions Club

S. Diaz-Fonseca was seeking approval for funding the 6 grant projects for a total of \$228,060. A motion to approve grant funding at the amounts recommended by the grants committee made by K. DeMaio, 2nd W. Dixon, discussion ensued where E. Rubio asked for more information on the programs. S. Diaz-Fonseca gave a quick description and then stated that a complete report would be emailed to all board members. The report was not available (grant was asked to be placed in the Foundation mailbox, but

was mailed out by the postmen instead. Since this was a courtesy and not a standard procedure, grantee was asked to post letters or applications at least 2 days in advance in the future) because one grant had to be reviewed before the board meeting. The vote was called and the motion was approved unanimous.

c. Personnel Committee – W. Dixon submitted that an executive director should be hired. Discussion by the board ensued and P. Fitzpatrick asked for more information on what was needed. S. Diaz-Fonseca stated that the assistant requirements and pay information would be emailed to them again for their meeting. A committee meeting was scheduled for July 16, 2019 at 10am.

d. Audit – No report and no meeting scheduled at this time.

Legal Update:

a. Report from Cliff Taylor, Esq. – the Amendment's to the Bylaws and Articles were presented and signed by the President.

Public Comment: (guidelines as listed above)

Sondra Moylan – keep public comments at the end because when the agenda is not online, public can't comment until they've attended the meeting.

Jeff Wallis – consider W. Dixon's comments about hiring an executive director. Congratulations on awarding so many grants.

Beket Lott – keep public comments.

Ken Hinkle – stated he has been telling different organizations to apply for a grant with the Foundation. He stated that Tabitha Wells offered employment services that would fulfill the requirements of the Personnel Committee.

Next Meeting/s: CCCCCF - July 25th, 2019, at 6pm in the Lecanto Government Building, room 166

a. Anticipated # of Attendees – all present board members stated they would be at the next meeting. D. Ryan stated he may not be able to attend the meeting.

Investment Committee: 07/18, 08/25, 09/19/19 at 6pm in the CC Health Dept. conference room

Grants Committee: 07/16, 07/18/19 at 5pm in the College of Central Florida, Lecanto, Conference & Learning Center, room 105.

Personnel Committee: 07/16/19 at 10am in the Lecanto Government Building, room 166

Audit Committee:

Communications Committee:

Meeting Adjournment: motion for meeting to adjourn by K. DeMaio, 2nd D. Ryan, approved unanimous – meeting adjourned at 7:20pm.

Respectfully submitted by K. DeMaio (for S. Warden, Secretary)