

CITRUS COUNTY COMMUNITY CHARITABLE FOUNDATION

MEETING MINUTES

March 24, 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: President Hinkle called public noticed meeting to order of the CCCCCF, Inc. at 6:00pm in Room 166 in the Lecanto Government Building (LGB)

Moment of Silence- observed

Pledge of Allegiance : led by VP Gudis

Welcome: President Hinkle extended a warm welcome to all in attendance

Attendance/Quorum:

- a. See Director Attendance Record
- b. See Visitor Attendance Record
- c. Directors Present: 7 sworn Directors
- d. Quorum – present

Legal Notice: see attached

Approval of Meeting Agenda: Motion (VP MGudis) **second** (Director Carnahan) to approve meeting agenda after additions (adding of Public Comment to meeting end and typo errors) with unanimous approval.

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

Mr. Mason voiced some concerns regarding Directors with Conflict of Interest.

Minutes of February 2016 meeting Approval: Motion (Director Carnahan) **second** (Director Wallis) with unanimous approval to accept and file minutes as presented.

Treasurer's Report:

- a. Financial Report/ Balance Sheet presented- **Motion** (Director Carnahan) **second** (Director Wallis) with unanimous approval to accept Financial Report as presented. (see attached)
- b. Invoices approval with motion (Director Carnahan) second (Director Wallis) to pay Invoices as presented . (see attached)

Unfinished Business:

- a. Legal RFP- Director Merrill led discussion regarding RFP for legal services. RFP is still an open request. Request has been issued to members of Citrus County Bar Association to avail the need. This issue will be reevaluated at the April CCCCCF, Inc. meeting
- b. Conflict of interest policy- Director Rashley presented his report. Upon review of such documents his recommendation is to await assistance from Legal Advisor , while suggesting the current By-Laws will serve as the guide for such. There was some discussion for a Conflict of Interest Disclosure statement to be signed by all Directors once designed and agreed upon by Legal Counsel.

- c. Website RFP- Pres Hinkle presented a draft prepared with the assistance of SCORE. Directors discussed the draft and recommended information to be added regarding scope of CCCC, Inc. Sunshine Law coverage, and overall individualizing the document. RFP will be formatted and available for those responding to the RFP. **Motion** (Director Wallis) **second** (Director Carnahan) to proceed with RFP publication. The RFP will be announced in the print media; respondents will be asked to submit RFP no later than April 12. Bids will be opened in announced public location, April 13, and Directors will subsequently receive copies of bids, prior to April 28 meeting for review. Selection for RFP for Webmaster planned for the April 28, 2016 meeting. Budget for Webmaster services were discussed with **motion** (VP Gudis) **second** (Director Carnahan) and 6 to 1 approval. Budget adopted of \$500 set up with \$100/month. Considerations for change in the budget allocations may be needed as the Webmaster develop the web page(s).
- d. Bonds/ D/O insurance- Sec/Treas Ressler presented Hagar Insurance quotes for bonds, general liability, and directors/officers insurance. Quotes include: Bonds (\$100/3 directors) General Liability (\$540 or \$487 if paid as one time payment) and \$1961 for D/O Insurance. Limits include General Liability of \$1M with \$2M aggregate and D/O of \$1M with \$1M aggregate. **Motion** (VP Gudis) **second** (Director Wallis) to pay amounts to include the one time payment for GL with unanimous voiced approval.

Standing Committee Reports:

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

Ad Hoc Committee Reports:

- a. Bylaws Committee – Dr. Wallis reported the By-Laws as previously adopted will not be amended at this time.
- b. Grants Application and Grant Committee- Director S Diaz-Fonseca no action
- c. Communication Committee – Pres Hinkle referred to the general discussion and decision regarding the Website development via RFP process
- d. Finance Committee- VP Gudis reported Committee determination to interview three of the respondents at 4:30pm prior to the April 2016 meeting, anticipates a selection of bookkeeper at said meeting **Motion** (Director Merrill) **second** (Director Rashley) for acceptance of Finance Committee recommendations, unanimous voiced approval

New Business: none

Public Comment: none

Next Meeting: April 28, 2016 4:30pm Finance Committee; 5:30pm By-Laws Committee with Directors' meeting at 6:00pm

Adjournment: motion (Director Carnahan) second (VP Gudis) with unanimous approval at 7:07pm