

CITRUS COUNTY COMMUNITY CHARITABLE FOUNDATION

MEETING MINUTES

May 26, 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: Pres. Hinkle called public noticed CCCCCF, Inc. meeting to order at 6:00pm in Room 166 in the Lecanto Government Building (LGB)

Moment of Silence: observed

Pledge of Allegiance : led by VP Gudis

Welcome: Pres Hinkle extended warm welcome to all in attendance

Attendance/Quorum:

- a.** See Director Attendance Record
- b.** See Visitor Attendance Record
- c.** Directors Present: 8 sworn Directors
- d.** Quorum: present
- e.** Guests: see Attendance Record

Legal Notice: see attached

Approval of Meeting Agenda: Motion (Director Wallis) second (Director S Diaz-Fonseca) to approve meeting agenda; some alteration of Agenda order but no additions or corrections.; voiced unanimous approval

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

Mr. Mason voiced some concerns regarding the CCCCCF, Inc. activities and status; including compliance with IRS and State Laws, status of Investment Committee, and By-Laws status.

Minutes of April 28, 2016 meeting Approval: Motion by Director S Diaz-Fonseca with second by VP Gudis to accept minutes as presented; with unanimous voiced approval.

Treasurer's Report:

- a. Invoice for expenditure to Citrus County Chronicle for meeting notices for \$49.50, Amount to be paid to CCHB for reimbursement. **Motion (Director Wallis) with Second (S Diaz-Fonseca) with unanimous approval to pay invoice as presented.**
- b. Financial Report/Balance Sheet presented- Motion (Director Wallis) second (SDiaz-Fonseca) with unanimous voiced approval to accept Financial Report as presented

Unfinished / New Business:

- 1- Letter of Engagement: for Jennifer Rey, Esquire previously presented for review; no voiced concerns. **Motion (Director Ressler) second (Director Wallis) for CCCC, Inc. Officers to sign and date Letter of Engagement.**
- 2- Letter of Engagement: Tabitha Wells, representing Online Bookkeeping, LLC Currently deferred until the June meeting. Such deferment due to the fact that Ms. Wells as the Representative for Bottom Line Bookkeeping during the RFP process has subsequently made personal decision to change her source of employment. Ms. Wells being at this time, the only in town employee for BLB. Ms. Rey, Esq. will communicate with Mr. Cohen, owner of BLB, to seek his desire to remain the service provider. If his decision is to not seek the continued status for Bookkeeper Services, the RFP/Ad will be resubmitted with Finance Committee recommendation of revised Service Provider to be determined at the June CCCC, Inc. meeting.
- 3- Letter of Engagement: Steve Tallman, representing Nature Coast Web Design & Marketing, Inc. Mr. Tallman receiving this Letter; will review and if acceptable; will indicate such by signature and CCCC, Inc. will sign accordingly prior to or at next CCCC, Inc. meeting (June, 2016)
- 4- Review and approval for Policy for Financial Process (Bookkeeper-Treasurer Communication) Developed in response to Citrus County Clerk recommendation. Ms. Rey, Esq. will review with **response tabled for June, 2016 meeting by motion (Director S Diaz-Fonseca, second (Director DMerrill) with unanimous voiced approval.**
- 5- Review and approval of Response to the Citrus County Clerk, as f/u to previous Audit Such response addresses the recommendations with to date CCCC, Inc. action (see attached) **Motion (VLawler) second(VP Gudis) for Director Ressler to submit such Written response to Citrus County Clerk of the Court.**
- 6- Review, discussion, and approval for Investment Policy- discussion of document; will table till June meeting to allow for Legal Counsel review
- 7- Approval / Discussion of Grant Committee Documents – previously discussed Including: Grant Funding Guidelines, FAQ list, Grant Proposal Form, Grant Report Form Results of Grant Committee yielded suggestions and additions; final preparation of documents will be completed and Final Approval will be a June meeting Agenda item
8. Draft visual presentation for Website Development by Steve Tallman. **Motion (Dr.Wallis Second (VP Gudis) with unanimous voiced approval to accept presented concepts of Web site.** General Logo design will be approved at June meeting; Directors asked to submit suggestions to Mr. Tallman. Unanimous voiced support for Director Diaz-Fonseca to coordinate with Mr. Tallman in respect to the Grants page on website

9. Other:

- a. Director Rashley's position will be filled by Health Service Officer Rubio at June Meeting; Ms. Rey will be conducting the Office Swearing-In
- b. Ms Rey will begin to provide In-service Training sessions including but not limited to: Sunshine Law, Ethics for Public Officers, Open Meeting Guidelines.
Motion (Director Ressler) second (Director Wallis) with unanimous voiced approval to incorporate such in-services during regular public notice board meetings

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 coordinated meeting between Ms. Rey and Mr. Grant (CCHB Legal Counsel) prior to June Committee and Board meeting.
- b. Grants Application and Grant Committee- Director S Diaz-Fonseca presented varied document updates. Final approval will be a June, 2016 Agenda item
- c. Communication Committee – Web site being developed.

Public Comment: (guidelines as listed above) none

Next Meeting: Board meeting: June 23, 2016 at 6pm, Room 166, LGB

By-Laws Committee: either June 23 or July 28 at 5:30pm

Grants Committee: TBD

Finance Committee: June 23rd at 5:00pm

Adjournment: motion (Director Rashley) second (VP Gudis) with unanimous voiced approval at 7:15pm