

**CITRUS COUNTY COMMUNITY CHARITABLE FOUNDATION**

**MEETING MINUTES**

**November 17, 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** Meeting called to order by President Gudis

**Moment of Silence:** observed

**Pledge of Allegiance** observed

**Welcome:** President Gudis welcomed all to the Board and members of the public

**Attendance/Quorum:** see attendance records

- a. Directors present : 9 sworn; 2 awaiting certification of election results from SOE  
\*\* Legal position: elected public representatives from the Nov, 2016 election may participate in all discussions but may not vote until sworn into office; which will occur after SOE certifies the Election Results
- b. Legal Counsel: present
- c. Independent Consultant: none
- d. Public: 3
- e. Quorum: present

**Legal Notice:** see attached

**Approval of Meeting Agenda:** Motion (PDesai) second (SCarnahan) with unanimous voiced vote to approve agenda as presented. Vote 9 to 0

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

**Minutes of October 27, 2016 meeting Approval:** Motion(KHinkle) second (SCarnahan) with unanimous approval to approve minutes as presented Vote 9 to 0

**Treasurer's Report:**

**Invoices** for expenditure to CCHB for \$49,50(reimbursements for public legal notices) payment to Hogan Law Firm for legal services rendered (\$1755) payment to Wells Business Solutions (\$500) for services rendered, and payment to Nature Coast Web Design (\$100) for services rendered. **Motion (SCarnahan) second (JWallis) with unanimous approval to pay Invoices as presented. Vote 9 to 0.**

**Financial Report** including Balance Sheet information with Revenue and Expenditure totals Presented. **Motion (PDesai) second (TRubio) with unanimous approval to accept report as presented. Vote 9 to 0**

### Appointment, Election and Confirmation of Directors---

#### Swearing In and Administration of Oath of Office

President Gudis , Public Notary, administered the Oath of Office to :  
Commissioner Carnahan (BOCC) Councilman Hinkle (City of Inverness) and  
Dr. Sevilla (COS CMH)

#### Election of Officers/Directors/Confirmation of Appointments

Discussion regarding By laws designed progression/appointment of Officers. Commissioner Carnahan presented his opportunity to address Article VIII, Section 8:02. Such By Law indicates officer “may request a variance to the order” Attorney Rey presented options for honoring such request. Commissioner Carnahan expressed his desire to move to VP and for Director Ressler to remain as Secretary Treasurer. Director Ressler in agreement for such variance.

**Motion (SCarnahan) second (KHinkle) with unanimous approval to approve variance in Officer progression.**

#### Unfinished / New Business:

- 1- Status of amendments to Articles of Incorporation. Awaiting CCHB approval; CCHB meeting scheduled for November 21.
- 2- Status of Amended and Restated By Laws Awaiting CCHB approval; CCHB meeting scheduled for November 21.
3. Committee Assignments/Appointments Investment, Communication, Grants, President Gudis announced Sally Long to the Investment Committee based upon her desire to serve. Noted Jeff Werner, CPA has joined the Committee ( he did remain for the Board meeting; but did attend the Committee meeting)  
Discussion regarding adding members to other committees; such decisions will be deferred to future meetings.
4. RFP for Investment Consultant Draft : Investment Committee Chair , Director Rubio, Presented several areas of draft RFP for discussion. Lengthy discussions and explanations  
Motion (TRubio) second (DRessler) to accept the RFP as presented with clarifications .  
RFP Bid announcement will be submitted timely to the Chronicle to include: Purpose of Bid announcement, basic requirements, due date for receipt of bid(s), opening bid date with location for such. **Motion (KHinkle) second (DRessler) to publish BID as discussed with approval for fee to be less than \$100 (one hundred) , unanimous voiced vote  
Vote 9 to 0**

### **Standing Committee Reports:**

- a. Compensation/Personnel- none
- b. Audit none
- c. Investment: see above

### **Ad Hoc Committee Reports:**

- a. Bylaws Committee – Committee Chair, Director Wallis, reports await CCHB approval
- b. Grants Application and Grant Committee- Committee Chair, Director Diaz-Fonseca presented Committee decisions regarding Grant Program timeline, Letters to Grant Recipients, and Draft for Grantee/CCCCF, Inc. Agreement.

Discussions , suggestions, and ideas determined the best approach at this time, is to refine the Timeline and such components in documents, agreements, etc. Based upon such discussions; the timeline will not begin as presented by Committee in January.

Board suggestions/requests to include in the program:

**Motion (JWallis) second (SCarnahan) with unanimous approval to include in the program guidelines: establish a standard criteria for evaluation, evaluations done of Grantee’s performance quarterly, and if requested and determined valid, an advance of the grant may be offered to ensure funding for Grantee’s genesis of requested grant supported program. Vote 9 to 0**

- c. Communication Committee – none at this time
- d. Finance Committee- no report

**Legal Update:** Attorney Rey encouraged all to complete Conflict of Interest Form as soon as possible. Such forms distributed to balance of Directors for completion.

**Public Comment: (guidelines as listed above)** none

**Meeting Adjournment Motion (JWallis) second (SCarnahan) with unanimous approval at 8:00pm Vote 9 to 0**

**Reconvene as Workshop for Board Training .**

Workshop : Ethics, Sunshine Law, Public Records Training

Offered by Esq Rey , convened at 8:05pm , Room 166, LGB

Attendance: Director Desai, Director Rubio, Pres Gudis, Director Warden, Director Wallis, Director Moylan, Director Sevilla, and Director Ressler

Workshop Adjourned: by unanimous approval , workshop adjourned at 8:30pm

**Next Meeting: Board meeting: DECEMBER 15, 2016, 6:00pm , LGB, Room 166**

**By-Laws Committee:** TBD

**Grants Committee:** 5pm, December 15, room 166, LGB

**Investment Committee:** 5pm, December 13, at Werner and Co, PA

**Other Committee(s):**

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Minutes Approved Date

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CCCCF, Inc Secretary