

CITRUS COUNTY COMMUNITY CHARITABLE FOUNDATION, INC.
MEETING AGENDA
October 27, 2022

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.

I. Call to Order : 6:07 pm

II. Welcome

- a. Moment of Silence
- b. Pledge of Allegiance

III. Attendance/Quorum

- a. Directors Present/Absent: MFallows, WDixon, HDavis, DRyan, SWarden, MTringali, ERubio, LCalodney, PThomas
- b. Quorum: Yes
- c. Legal Counsel: JRey
- d. Staff/Independent Consultants: CBarton

IV. Legal Notice

Published on October 5, 2022 (1)

V. Approval of Meeting Agenda

- a. Changes or Modifications to Agenda (if any)
- b. Poll / Disclosure of Conflicts of Interest (if any)

Motion to Approve the Agenda with Modifications brought by WDixon and the 2nd by HDavis and the vote being 9 for and 0 against the Motion.

VI. Public Comment

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

VII. Appointment, Election and Confirmation of Directors/Officers (2)

- a. Election of Directors/Confirmation of Appointments

Motion to Reconfirm the Directors brought by MTringali and a 2nd by WDixon with the vote being brought by 9 for and 0 against.

- b. Swearing In and Administration of Oath of Office
- c. Election of Officers

Motion to Reaffirm the officers as they stand brought by ERubio with a 2nd brought by MFallows and the vote being 9 for and 0 against.

- d. Committee Assignments

Motion to reaffirm the committee assignments with the change of removing HDavis and replacing her with LCalodney brought by MTringali with a 2nd by HDavis and the vote being 9 for and 0 against the Motion.

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VIII. Consent Agenda

- a. Approval of Minutes
 - i. Minutes of September 2022 (For Approval) **(3)**
- b. September 2022 Statement of Financial Position (For Acceptance) **(4)**
- c. September 2022 Statement of Activities (For Approval)
- d. September 2022 Treasurer's Report (For Acceptance)
- e. September 2022 Budget v. Actual (For Acceptance)
- f. September 2022 Check Register (For Acceptance)
- g. Authorization of Payments (For Approval)

Motion to Approve the Consent Agenda brought by HDavis and the 2nd by SWarden and the vote being 9 for and 0 against the Motion.

IX. Unfinished

- a. Final Budget Amendment for FY 2021-2022 – To account for final figures of reversionary funds or adjustment in expenses (if any) **(5)**
- b. Approved Budget for 2022-2023 (For Approval) (Only required if there were changes from the Budget Approved in September. **(6)**

Motion to ratify FY 2022-2023 Budget as amended brought by HDavis with a 2nd by SWarden and the vote being 9 for and 0 against the Motion.

X. New Business

- a. Policy and Procedure Review (For Approval)
 - i. Record Retention and Management of Destruction Policy **(7)**
 - ii. Code of Ethics **(8)**
 - iii. Expenditure and Procedure for Executive Director Policy **(9)**
 - iv. Conduct of Meetings, Decorum, and Public Input Policy **(10)**
 - v. Board Expenditure Policy and Procedure **(11)**
 - vi. Meeting Notice Policy and Procedure **(12)**
 - vii. Gift Acceptance Policy **(13)**
 - viii. Investment Policy Statement **(14)**

Motion to approve policies and procedures as presented brought by MFallows with a 2nd by WDixon and the vote being 9 for and 0 against the Motion.

- b. Conflict of Interest Policy and Execution of Conflict of Interest Forms (For Review and Completion) **(15)**
- c. 2022-2023 Meeting and Grant Cycle Schedule **(16)**
- d. Contracts and Agreements Schedule **(16)**

Motion to approve item c and d with the change for November 24, 2022 to November 17, 2022 and December 22, 2022 to December 15, 2022 brought by HDavis with a 2nd by PThomas and the vote being 9 for and 0 against.

- e. Sunshine Law and Public Records Training Requirements **(17)**

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XI. Committee Reports

- a. Investment Committee
 - i. Ameritrade September Report **(18)**
 - ii. &Co Quarterly Report **(19)**
- b. Grants Committee

Motion to Accept the Recommendations of the Grants Committee brought by PThomas with a 2nd brought by WDixon and the vote being 9 for and 0 against and the Motion.

- c. Personnel Committee **(20)**
- d. Audit Committee
- e. Steering Committee CHA

XII. Legal Counsel

XIII. Public Comment

(3 minutes for an individual; 5 minutes for organization/group representation)
JWallis spoke regarding the CHA and that he was happy they were reaching out to local community organizations.

XIV. Next Meeting Dates

- a. Regular Meeting of the Board, November 17, 2022
- b. Grants Committee November 16, 2022 at 4:00 pm
- c. Investment Committee TBD
- d. Personnel Committee TBD
- e. Audit Committee TBD
- f. Steering Committee TBD

XV. Adjourn: 7:13 pm

Motion to Adjourn brought by MFallows with a 2nd brought by Swarden and the vote being 9 for and 0 against the Motion.