

# MERAMEC REGIONAL COMMUNITY FOUNDATION

## MEETING MINUTES

Wednesday, October 3, 2018

**Members Present:** Gary Brown (Dent), Barb Schaller (Maries), Joanne Zap (MRCF At-Large), Don Brackhahn (MRPC At-Large), and Steve Vogt (MRPC At-Large).

**Members Absent:** Catie Ringeisen (Crawford), Bobbie Berger (Gasconade), Vicki Lange (Osage), Wendy Young (Phelps), Randy Becht (Pulaski), Cindy Merx (Washington), and Bonnie Prigge (MRPC Executive Director).

**Staff Present:** Maria Bancroft, Foundation Coordinator

**Call to order and Pledge of Allegiance:** Vice-Chairman Zap called the board meeting to order at approximately 9:42 a.m. and led the group with the Pledge of Allegiance.

**Approval of Minutes:** The board reviewed the minutes from the May 2, 2018 regular board meeting and July 31, 2018 annual board meeting. Brackhahn made a motion to approve both minutes as presented, seconded by Brown. Motion passed.

**MRPC Administration Tracking Report:** Staff did not provide an actual administration tracking report for the end of last fiscal year 2017-2018. In years past, the MRCF sustaining membership funds received are applied to reduce the subsidy for the program funded by MRPC. There was no sustaining membership funds received this year because there were no marketing efforts made to promote memberships. Bancroft will send out letters to agency partners and grant participants requesting them to become a sustaining member of MRCF before the end of the year. MRPC's subsidy for last fiscal year was about \$7,000 paid to help support administration costs for MRCF.

**MRCF Community Grantmaking Fund Progress Reports & New Grant Cycle:** Bancroft updated the board with this year's grant reports from the six recipients. All of the grantees provided a mid-year report with the exception of Caledonia Community Foundation. Grantees have until September to submit their final progress report to close out their grant. Bancroft shared with the board an idea to add to the grant application for this coming year. She recommended that applicants provide details on how they have been involved with MRCF in the past. The board members agreed that it was a good idea to encourage applicants to be more involved with MRCF and help promote the foundation. Vogt made a motion to add MRCF participation to the grant application, seconded by Schaller. Motion passed.

**MRCF Board Meetings Schedule:** Bancroft informed the board that Wendy Young has bank meetings on the same day and time as MRCF's board meetings. MRCF's meeting date and time structure was established at the same time when MRCF was formed. After discussion, the board agreed to change the regular meetings to the second Tuesday of each month with a start time of 9:30 a.m. Brackhahn made a motion to change MRCF's board meetings effectively immediately to the 2<sup>nd</sup> Tuesday of every month at 9:30 a.m., seconded by Brown. Motion passed. In

addition, the November meeting was planned as a tentative meeting. Since there is no new business to review or any action items to address, Schaller made a motion to cancel the November board meeting, seconded by Brown. Motion passed. The board will meet next on December 11<sup>th</sup> at 3:30 p.m. The time had to be changed because of conference room availability.

**MRCF Fund Balance Report:** Bancroft presented the current MRCF fund balance report as of September 30, 2018. The board discussed why there are funds with zero balances since the funds were established. The board agreed that the disaster funds are an exception because those funds are specifically set up for needs as a result of a local disaster. Schaller made a motion to notify MRCF agency partners that funds without activity and a balance of zero will have until June 30, 2019 to have at least \$100 in the fund or the fund will be removed.

**MRCF Goals and Action Plan Updates:** Bancroft provided a copy of last fiscal year Goals and Action Plan. The board needs to provide suggestions for goals and action plans for each county and region for fiscal year 2018-19. Schaller and Vogt suggested removing the Rails to Trail initiative because the governor has not accepted the land to proceed with the project. Schaller also asked for a scheduled meeting with Vienna schools' leadership along with Judy Cantoni (CFO), Bonnie Prigge, Steve Vogt and Barb Schaller. In addition, Schaller wanted to add a goal to establish a Youth Empowerment Project for Belle High School. Bancroft asked the board to review and share changes/updates for this year's goals and action plan by the December board meeting.

**Closing Remarks & Adjournment:** CFO's Affiliate Appreciation Annual Conference: Friday, November 9, 2018, 8:30 a.m. to 3:30 p.m., Christopher S. Bond Learning Center – Darr Agricultural Center, 2401 S. Kansas Expressway, Springfield, Missouri 65807.

Being no further business, Brackhahn made a motion to adjourn the board meeting at approximately 10: 33 a.m., seconded by Brown. Motion passed.

**Approved by the board on \_\_\_\_\_, 2018**

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**Vicki Lange, Chair**

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**Attested by Secretary or other MRCF Officer**