

1 - CALL TO ORDER – WELCOMING REMARKS FROM THE CHAIR

The meeting was called to order at 7:03 PM by CCF Chairperson Brian Montgomery. Board members Paul Byer, Jeff Frankel, Gaunt Murdock and Chuck Spoon were present. Mary Wais was absent. Also present was Office Secretary Jeanne Owens. Interested citizens in attendance included: Donna Hoffman, Kara Mitzel, Dolores Morales, Erin Mullen-Brosnan, Marla Parada, Heidi Petty, Suzanne Statler, Joseph Surges, Ron Wilson.

2 - PUBLIC AND BOARD COMMENT ON NON-AGENDA ITEMS

Marla Parada reported that there is going to be a Bottles and Bites fundraising event on March 26, 1:00 to 4:30 PM, at the Hercules Community Center. This event will benefit John Swett High School PTSA.

3 – CONSIDER MICROGRANT APPROVAL

The Carquinez Women’s Club is requesting \$1000 to purchase materials to refurbish the deck at the Old Homestead. Gaunt Murdock made a motion to approve a grant in the amount of \$1000.00 to the Carquinez Women’s Club. Chuck Spoon seconded the motion, and the motion carried unanimously.

4 – CONSIDER FUNDRAISING ASSISTANCE PREAPPROVAL

The Italian Catholic Federation (ICF) is requesting that they be placed on the CCF fundraising calendar for their March Corned Beef & Cabbage Dinner and their October Polenta Dinner. Paul Byer made a motion to approve the ICF for the March and October fundraising calendar. Gaunt Murdock seconded the motion, and the motion carried unanimously.

Saint Rose Church is requesting that they be placed on the CCF fundraising calendar for their March Fish Fry. Gaunt Murdock made a motion to approve St. Rose Church for the March fundraising calendar. Jeff Frankel seconded the motion, and the motion carried unanimously.

The John Swett High School PTSA is requesting that they be placed on the CCF fundraising calendar for their March Bottles & Bites fundraiser. Jeff Frankel made a motion to approve the John Swett PTSA for the March fundraising calendar. Brian Montgomery seconded the motion, and the motion carried unanimously.

The Port Costa Conservation Society (PCCS) is requesting that they be placed on the CCF fundraising calendar for their March Grassroots Bluegrass gathering. Chuck Spoon made a motion to approve PCCS for the March fundraising calendar. Gaunt Murdock seconded the motion, and the motion carried unanimously.

5 – CONSIDER APPROVAL OF FUNDRAISING ASSISTANCE DEPOSITS

Jeanne Owens reported that the Project Funding Committee reviewed submissions from the Crockett Lions Club and the Carquinez Women’s Club and found them to be complete. Chuck Spoon made a motion to approve the following fundraising assistance deposits. Paul Byer seconded the motion, and the motion carried unanimously.

Organization: Crockett Lions Club
Event: Corned Beef & Cabbage Dinner
Amount: \$5606.44 (includes \$1000.00 CCF Contribution)

Organization: Carquinez Women’s Club
Event: Gourmet Dinner
Amount: \$4035.02 (includes \$1000.00 CCF Contribution)

Jeanne Owens also reported that there had been a third deposit from the Crockett Improvement Association (CIA) for their December 18th Pancake Breakfast. The CIA is still missing proof of 2 deposits, and are requesting an extension of their 60 day deadline. Gaunt Murdock made a motion to grant the CIA an extension until April 6. Brian Murdock seconded the motion, and the motion carried unanimously.

6 – CONSIDER MATCHING FUNDS FOR WALK OF HONOR

Ron Wilson reported that the Annual Walk of Honor is scheduled for May 20th, 2023. Half of the proceeds from the event will be given to the CCSD to be used for the restoration of the Memorial Hall. The CCSD is requesting that the CCF Board match local donations again this year. Chuck Spoon made a motion to approve a match to the CCSD up to \$5,000 for the Walk of Honor. Paul Byer seconded the motion and the motion carried with 4 ayes and Gaunt Murdock abstaining.

7 – CONSIDER SHORELINE FESTIVAL GRANT

In December 2020, the Contra Costa Resource Conservation District (CCRCD) had submitted a grant request to fund a children’s area at the 2021 Shoreline Festival. Due to Covid restrictions, the festival had to be cancelled. At that time the Board encouraged CCRCD to re-apply when they were able to move forward with their event. Heidi Petty (CCRCD) contacted Jeanne Owens and asked if the Board might consider a grant request outside of the regular grant cycle. At the February 2023 Board meeting it had been the consensus of the Board to allow CCRCD to submit an application for the Board to consider outside of the regular grant cycle. CCRCD submitted a grant request in the amount of \$3,490.00 to fund the children’s area at the 2023 Shoreline Festival. Gaunt Murdock made a motion to make a grant to CCRCD in the amount \$3,490.00. Brian Montgomery seconded the motion, and the motion carried with 2 ayes and Jeff Frankel, Paul Byer and Chuck Spoon abstaining.

8 - APPROVE 2023 HOLIDAY DECORATING BUDGET

Diane Haydon provided a budget for the 2023 holiday decorations and banner program in the amount of \$12,980.00 (\$11,800.00 plus a 10% contingency in the amount of \$1180.00). Chuck Spoon made a motion to fund the 2023 holiday decorations and banner program up to \$12,980.00. Brian Montgomery seconded the motion, and the motion carried unanimously.

9 – CONSIDER PROPOSAL FOR HYBRID MEETING EQUIPMENT

Brian Montgomery will have quotes to present for the hybrid meeting equipment at the April Board meeting.

10 – TREASURER’S REPORT

Jeanne Owens presented the Treasurer’s report for February 1 thru 28, which included a year to date accounting on special funds, spreadsheets reflecting projected changes in fund balances, as well as the status of the Foundation’s operating expenses and a detail of allocated grants. Various invoices for expenses totaled \$13,476.48, which included EBCF administration fees, investment fees and unrealized loss for the quarter ending December 2022. Total liabilities and equity through February were \$12,708,078.59. Chuck Spoon made a motion to approve the February Treasurer’s report. Brian Montgomery seconded the motion, and the motion carried unanimously.

11 - SECRETARY’S REPORT AND APPROVAL OF MINUTES

Jeanne Owens presented correspondence received in February. Correspondence included applications from Contra Costa County to become a grand juror. There was also a letter from Morrison and Foerster (law firm that filed our tax-exempt status application 29 years ago). They are letting us know that our files are now eligible for destruction. They will absorb all cost for confidential destruction or we can have the files returned to us at our expense. Since Kent Peterson was the secretary during this time, the Board directed Jeanne ask Kent Peterson if we need Morrison and Foerster’s files, or whether we have everything that we need at our office. If Kent feels we do not need the files from Morrison & Forrester, we can let Morrison & Foerster confidently destroy our files.

Jeanne also reported that she was informed by Ed Tannenbaum that our website is now obsolete, and we need to find a new web designer.

Chuck Spoon made a motion to approve the Secretaries report and February minutes. Jeff Frankel seconded the motion, and the motion carried unanimously.

12 – IN PERSON MEETINGS

After a lengthy discussion, it was the consensus of the Board to meet via Zoom in April. In person meetings will be on the agenda for the April Board meeting.

13 - COMMITTEE REPORTS

The driveway at 444 Loring Avenue has become a tripping hazard. Gaunt has contacted a two contractors to get a price on driveway repairs or replacement, but has not heard back from them. He has also signed up on Angie's list and contacted landscapers. He hopes to have some answers before the April meeting.

14 - FUTURE AGENDA ITEMS

Swearing in of Erin Mullen-Brosnan, Finalize Officer Positions, Committee Appointments, Driveway Repairs at 444 Loring Avenue, CCF Website, Consider Proposal for Hybrid Meeting Equipment, In Person Meetings.

15 - BOARD AND PUBLIC COMMENT

There was no Board or public comment.

16 - ADJOURNMENT TO CLOSED SESSION - Candidate Interviews

The Board interviewed candidates Erin Mullen-Brosnan, Joseph Surges and Kara Mitzel individually.

17 - RETURN TO OPEN SESSION

The Board reported that after careful consideration, they determined that Erin Mullen-Brosnan would complete the term ending December 2026 as a Crockett Community Foundation Board of Director. The Board encouraged Kara Mitzel and Joseph Surges to stay involved by joining CCF committees, and informed them that there would be another election in December 2024.

18 - ADJOURNMENT TO APRIL 6, 2023.

Brian Montgomery adjourned the meeting at 9:45 PM until **APRIL 6, 2023**.

Respectfully submitted,

Jeanne Owens
Office Secretary