

Meeting Minutes of the
Ozark Foothills Regional Community Foundation (OFRCF)
August 7, 2018, 4:00pm
Ozark Foothills Regional Planning Commission
Poplar Bluff, MO

PRESENT

Marie Obourn, Reverend Annette Joseph, Felicity Ray, Janet Brown, Scott Preslar, Staff – Crystal Jones
Guests –Rebecca Pacheco, Butler County Community Resource Council

ABSENT

Scott Dill, Russell French, Susan Skaggs, Sr. Anne Francioni, Greg Kirk

MEETING CALLED TO ORDER

Meeting was called to order by Janet Brown at 4:12 p.m.

APPROVAL OF MEETING MINUTES

The meeting minutes from June 12, 2018 were reviewed. Marie Obourn made a motion to approve the minutes, Felicity Ray seconded, all approved.

FUND BALANCES

Crystal Jones reported the assets of the OFRCF as of 5/31/2018 at \$1,435,780.59.

LETTER TO BOARD MEMBERS WITH EXPIRED TERMS

Crystal Jones provided a draft letter to Dr. Mike Redlich informing him of his expired board member term. The draft letter was sent to Crystal by Judy Cantoni as an example of the type of letter other affiliates send out to inactive board members. Crystal revised the letter to reflect the expired term of Dr. Redlich for the board's review. Felicity asked Crystal to add the OFRCF letterhead to the letter. Board approved sending the letter as written.

ACTION: Crystal will copy the draft letter on OFRCF letterhead and forward to board president, Russell French, for signature.

AGENCY PARTNER FUND MINIMUMS

Crystal Jones reminded the board of the recent CFO policy change regarding agency partner fund balances. Beginning 7/1/18, \$2,500 will be required to open an agency partner fund and those funds must maintain a minimum balance of \$1,000. Existing agency partner funds below \$1,000 will be assessed a quarterly fee of \$25 beginning January 1, 2019. Judy Cantoni and Crystal reviewed the OFRCF fund list and Judy identified which are agency partner funds. Five funds will be impacted by this change. Crystal shared this list with the board and discussed strategies for bringing those funds into compliance with the CFO policy change. Felicity Ray made a motion that Crystal is to draft a letter to impacted fund holders, informing them of the policy change and the impact to their funds with ideas for how to bring their funds into compliance, Janet Brown seconded, all approved.

ACTION: Crystal will draft the letter as instructed by the board. OFRPC staff will address the Cancer Assistance Fund with OFRPC staff members at the next staff meeting in August.

GRANT MAKING BUDGET

Crystal Jones shared an e-mail from CFO outlining the OFRCF grant making budget for FY2019. Members of the board stated this is the first year they've seen this budget and are unsure how to proceed. Crystal will follow up with CFO and find out if these are funds available to grant and what is the process. Felicity Ray noted the Doniphan Area and Ripley County Emergency Flood Relief Fund balance is incorrect. The Ripley County Long Term Recovery Committee returned the funds they received, and this balance does not reflect those additional funds. Marie Obourn made a motion to re-grant the funds from the Doniphan Area and Ripley County Emergency Flood Relief Fund, Felicity Ray seconded, all approved. Crystal will locate the grant application documents from the last application cycle and re-issue.

Felicity called attention to the Ozark Foothills Regional Community Foundation Capacity Building Fund with a balance of \$25,327.69. Janet Brown asked if the board should consider granting some of this money out to the communities. Felicity asked Crystal to add this to the next meeting agenda. Felicity also mentioned these funds could be used to support the administrative operations of the Foundation, and that some of these funds could be moved to the Ozark Foothills Regional Community Foundation Endowment Fund. Felicity asked Crystal to add this item to the next meeting agenda as well.

The balances of the emergency flood relief funds are very low due to granting out those funds for recovery efforts. Felicity asked Crystal to confirm with Judy Cantoni in writing that these funds can remain with such low balances without incurring additional fees.

ACTION: Crystal will locate the application and proposal documents from the first round of Doniphan Area and Ripley County Emergency Flood Relief Fund grants and re-issue. Crystal will add to the next meeting agenda the status of the Ozark Foothills Regional Community Foundation Capacity Building Fund and if those funds should be requested for administrative operations, some of the funds moved to the Endowment Fund, or how the board wishes to proceed with those funds. Crystal will also contact CFO to ensure the remaining emergency flood relief funds can remain with low balances without incurring fees and to ask if the dollars in the "total" column on the grantmaking budget can be granted now using the board's grant-making process or if those funds are in some way restricted.

DONOR ADVISED FUND POLICY CHANGE

Crystal Jones reported a policy change with CFO regarding donor advised funds. Fund advisors must communicate with CFO once every three years or half of the annual distributable amount of the endowed portion of the fund will be transferred into a community grantmaking fund serving the fund's community.

DISASTER GRANT OPPORTUNITY

Felicity Ray provided an overview of a new grant opportunity from CFO for affiliates called the Natural Disaster PREP Initiative Grant. This grant is for disaster planning-related projects and up to \$10,000 will be awarded. Felicity asked the board if they had any project ideas to submit for this opportunity. Crystal provided an overview to the board of a proposal the Ozark Foothills Regional Planning Commission has submitted to the Economic Development Administration to fund a 2-year disaster recovery coordinator. If the Commission's proposal is awarded, one of the scope of work items is for the coordinator to complete a regional housing study to address the housing shortage due to the destruction of residences. An application for \$10,000 could be submitted to fund such a study. Janet Brown discussed the need for an emergency preparedness plan or disaster needs assessment. The board discussed the various plans already in existence, but many board members do not feel residents are aware of any such plans. The board asked Crystal to poll county officials and emergency managers to see what type of plan is needed

or available in their jurisdictions. Regardless, board members feel like the potential receipt of such funds and implementation of a disaster planning project would be good for the Foundation to pursue.

Felicity made a motion for OFRPC staff to locate a potential project for this grant opportunity and execute an application, Scott Preslar seconded, all approved.

ACTION: Crystal will reach out to county officials to learn what disaster plans are in place and where are there potential gaps in planning. OFRPC will then submit an application on behalf of the OFRCF for such a planning project.

OPEN DISCUSSION/ADJOURN

Crystal Jones informed the board of a recent discussion with Judy Cantoni where the CFO is considering allowing affiliates to brand their own version of "Cause Momentum". CFO would still provide the platform, but it could be individualized by affiliate. More to come on that.

Crystal provided the board with a printout of information on the November 9th CFO Affiliate Conference. Felicity Ray, Janet Brown, Rebecca Pacheco, and Crystal Jones will attend and represent the Foundation. Crystal will register all attendees.

Crystal also introduced new potential board member, Rebecca Pacheco. Rebecca is the new executive director of the Butler County Community Resource Council. Rebecca expressed an interest in joining the board.

Next meeting date set for Tuesday, September 25, 2018 at 4 pm at Marie Obourn's house in Ripley County. Location address will be sent at a later date.

Felicity Ray made a motion to adjourn the meeting, Marie Obourn seconded. Motion carried. Meeting adjourned at 5:08 pm.

Russell French, Chairman

Date Approved

Sr. Anne Francioni, Secretary

Date Approved