

**WHEAT RIDGE FOUNDATION
MEETING MINUTES
Thursday • May 14, 2009
8:00 a.m.**

**Wheat Ridge Recreation Center
Conference Room, 4005 Kipling Street**

ITEM 1 – CALL TO ORDER

The meeting was called to order at 8:15 a.m. by Curt Gilmore.

ITEM 2 - DETERMINATION OF QUORUM

Members present: Curt Gilmore, Dewey Bridge, David Petersen, Patty Dwyer,
Tom Ripp and Cheri Jahn
Members absent: Art Bushell and Lorraine Wright
Staff present: Joyce Manwaring, Parks and Recreation Director
Debbie Rainguet, Parks and Recreation Administrative Assistant

A quorum was declared.

ITEM 3 – APPROVAL OF MINUTES

Bridge made a motion to approve the minutes of April 9, 2009. Ripp seconded. The motion carried.

ITEM 4 – INTRODUCTION OF GUESTS

Joe Cassa from the Wheat Ridge Police Department, and the representative to the Foundation for the Peer Counseling Program, shared the results of two research reports on a Communication and Response Strategies Class for Peer Counselors. The research was conducted by two graduate students, and the reports focused on the effectiveness of communications tools and skills on the counselor's ability to intervene during conflict resolution and emotional crisis situations. There was discussion regarding the \$6,000 program funding need to conduct September classes, grant funding opportunities, and potential funders.

ITEM 5 – FOUNDATION BUSINESS

Financial Committee Report

Financial – Dwyer distributed financial reports through May 14, 2009. Dwyer noted that year to date, \$13,356.29 was received in contributions and \$11,333.13 was paid out in grants and scholarships. Dwyer presented five Wheat Ridge Recreation Center Scholarships requests and four Kyle Brake Scholarship requests totaling \$396; an \$850 Wheat Ridge Booster Club payment for uniforms; a memorial tree payment; four requests from the Kyle Brake Fund for fees, equipment and tee shirts for an upcoming fund raising event; and a Performances in the Park grant request for \$600 to performer Jeff Smith. Dwyer made a motion to approve all of the grant requests. Bridge seconded. The motion carried.

Dwyer presented a request for expenses to cover new checks and deposit slips. Bridge made a motion to authorize \$175 to purchase checks and deposit slips to include the Foundation logo. Petersen seconded. The motion carried.

Dwyer presented a request to purchase stamps to cover donation acknowledgement letter mailings. Bridge made a motion to authorize \$44.44 to purchase stamps. Petersen seconded. The motion carried.

Investments – Petersen reviewed the status of the investment account through April 30, 2009, and reported an increase of \$3,123.59 from last period. Petersen will follow-up on the advisory fee noted on the statement.

Petersen reported on the finance committee meeting with the advisors from CIC. He noted that the advisors recommended that the Foundation leave the account as is for now.

Program Committee Report

Bridge advised that information was compiled on 2008 programs. A 2008 Program Evaluation report and 2009 Action Plan draft will be included with the June meeting packet. Board members will review the documents for discussion at the June meeting.

Fundraising and Marketing Committee Report

Gilmore advised that the Foundation earned approximately \$90 from the sale of 16 tickets to the Spring Fling fundraiser with Elitch Gardens.

Gilmore reported that the Foundation received a car donation. He noted that Art Bushell handled the logistics of relocating the car and that Bushell is heading up efforts to sell the car. Dwyer advised that the car donor will need to be notified of the sale price for tax purposes.

Gilmore presented a bid estimate for printing the Foundation's trifold brochure. Petersen made a motion to authorize the payment of \$664.70 for 5,000 trifold brochures to be printed by the Jeffco Schools Print Shop. Jahn seconded. The motion carried. There was discussion regarding coordination with the printer and how the brochures will be used.

ITEM 6 – PROGRAM REPORTS

There was discussion regarding the Foundation's role with regard to Carnation Festival Funds. Gilmore discussed the Foundation's desire to work toward building an endowment to help fund the Festival and the benefits of having a 501(c)3 organization to accept tax deductible donations. There was further discussion of fund raising opportunities, how Festival funds are tracked through the Foundation, the Festival budget, and the Festival fund raising goal of \$50,000. Jahn updated the Board regarding the new Festival Committee structure as well as fund raising efforts that are being planned for the future.

ITEM 7 – FUTURE AGENDA ITEMS

Gilmore requested that the Conflict of Interest policy be submitted with the June packet and that Board members return the signed form at the June meeting. He requested that Election of Officers be added to the agenda for the June meeting. Gilmore also encouraged the Board members to make an annual Foundation donation.

Dwyer requested that the Whistleblower Policy and Document Retention and Destruction Policy remain as future agenda items.

ITEM 9 – BOARD MEMBERS’ COMMENTS

Dwyer inquired about the status of the Board vacancy. There was discussion regarding potential contacts.

ITEM 10 – ADJOURNMENT

With no further business, Gilmore adjourned the meeting at 9:12 a.m.