

city of muskogee FOUNDATION

MINUTES

OF THE CITY OF MUSKOGEE FOUNDATION BOARD MEETING HELD AT THE MUSKOGEE CIVIC CENTER IN MUSKOGEE, OKLAHOMA ON DECEMBER 21, 2009

The City of Muskogee Foundation Board of Directors met in the Muskogee Civic Center in Muskogee Oklahoma on Monday, December 21, 2009.

The meeting was called to order by Chairman John Barton. The roll call was as follows:

Directors Present: Martha Alford, John Barton, Janey Boydston, Greg Buckley, Earnie Gilder, James Gulley, , Tim Holder, David Ragsdale, Sharon Venters, D'Elbie Walker, Mike Webb

Directors Absent: Darrell Hamby, John Tyler Hammons

Advisory Directors Present: Leisha Haworth, Kim Lynch

Advisory Directors Absent: Debi Busch, Derald Glover, Sue Harris

Others Present: Frank Merrick and Lysie Laughlin of Communities Foundation of Oklahoma; James Maddux, BancFirst; Brad Zerger, BancFirst

Chairman Barton noted that a quorum of the directors was present.

- I. **Consider for approval the Minutes of the November 16, 2009 Board Meeting**
The Minutes of the November 16, 2009 Board Meeting were reviewed. Buckley made a motion to approve the minutes as written. Gulley seconded this motion; motion passed by a unanimous consent.
- II. **Review and consider for approval the Financial Statements**
Sharon Venters reported on the financials of the City of Muskogee Foundation. The Foundation's total assets as of November 2009 are \$92,397,418. Total liabilities are \$193,919. Unrestricted Trust Net Assets are \$80,992,927. Total Revenues in November 2009 are \$2,945,461 and the total expenses are \$23,100 which brings the excess of revenues over expenses to \$2,922,360. Holder made a motion to approve the financials as presented. Gilder seconded this motion; motion passed by a unanimous consent.

III. Committees Reports

A. Investment Committee

Chair Gulley reported that the Investment Committee had a good discussion regarding the Granting Budget for 2010. Gulley made a motion for the Board to approve the Investment Committees recommendation of a \$3.5 million 2010 Grant Budget. Walker seconded this motion;. Motion passed by a unanimous consent.

B. PR/Marketing Committee

Frank Merrick reported in Chair Hammons absence. The Committee met and filmed all aspects of the 2009 Annual Report in video format. Mashburn Media is finishing up the editing work, and the Annual Report will be available shortly, and will be uploaded to the City of Muskogee Foundation website.

C. Education Committee

Chair Walker reported that the Education Committee met to review the 2010 Grant Calendar, and made a recommendation that will appear later in these minutes. Walker also reported that the ICTC 6 month report has come in, and the committee is pleased with the scholarship progress.

D. Economic Development Committee

Chair Gilder reported that the committee met and reviewed the City Council's request of a loan to the City. Gilder, on behalf of the Economic Development Committee recommends the City of Muskogee Foundation loan the City of Muskogee up to \$1,200,000.00 at an interest rate of 2% for a period of 5 years for Port Place Road Phase III Project. The tax for this improvement was approved by the voters of the City of Muskogee in May 2009.

Port Place Road Phase III consists of reconstruction of 1,977 linear feet of road surface, the addition of staging lanes along the south side of Harold Scoggins Drive and the associated drainage improvements.

A portion of the project costs will be used to match a \$1,400,000.00 EDA grant for Port improvements.

Boydston seconded Gilders motion;. after further discussion and explanation from Scott Robinson of the Port Authority, the motion passed by a unanimous consent.;

E. Health & Wellness Committee

Chair Holder reported that the Health & Wellness Committee met to review the 2010 Grant Calendar, and made a recommendation that will appear later in these minutes. Holder also reported that the Health Department recently presented their 6 month update report to the committee, and the committee is very pleased with the progress of the City Wellness Initiative.

F. Opportunities Committee

Chair Alford reported that the Opportunities Committee met to review the 2010 Grant Calendar, and made a recommendation that will appear later in these minutes. Alford also reported that the last committee meeting was held at Faith Deliverance, where the STAND

program takes place. The committee is very pleased with the updates that have been done to the building, including the new fire escape, paint, carpeting, etc.

IV. 2010 Grant Calendar

Lynsie Laughlin presented the proposed 2010 Grant Calendar on behalf of the Grant Committee Chairs. After much work within each of the grant committees, the chairs have put together a proposed calendar which includes an early grant cycle for Summer 2010 grants, and a Fall cycle for Summer 2011 grants. All other applicants will go through the normal process during the first half of the year, like last year. Holder made a motion to approve the 2010 Grants Calendar. Alford seconded this motion; motion passed by a unanimous consent. Grant Calendar is attached to these minutes.

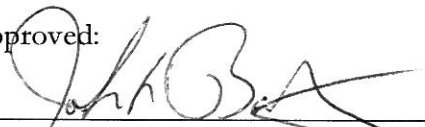
V. Grant Report

Lynsie Laughlin presented the updated 2009 Grant Report, that will continuously be updated to keep track of when each organization receives their check, when their acknowledgement is received, when their reports are due, when site visits are made, etc. Lynsie also reminded the Board that the 6 month update reports have started coming in, and each committee chair will report on their respective update reports as they come.

The meeting was then adjourned.


Lynsie Laughlin, Assistant Secretary

Approved:



John Barton, Chairman of the Board



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2010 Grants Calendar

Cycle 1 – Open to all Applicants

January and February - Collect Letters of Inquiry (via website)

January 19 – LOI Training Workshop

March 1 – Due date for Letters of Inquiry

March – Pull out all Summer Grants for Fast Track

Extra committee meeting EARLY March to decide immediately who gets
Grant Application of summer group.

March Committee Meetings – Cull Letters of Inquiry

March – Site Visits for Summer grants

April 1 – Grant Applications go out (via e-mail)

April 1 – Summer Grant Applications due

Extra committee meeting EARLY April to make summer grant decisions

April – Grant Application Workshop and Site Visits

April Board Meeting – Summer Grant recommendations

Late April – Checks cut for Summer Grants

May 1 – Due date for Grant Application

May Committee Meetings – Cull Applications

June Board Meeting – Granting Decisions

Late June – Checks cut for Grants

Cycle 2 - Summer 2011 Grants only

July and August - Collect Letters of Inquiry (via website)

September 1 – Due date for Letters of Inquiry

September Grant Committee Chairs Meetings – Cull Letters of Inquiry

October 1 – Grant Applications go out (via e-mail)

November 1 – Due date for Grant Application

November Grant Committee Chairs Meetings – Site Visits and Cull Applications

December Board Meeting – Granting Decisions

January 2011 – Checks cut for Grants