



# city of muskogee FOUNDATION

## MINUTES

### OF THE CITY OF MUSKOGEE FOUNDATION BOARD MEETING HELD AT THE MUSKOGEE CIVIC CENTER IN MUSKOGEE, OKLAHOMA ON JANUARY 19, 2009

The City of Muskogee Foundation Board of Directors met in the Muskogee Civic Center in Muskogee Oklahoma on Monday, January 19, 2008.

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

Directors Present: Martha Alford, John Barton, Janey Boydston, Greg Buckley, Earnie Gilder, James Gulley, Darrell Hamby, Tim Holder, David Ragsdale, Sharon Parks, Mike Webb

Directors Absent: John Tyler Hammons, D'Elbie Walker

Advisory Directors Present: None

Advisory Directors Absent: Debi Busch, Derald Glover, Lisa Wade Raasch, Sue Harris, Leisha Haworth

Others Present: Frank Merrick, Lysie Laughlin and Sherrie Schroeder 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 December 15, 2008 Board Meeting**  
The Minutes of the December 15, 2008 Board Meeting were reviewed. Hamby made a motion to approve the minutes as written. Gilder seconded this motion; motion passed by a unanimous consent.
- II. Directors and Officers Insurance Report**  
Sherrie Schroeder gave a brief update on the two bids we have received, and noted that next month the board will be asked to take action and vote on which company to move forward with.
- III. Discuss Funders Forum**  
John Barton led a brief discussion on the Funder's Forum that was held last Thursday at the Oklahoma Music Hall of Fame. Everyone agreed that the turnout was great, and the event seemed to be a successful kick-off for the City of Muskogee Foundation.
- IV. Review and consider for approval the Financial Statements**  
Sharon Parks reported on the financials of the City of Muskogee Foundation. She stated as of December 31, 2008 total net assets were \$67,397,823. Holder made a motion to approve the financials. Ragsdale seconded this motion; motion passed by a unanimous consent.

**V. Consider for approval the amended Grant Application**

Two changes were made to the Grant Application due to a recommendation from the Health and Wellness Committee. Buckley made a motion to approve the amended Grant Application. Gilder seconded this motion; motion passed by a unanimous consent. The amended Grant Application is attached to these minutes.

**VI. Consider for approval the Recusal Policy**

Frank Merrick reviewed the Recusal Policy, explaining the importance of disclosing any conflicts among board members and committee members alike. Gilder made a motion to approve and adopt the Recusal Policy. Ragsdale seconded this motion; motion passed by a unanimous consent. The Recusal Policy is attached to these minutes.

**VII. Committees Reports**

**A. Audit/Finance Committee**

Chair Parks reported that the Audit/Finance Committee has submitted RFPs to local CPAs, and will have more to report on that next month.

**B. Investment Committee**

Chair Gulley reported that the Foundation is currently investing in CDs, and will start to look at allocations as well as different money managers for the future.

**C. PR/Marketing Committee**

In Chair Hammons absence, Barton reported the committee did not meet this month.

**D. Economic Development Committee**

Chair Gilder reported that the committee did not meet this month.

**E. Education Committee**

In Chair Walker's absence, Barton reported that the committee will be meeting on Monday January 26<sup>th</sup>.

**F. Health & Wellness Committee**

Chair Holder reported that the committee met and reviewed the Grant Application, and made some recommendations to the board for minor changes. They also discussed the idea of a Recusal Policy, and brought that before the board as well. Holder also added they are looking forward to reading the first batch of Letters of Intent at the next committee meeting.

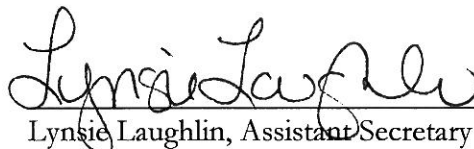
**G. Opportunities Committee**

Chair Alford reported that the committee did not meet this month.

The meeting was then adjourned.

Approved:

  
John Barton, Chairman of the Board

  
Lysie Laughlin, Assistant Secretary



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## Application

**What type of funding are you requesting?**

- Capital
- Endowment
- Operational
- Projects

**Year organization began:**

**Mission Statement:**

**Please provide a brief description of your activities and the people and geographic area you serve:**

**Please indicate the percentage of board members who made a financial contribution to the organization during the last year:**

**Please indicate the percent of board members who made a personal time commitment to the organization outside of regular board meetings during the last year:**

**Please list your organizations last three year's income and expense totals:**

**Please give a brief description of your project, explaining the perceived problem/opportunity, and how you will address it.**

**What are the challenges you expect to face in delivering this program and how will your organization meet or address these challenges?**

**Dollar Amount Requested:**

**Funds currently on hand for this project:**

**Are you contracting with an outside professional fundraiser for this project?**

**If so, how are they being compensated for their services?**

**Tax Exemption Status:**

- 501(c)(3)
- Using a fiscal agent/fiscal sponsor
- Other than 501(c)(3)

**Please describe your tax exemption status if you checked :other than 501(c)(3) in the previous question.**

**Please list the URL for your organization's webpage, if applicable:**

**Please describe the evaluation process/outcome measurements you will use for this project and how you will communicate this with us.**

**Please attach a copy of your most current year end financial information. Audited financials are preferred. ([File Upload](#))**

**Please attach your 501(c)(3) letter from the IRS (if applicable) ([File Upload](#))**

**Please attach your budget for your proposed project. ([File Upload](#))**

**Please attach the names of the individuals, corporations, and foundations who are major contributors to this project and/or your organization. Include government agencies, if applicable. ([File Upload](#))**

**Please attach a list of the individuals, corporations, and foundations to whom you have submitted a grant application for this project. ([File Upload](#))**

**Please attach a list of your Board of Directors and a brief vitae or bio on each. ([File Upload](#))**

**Please attach a list of your Executive Staff and a brief vitae or bio for each. ([File Upload](#))**

**Please attach a one page summary of your organization. Please include geographic area and constituency served by your organization; include the racial/ethnic background, gender, and primary language(s) of your clients. ([File Upload](#))**

**Please let us know how this application process can be improved.**



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### **Recusal Policy**

If a board member or committee member has a conflict of interest, he or she will refrain from participating in any evaluation tool pertaining to said organization, and will excuse themselves from deliberations of said organization by leaving the room for the duration of said discussion. They will also refrain from any vote pertaining to the organization with which they have a conflict.