



city of muskogee FOUNDATION

MINUTES

OF THE CITY OF MUSKOGEE FOUNDATION BOARD MEETING HELD AT THE MUSKOGEE CIVIC CENTER IN MUSKOGEE, OKLAHOMA ON NOVEMBER 16, 2009

The City of Muskogee Foundation Board of Directors met in the Muskogee Civic Center in Muskogee Oklahoma on Monday, November 16, 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, Darrell Hamby, Tim Holder, Sharon Venters, D'Elbie Walker

Directors Absent: John Tyler Hammons, David Ragsdale, Mike Webb

Advisory Directors Present: Leisha Haworth, Sue Harris

Advisory Directors Absent: Debi Busch, Derald Glover, Kim Lynch

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 October 19, 2009 Board Meeting

The Minutes of the October 19, 2009 Board Meeting were reviewed. Holder made a motion to approve the minutes, with a correction on the second page, changing the word "consenting" to "dissenting". 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 October 2009 are \$89,474,326. Total liabilities are \$193,189. Unrestricted Trust Net Assets are \$80,992,927. Total Revenues in October 2009 are \$969,733 and the total expenses are \$26,085 which brings the excess of revenues over expenses to \$943,648. Venters made a motion to approve the financials as presented. Buckley seconded this motion; motion passed by a unanimous consent.

Venters also reported that the City Council approved Kathy Hewitt to be auditor for the City of Muskogee Foundation as recommended. Hewitt has begun her work and will report on her progress as needed.

III. Committees Reports

A. Investment Committee

Chair Gulley that the committee continues with the systematic investment plan, but will not be investing any more this month . The committee has continued calculating the 2010 Granting Budget, which will be recommended to the Board at the December board meeting.

B. PR/Marketing Committee

Frank Merrick reported in Chair Hammons absence. The Committee did not meet this month, but is continuing their work with Mashburn Media on the 2009 Video Annual Report.

C. Education Committee

Chair Walker reminded the Board of the \$3,000 grant made to the Oklahoma School for the Blind for Space Camp and introduced one of the teachers at the school, Cheryl Daniels. Ms. Daniels thanked the Board for the support, and then introduced the four students she brought with her. They each introduced themselves and talked about their experience at Space Camp.

D. Economic Development Committee

Chair Gilder reported that the committee did not meet this month. He passed out a worksheet from Muskogee Development that shows 2009 Projects they have responded to, for educational purposes for the Board. Gilder also mentioned 2 specific projects that might be prospects, but he will bring more information to the Board as soon as possible.

E. Health & Wellness Committee

Chair Holder reported that the Health and Wellness Committee did not meet, but will meet again in December.

F. Opportunities Committee

Chair Alford reported reminded the Board of the \$55,000 grant made to Rayfield Baptist Church for the Senior Citizen Nutrition Program, and introduced Pastor Leroy Walker. Pastor Walker thanked the Board for the support and gave an update about the finished building improvements as well as the success of the Senior Citizen Program.

IV. By Laws

Frank Merrick reviewed the proposed changes in the By-Laws, which include the Economic Development language that was approved at the October Board meeting, as well as the changing the Directors terms from two three-year terms, to one six-year term. Gilder made a motion to approve the changes as presented. Walker seconded; motion passed by a unanimous consent.

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 should start coming in next month, and the Committee Chairs will report on those at that time.

VI. Muskogee Office

Frank Merrick read the proposed agreement between Foundation Management, Inc and the City of Muskogee Foundation:


The City of Muskogee Foundation agrees to pay one-half the expense of opening and operating a Muskogee office for twelve months (January 1, 2010 – December 31, 2010) not to exceed \$24,000. The City of Muskogee Foundation will pay Foundation Management, Inc. \$2000 per month for 12 months, beginning in January 2010. The actual cost of salary, benefits, rent and utilities will be calculated at the end of December 2010, and if sum is less than \$48,000 total, the City of Muskogee Foundation will be reimbursed by Foundation Management, Inc. for half the difference.

Holder made a motion to approve the agreement as written. Gulley seconded; motion passed by a unanimous consent.


VII. 2010 Board Meeting Schedule

Frank Merrick presented the proposed 2010 Board Meeting Schedule, explaining that the Board will meet at various Grantee locations for the 2010 Board meetings. Gilder made a motion to approve the 2010 Board Meeting Schedule as presented. Gulley seconded; motion passed by a unanimous consent. This schedule is attached to these minutes.

The meeting was then adjourned.


Lysie Laughlin, Assistant Secretary

Approved:


John Barton, Chairman of the Board



2010 Board Meeting Schedule

Meeting Date	Meeting Location	Grant Committee	Tour	Meeting
January 19th	Kelly B. Todd (1111 N. 36th Street)	Health & Wellness	5pm	6pm
February 16th	Rayfield Baptist Church (601 Indianapolis)	Opportunities	5pm	6pm
March 15th	God's Desire Learning Center (410 Girard)	Education	5pm	6pm
April 19th	Oklahoma Music Hall of Fame (401 S. 3rd Street)	Opportunities	5pm	6pm
May 17th	Port of Muskogee / River Center 5201 Three Forks Road Ft. Gibson, OK 74434	Economic Development	5pm	6pm
June 21st	Civic Center (425 Boston Street)			6pm
July 19th	Five Civilized Tribes Museum (1101 Honor Heights Drive)	Opportunities	5pm	6pm
August 16th	Ben Franklin Science Academy (300 Virgil Matthews Drive)	Education	5pm	6pm
September 20th	STAND / Faith Deliverance (401 Independence Street)	Opportunities	5pm	6pm
October 18th	Muskogee BEST Center (401 Broadway)	Education		6pm
November 15th	Salvation Army (322 Callahan)	Education	5pm	6pm
December 20th	Civic Center (425 Boston Street)			6pm