



**MINUTES**

**OF THE CITY OF MUSKOGEE FOUNDATION  
BOARD MEETING HELD AT FIVE CIVILIZED TRIBES MUSEUM  
1101 HONOR HEIGHTS DR., MUSKOGEE, OKLAHOMA  
ON MARCH 27, 2017**

The City of Muskogee Foundation Board of Directors met at Five Civilized Tribes Museum, Muskogee, Oklahoma, on Monday, March 27, 2017.

**I.** The meeting was called to order by Vice Chairman Leroy Walker at 5:04 pm.

**II.** The roll call was as follows:

Directors Present: Bob Coburn, Nancy Gaden, Dan Hall, Tracy Hoos, Daniel Miller, Mike Miller, Jay Updike, Leroy Walker, and Johni Wardwell.

Directors Absent: Keith Biglow, Patrick Cale, Earnie Gilder and Leigh Ann Matthews.

Advisory Directors Present: Kim Lynch, D.J. Thompson, Scott Robinson

Advisory Directors Absent: Lisa Smith

Others Present: Kari Blakley, Frank Merrick, Sherrie Schroeder and Laura Wickizer of Communities Foundation of Oklahoma/City of Muskogee Foundation; James Maddux of BancFirst; Marie Synar of Muskogee Port Authority; Suzanne Hughes of CASA For Children, Inc.

Vice Chairman Walker noted that a quorum of the directors was present.

**III. Consideration of Approval of Minutes of the December 19, 2016 Board meeting.**

The minutes of the December 19, 2016 Board meeting were reviewed. D. Miller made a motion to approve the minutes. Coburn seconded this motion and the motion passed by unanimous consent.

**IV. Consent Agenda –** A consent agenda was presented for approval;

Coburn made a motion to approve the consent agenda as presented. D. Miller seconded the motion. The votes were as follows:

Ayes: Bob Coburn, Dan Hall, Tracy Hoos, Daniel Miller, Mike Miller, Jay Updike, Leroy Walker, Johni Wardwell.

Nays:

Recusals: Nancy Gaden

The motion passed by a majority vote. The approved consent agenda was as follows:

**A. Economic Development Committee .....Jay Updike, Chair**

1. The Economic Development Committee recommends requesting a 2017 grant application in the amount of **\$250,000** from the **City of Muskogee/ Parks & Recreation Department** for *the Hatbox Hangar Redevelopment program*.

The Economic Development Committee recommends NOT requesting a 2017 grant application from the following organizations and programs:

1. Oklahoma Music Hall of Fame for the *Frisco Depot Parking Lot Paving Project*.

**B. Education & Empowerment Committee ..... Leroy Walker, Chair**

1. The Education and Empowerment Committee recommends requesting a 2017 grant application in the amount of **\$20,000** from **Girl Scouts of Eastern Oklahoma** for *the Community Outreach Troops*.

2. The Education and Empowerment Committee recommends requesting a 2017 grant application in the amount of **\$130,000** from the **City of Muskogee/Parks and Recreation** for *the Teen Center*.

3. The Education and Empowerment Committee recommends requesting a 2017 grant application in the amount of **\$30,000** from **the Muskogee Alumni Band** for the *Instruments for Low Income Students* program.

4. The Education and Empowerment Committee recommends requesting a 2017 grant application in the amount of **\$613,000** from **Muskogee Public Schools** for the *One Team, One Vision, One Community* programs.

5. The Education and Empowerment Committee recommends requesting a 2017 grant application in the amount of **\$363,272** from **Neighbors Building Neighborhoods** for the *Dream Team Programs at the Martin Luther King Community Center*.

6. The Education and Empowerment Committee recommends requesting a 2017 grant application in the amount of **\$60,788** from **Neighbors Building Neighborhoods** for the *Program Manager position*.

7. The Education and Empowerment Committee recommends requesting a 2017 grant application in the amount of **\$68,492** from **Neighbors Building Neighborhoods** for the *Resource Development position*.

8. The Education and Empowerment Committee recommends requesting a 2017 grant application in the amount of **\$65,000** from **Neighbors Building Neighborhoods** for the *My Brother's Keeper*.

The Education and Empowerment Committee recommends NOT requesting a 2017 grant application from the following organizations and programs:

1. Friends of the Murrell Home for the *Murrell Home- Muskogee Schools Educational Program*.
2. Girl Scouts of Eastern Oklahoma for the *Beyond Bars program*.
3. Golden Rule Industries of Muskogee for the *Golden Rule Intensive Training (GRIT) program*.
4. Hilldale High School Band for the *Hilldale High School Band project*.

5. Indian Capital Technology Center for the *Safety Training for CPR, First Aid and Fire Extinguisher project.*
6. Neighbors Building Neighborhoods for the *Capacity Building for City of Muskogee Foundation Grantees program.*
7. Oklahoma Council on Economic Education for the *Teacher Training Sponsorships program.*

**C. Health & Wellness Committee ..... Dr. Tracy Hoos, Chair**

1. The Health and Wellness Committee recommends requesting a 2017 grant application in the amount of **\$10,000** from **American Red Cross** for ***Home Fire Relief***.
2. The Health and Wellness Committee recommends requesting a 2017 grant application in the amount of **\$2,500** from **Baptist Free Health Clinic** for ***Baptist Free Health Clinic project.***
3. The Health and Wellness Committee recommends requesting a 2017 grant application in the amount of **\$75,000** from **Catholic Charities of the Diocese of Tulsa** for ***Catholic Charities' Muskogee Outreach Center Facility Expansion project.***
4. The Health and Wellness Committee recommends requesting a 2017 grant application in the amount of **\$91,184** from **Court Appointed Special Advocates (CASA)** for ***Case Management Support and Advocate Recruitment.***
5. The Health and Wellness Committee recommends requesting a 2017 grant application in the amount of **\$450,000** from **Gospel Rescue Mission** for the ***Mission Facility Renovation and Relocation program.***
6. The Health and Wellness Committee recommends requesting a 2017 grant application in the amount of **\$25,000** from **Kelly B. Todd Cerebral Palsy and Neuro-Muscular Foundation** for the ***Kelly B. Todd Cerebral Palsy Therapy Program.***
7. The Health and Wellness Committee recommends requesting a 2017 grant application in the amount of **\$89,750** from **Kids' Space Muskogee Co. Child Advocacy Center** for the ***Abuse Prevention Education and Support Program.***
8. The Health and Wellness Committee recommends requesting a 2017 grant application in the amount of **\$62,000** from **Kids' Space Muskogee Co. Child Advocacy Center** for the ***Trauma Focused Therapy.***
9. The Health and Wellness Committee recommends requesting a 2017 grant application in the amount of **\$60,000** from **Legal Aid Services of Oklahoma** for ***Legal Assistance for Domestic Violence Survivors (WISH) project.***
10. The Health and Wellness Committee recommends requesting a 2017 grant application in the amount of **\$3,517** from **Muskogee Rollin Raiders** for ***Rollin' Raiders Muskogee Tournaments.***
11. The Health and Wellness Committee recommends requesting a 2017 grant application in the amount of **\$180,000** from **SAC Nutrition** for the ***SAC Nutrition Muskogee Meals on the Go project.***

12. The Health and Wellness Committee recommends requesting a 2017 grant application in the amount of **\$56,219** from **WISH** for the ***WISH Counseling program***.

The Health and Wellness Committee recommends NOT requesting a 2017 grant application from the following organizations and programs:

1. Camp Grey Squirrel for the *Camp Grey Squirrel program*.
2. Connors State College for the *Muskogee Difference Healthcare Scholarship program*.
3. Housing Authority of the City of Muskogee for the *Whispering Pines Community Greenhouse Project*.
4. Neighbors Building Neighborhoods for the *Muskogee Community Police Care Program*.
5. Neighbors Building Neighborhoods for the *No Speed Limit program*.
6. RISE (Restoring Identities after Sexual Exploitation) for the *Building Remodel and Staffing project*.
7. The Salvation Army for the *Healthy Choice Food Pantry- Salvation Army Muskogee program*.

**D. Quality of Life Committee ..... Johni Wardwell, Chair**

1. The Quality of Life Committee recommends requesting a 2017 grant application in the amount of **\$5,000** from the **A More Beautiful Muskogee** for the ***City-wide Azalea Clean Up project***.
2. The Quality of Life Committee recommends requesting a 2017 grant application in the amount of **\$300,000** from the **City of Muskogee** for the ***Housing Rehabilitation and Neighborhood Revitalization program***.
3. The Quality of Life Committee recommends requesting a 2017 grant application in the amount of **\$1,000,000** from the **City of Muskogee** for the ***Downtown Muskogee Multi-Grant program***.
4. The Quality of Life Committee recommends requesting a 2017 grant application in the amount of **\$50,000** from the **Main Street Muskogee** for the ***Matching Grant for Operations program***.
5. The Quality of Life Committee recommends requesting a 2017 grant application in the amount of **\$83,306** from the **Muskogee City Attorney's Office** for the ***Adult and Juvenile Offender Community Service program***.
6. The Quality of Life Committee recommends requesting a 2017 grant application in the amount of **\$152, 777** from **Muskogee City Attorney's Office**. for the ***Community Intervention Center (CIC) as operated by the City of Muskogee program***.
7. The Quality of Life Committee recommends requesting a 2017 grant application in the amount of **\$237,608** from **Muskogee Parks and Recreation** for the ***Civitan Park Improvements project***.
8. The Quality of Life Committee recommends requesting a 2017 grant application in the amount of **\$219,250** from **Oklahoma Music Hall of Fame** for the ***Operations and Capital Improvements project***.
9. The Quality of Life Committee recommends requesting a 2017 grant application in the amount of **\$30,000** from **Volunteers of America** for the ***Payee Services-Muskogee project***.

The Quality of Life Committee recommends NOT requesting a 2017 grant application from the following organizations and programs:

1. 5 Civilized Tribes Museum for the *Union Agency Conservation project*.
2. Barebones Filmworks for the *Documentary Film- "Muskogee, The Greatest Untold Story of The American West" project*.
3. City of Muskogee for the *Single-Family Residential Incentive program*.
4. City of Muskogee for the *Improvements to Public Works Facility project*.
5. City of Muskogee for the *Civil Air Patrol Squadron Building Renovation project*.
6. City of Muskogee for the *Depot District Development project*.
7. Coins 4 Critters for the *Low Cost Spay & Neuter of Low-Income Residents' Pets and Colony Animals and Public Education program*.
8. Connors State College for the *Muskogee Criminal Justice/ Police Science Excellence Initiative program*.
9. Main Street Muskogee for the *Downtown Economic Resurgence project*.
10. Founders' Place Historical District, Inc. for the *Alice Robertson House Restoration project*.
11. HeartLine for the *Heartline Provides 24/7 Help & Hope to Muskogee program*.
12. Housing Authority of the City of Muskogee for the *Bus Shelters project*.
13. Housing Authority of the City of Muskogee for the *Neighborhood Redevelopment project*.
14. Housing Authority of the City of Muskogee for the *Community Center Project*.
15. Housing Authority of the City of Muskogee for the *Public Housing Basketball Court Revitalization project*.
16. Life, Inc. for the *Adult Day Care Needs and Upgrade project*.
17. Muskogee Police Department for the *Lightbar Replacement Project for Current Muskogee Police Vehicles project*.
18. Muskogee War Memorial/USS Batfish for the *Museum Renovation/Expansion: Phase 1 project*.
19. Neighbors Building Neighborhoods for the *Matching Grant for Animal Shelter Expansion project*.

## Regular Agenda

### V. Review and consider for approval the Financial Statements

Gaden reported on the financials of the City of Muskogee Foundation. The Foundation's total assets in February 2017 were \$145,474,922. Total liabilities were \$27,167,978. Unrestricted Trust Net Assets are \$107,581,164. Total Revenues in February 2017 were \$2,458,306 and the total expenses were \$81,056 which brings the excess of revenues over expenses to \$2,377,250 for February 2017.

Wardwell made a motion to approve the financials. Daniel Miller seconded this motion; motion passed by unanimous consent.

### VI. Chairman's Report

- A. Vice Chair Walker introduced Suzanne Hughes to give a brief summary of CASA and their program updates. Hughes reported that their program has the largest number of volunteers in the state, above Oklahoma City and Tulsa. She also provided brief updates about the 2016 grant from the Foundation.
- B. City of Muskogee Foundation has hired a qualified contractor, Molly Helm, to conduct a full evaluation of summer grantees to track effectiveness and research/explore possible service gaps or other community needs.

Walker called for a vote to approve for the hiring of a consultant to evaluate our 2017 summer programs. Updike made a motion to approve the hiring of a summer consultant. Coburn seconded the motion. The motion passed by unanimous consent.

## VII. Committee Reports

### A. Audit & Finance Committee

Chair Gaden noted an extension was filed for the 2015 Tax Return documents and would be ready for board approval in April, 2017.

Chair Gaden presented the 2016 Independent Audit by Clothier & Company noting the date on the cover will be corrected to read June 30, 2016 and on page 8 the Cash and Cash Equivalents should read June 30, 2015 and 2016 respectively. On page 12 the loan receivable for Muskogee Redevelopment Authority was due on June 6, 2016 and the payment was not received. Gaden pointed out that the audit opinion was unmodified and the report on internal controls showed no material weakness. With noted date corrections, the audit was accepted.

### B. Investment Committee

Chair Coburn reported the Foundation's consolidated portfolio balance as of February 2017 was \$126,860,181, excluding accrued income. Coburn reported that 2017 is turning out to be a much better year and the committee is pleased where the allocation is. The committee was advised by Brad Zerger to continue on the same track.

### C. Economic Development Committee

Chair Updike recommended the board review and approve an out of cycle grant request in the amount of \$455,000 to the Muskogee City-County Port Authority for the 2017 SIP program.

Marie Synar reported that in February 2017 the Muskogee City-County Port Authority board approved and incentive for Vallourec for adding over 130 jobs in Muskogee. The \$455,000 incentive is for their job creation but would take away from the \$1,000,000 2017 SIP grant that was approved in December 2016. There is currently another proposal that would possibly use the full \$1,000,000. This amount will replenish the SIP fund back to \$1,000,000.

Hall made a motion to approve an out of cycle grant for \$455,000 to the Muskogee City-County Port Authority for the 2017 SIP program. Updike seconded the motion.

Below are the individual votes of the Board Members:

Ayes: Coburn, Hall, Hoos, M. Miller, Updike, Walker, Wardwell.

Nays:

Recusals: Gaden, D. Miller

The motion passed by a majority vote.

### D. Education & Empowerment Committee

Chair Walker recommended the board consider for approval the following individual 2017 Summer Grant recommendations:

#### 1. MUSKOGEE ALUMNI BAND, Band Pride program, \$24,652.

Updike made a motion to approve the committee's recommendation to grant \$24,652 to the Muskogee Alumni Band for the Band Pride program. Hall seconded this motion.

Below are the individual votes of the Board Members:

Ayes: Coburn, Gaden, Hall, Hoos, D. Miller, M. Miller, Updike, Walker, Wardwell.

Nays:

Recusals:

The motion passed by majority vote.

#### 2. MUSKOGEE FIRST ASSEMBLY, SMART School program, \$0.

Gaden made a motion to approve the committee's recommendation to not grant funds to Muskogee First Assembly for the SMART School program. Hall seconded this motion.

Below are the individual votes of the Board Members:

Ayes: Coburn, Gaden, Hall, Hoos, D. Miller, M. Miller, Updike, Walker, Wardwell.

Nays:

Recusals:

The motion passed by majority vote.

**3. MUSKOGEE PUBLIC LIBRARY, 2017 Learn, Create, Share program, \$9,230.**

Wardwell made a motion to approve the committee's recommendation to grant \$9,230 to the Muskogee Public Library for the 2017 Learn, Create, Share program. D. Miller seconded this motion. Below are the individual votes of the Board Members:

Ayes: Coburn, Gaden, Hall, Hoos, D. Miller, M. Miller, Updike, Walker, Wardwell.

Nays:

Recusals:

The motion passed by majority vote.

**4. MUSKOGEE PUBLIC SCHOOLS, Rougher Summer Pride program, \$120,000.**

Wardwell made a motion to approve the committee's recommendation to grant \$120,000 to the Muskogee Public Schools for the Rougher Summer Pride program. D. Miller seconded this motion. Below are the individual votes of the Board Members:

Ayes: Coburn, Gaden, Hoos, D. Miller, M. Miller, Updike, Walker, Wardwell.

Nays:

Recusals: Hall

The motion passed by majority vote.

**5. NEIGHBORS BUILDING NEIGHBORHOODS, Community Treasures Summer Camp program, \$80,000.**

Wardwell made a motion to approve the committee's recommendation to grant \$80,000 to the Neighbors Building Neighborhoods for the Community Treasures Summer Camp program. Hall seconded this motion. Below are the individual votes of the Board Members:

Ayes: Coburn, Gaden, Hall, Hoos, D. Miller, M. Miller, Updike, Walker, Wardwell.

Nays:

Recusals:

The motion passed by majority vote.

**6. ST. PAUL UNITED METHODIST CHURCH, Project Transformation program, \$16,000.**

Gaden made a motion to approve the committee's recommendation to grant \$16,000 to the St. Paul United Methodist Church for the Project Transformation program. D. Miller seconded this motion. Below are the individual votes of the Board Members:

Ayes: Coburn, Gaden, Hall, Hoos, D. Miller, M. Miller, Updike, Walker.

Nays:

Recusals: Wardwell

The motion passed by majority vote.

**7. EASTERN OK HEALTH CARE COALITION, Summer STEM PRO for Students, Educators and Job Seekers program, \$0.**

D. Miller made a motion to approve the committee's recommendation to not grant funds to Eastern OK Health Care Coalition for the Summer STEM PRO for Students,

Educators and Job Seekers program. Wardwell seconded this motion. Below are the individual votes of the Board Members:

Ayes: Coburn, Gaden, Hall, Hoos, D. Miller, M. Miller, Updike, Walker, Wardwell.

Nays:

Recusals:

The motion passed by majority vote.

**E. Health & Wellness Committee**

Chair Hoos reported that the committee reviewed 2017 LOI's this month and no new information to report.

**F. Quality of Life Committee**

Chair Wardwell reported that the committee added two new members to the committee and the committee had 28 LOI's to review with over \$4,000,000 in requests. Chair Wardwell recommended the board consider for approval the following individual 2017 Summer Grant recommendations:

**1. CITY OF MUSKOGEE/PARKS & RECREATION, Youth Volunteer Corps- Summer of Service program, \$18,975.**

D. Miller made a motion to approve the committee's recommendation to grant \$18,975 to City of Muskogee/Parks & Recreation for the Youth Volunteer Corps- Summer of Service program. Hoos seconded this motion. Below are the individual votes of the Board Members:

Ayes: Coburn, Gaden, Hall, Hoos, D. Miller, M. Miller, Updike, Walker, Wardwell.

Nays:

Recusals:

The motion passed by majority vote.

**G. Marketing & PR Committee**

Chair Coburn reported that the committee did not meet this month and no new information to report.

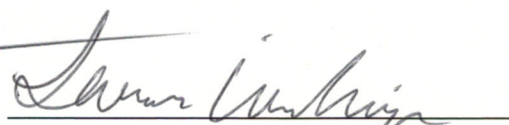
**I. Staff Report**

Laura Wickizer announced the next board meeting location, April 24, 2017 at 5:00 pm at Honor Heights Park.

**II. The meeting was adjourned at 5:46 pm.**

Approved:

  
Earnie Gilder, Chairman of the Board

  
Laura Wickizer, Assistant Secretary