



city of muskogee FOUNDATION

MINUTES

OF THE CITY OF MUSKOGEE FOUNDATION BOARD MEETING HELD AT NONPROFIT RESOURCE CENTER 207 North 2nd St., MUSKOGEE, OKLAHOMA ON JUNE 26, 2017

The City of Muskogee Foundation Board of Directors met at Nonprofit Resource Center, Muskogee, Oklahoma, on Monday, June 26, 2017.

I. The meeting was called to order by Chairman Earnie Gilder at 5:02 pm.

II. The roll call was as follows:

Directors Present: Keith Biglow, Bob Coburn, Nancy Gaden, Earnie Gilder, Tracy Hoos, Daniel Miller, Mike Miller, Leroy Walker, and Johni Wardwell.

Directors Absent: Patrick Cale, Dan Hall, Leigh Ann Matthews and Jay Updike.

Advisory Directors Present: Kim Lynch and Scott Robinson

Advisory Directors Absent: D.J. Thompson and Lisa Smith

Others Present: Kari Blakley, Frank Merrick, Sherrie Schroeder and Laura Wickizer of Communities Foundation of Oklahoma/City of Muskogee Foundation; James Maaddux and Brad Zerger of BancFirst; DeWayne Smoot of Muskogee Phoenix

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

III. Consideration of Approval of Minutes of the April 24, 2017 Board meeting.

The minutes of the April 24, 2017 Board meeting were reviewed. D. Miller made a motion to approve the minutes. Wardwell seconded this motion and the motion passed by unanimous consent.

IV. 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 May 2017 were \$145,718,198. Total liabilities were \$26,874,239. Unrestricted Trust Net Assets are \$107,581,164. Total Revenues in May 2017 were \$734,653 and the total expenses were \$77,195 which brings the excess of revenues over expenses to \$657,459 for May 2017.

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

V. Chairman's Report

- A. Chair Gilder introduced Kim Lynch with Neighbors Building Neighborhoods/Nonprofit Resource Center. Lynch shared updates from the Martin Luther King Community Center grant. They average about 185 kids per day for the free educational program and have started a new community garden behind the building. Community Treasures Summer Camp averages about 80 kids per day and around 200 kids per night at Night Hoops.

VI. Committee Reports

A. Audit & Finance Committee

Chair Gaden noted an extension was filed for the 2015 Tax Return documents and has been sent to all board members for review. Wardwell made a motion to approve the 2015 Tax Return. Walker seconded this motion. The motion passed by unanimous consent.

B. Investment Committee

Chair Coburn reported the committee met earlier that day and deferred to Brad Zerger for the market update. Zerger reported the total value of the Foundation year to date is \$126,598,114. The committee discussed upcoming cash needs for 2017 grants and the expenses will come from fixed income.

C. Economic Development Committee

Chair Gilder presented the following grants for approval on behalf of the Economic Development Committee.

1. **CITY OF MUSKOGEE, Parks & Recreation, Hatbox Hangar Redevelopment Project, \$250,000.**

Gilder made a motion to approve the committee's recommendation to grant \$250,000 to the City of Muskogee/Parks & Recreation for the Hatbox Hangar Redevelopment Project. Coburn seconded this motion. Below are the individual votes of the Board Members:

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

Nays:

Recusals:

The motion passed by unanimous consent.

D. Education & Empowerment Committee

Chair Walker presented the following grants for approval on behalf of the Education and Empowerment Committee.

1. **GIRL SCOUTS OF EASTERN OKLAHOMA, Girl Scouts of Eastern Oklahoma Community Outreach Troops, \$0**

Walker made a motion to not grant funds to Girl Scouts of Eastern Oklahoma for the Girl Scouts of Eastern Oklahoma Community Outreach Troops. D. Miller seconded this motion. Below are the individual votes of the Board Members:

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

Nays:

Recusals:

The motion passed by a majority.

2. **MUSKOGEE ALUMNI BAND, Instruments for Low Income Students, \$15,000**

Walker made a motion to approve the committee's recommendation to grant \$15,000 to the Muskogee Alumni Band, Instruments for Low Income Students program. Wardwell seconded this motion. Below are the individual votes of the Board Members:

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

Nays:

Recusals:

The motion passed by unanimous consent.

3. **MUSKOGEE PUBLIC SCHOOLS, One Team One Vision One Community, \$322,000.**

Walker made a motion to approve the committee's recommendation to grant \$322,000 to Muskogee Public Schools, One Team One Vision One Community. Coburn seconded this motion. Below are the individual votes of the Board Members:

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

Nays:

Recusals: Biglow

The motion passed by a majority.

4. **NEIGHBORS BUILDING NEIGHBORHOODS, Community Resource Development Continuation, \$32,500.**

Walker made a motion to approve the committee's recommendation to grant \$32,500 to Neighbors Building Neighborhoods for the Community Resource Development Continuation Program. Gaden seconded this motion. Below are the individual votes of the Board Members:

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

Nays:

Recusals:

The motion passed by unanimous consent.

5. **NEIGHBORS BUILDING NEIGHBORHOODS, Program Manager, \$30,000**

Walker made a motion to approve the committee's recommendation to grant \$30,000 to Neighbors Building Neighborhoods for the Program Manager. Gaden seconded this motion. Below are the individual votes of the Board Members:

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

Nays:

Recusals:

The motion passed by unanimous consent.

6. **NEIGHBORS BUILDING NEIGHBORHOODS, Dream Team Programs at the MLK Jr. Community Center, \$340,000**

Walker made a motion to approve the committee's recommendation to grant \$340,000 to Neighbors Building Neighborhoods for Dream Team Programs at the MLK Jr. Community Center. M. Miller seconded this motion. Below are the individual votes of the Board Members:

Ayes Biglow, Coburn, Gaden, Gilder, Hall, Hoos, D. Miller, M. Miller, Walker, Wardwell.

Nays:

Recusals:

The motion passed by majority vote.

7. **NEIGHBORS BUILDING NEIGHBORHOODS, My Brother's Keeper, \$0**

Walker made a motion to not grant funds to Neighbors Building Neighborhoods for My Brother's Keeper Program. Gaden seconded this motion. Below are the individual votes of the Board Members:

Ayes Biglow, Coburn, Gaden, Gilder, Hall, Hoos, D. Miller, M. Miller, Walker, Wardwell.

Nays:

Recusals:

The motion passed by unanimous consent.

8. **CITY OF MUSKOGEE, Parks and Recreation, Muskogee Teen Center, \$115,100**
Walker made a motion to approve the committee's recommendation to grant \$115,100 to the City of Muskogee, Parks and Recreation Department, Muskogee Teen Center. Wardwell seconded this motion. Below are the individual votes of the Board Members:
Ayes: Biglow, Coburn, Gaden, Gilder, Hall, Hoos, D. Miller, M. Miller, Walker, Wardwell.
Nays:
Recusals:
The motion passed by unanimous consent.

E. Health & Wellness Committee

Chair Hoos presented the following grants for approval on behalf of the Health & Wellness Committee.

1. **AMERICAN RED CROSS, Home Fire Relief, \$0.**
Hoos made a motion to not grant funds to American Red Cross for Home Fire Relief Project. D. Miller seconded this motion. Below are the individual votes of the Board Members:
Ayes: Biglow, Coburn, Gaden, Gilder, Hall, Hoos, D. Miller, M. Miller, Walker, Wardwell.
Nays:
Recusals:
The motion passed by unanimous consent.
2. **BAPTIST FREE HEALTH CLINIC, Baptist Free Health Clinic, \$0.**
Hoos made a motion to not grant funds to Baptist Free Health Clinic for Baptist Free Health Clinic Project. D. Miller seconded this motion. Below are the individual votes of the Board Members:
Ayes: Biglow, Coburn, Gaden, Gilder, Hall, Hoos, D. Miller, M. Miller, Walker, Wardwell.
Nays:
Recusals:
The motion passed by unanimous consent.
3. **Catholic Charities of the Diocese of Tulsa, Catholic Charities' Muskogee Outreach Center Facility Expansion, \$0.**
Hoos made a motion to not grant funds to Catholic Charities of the Diocese of Tulsa for Catholic Charities' Muskogee Outreach Center Facility Expansion. D. Miller seconded this motion. Below are the individual votes of the Board Members:
Ayes: Biglow, Coburn, Gaden, Gilder, Hall, Hoos, D. Miller, M. Miller, Walker, Wardwell.
Nays:
Recusals:
The motion passed by unanimous consent.
4. **COURT APPOINTED SPECIAL ADVOCATES (CASA), CASA for Children, Inc., \$85,000.**
Hoos made a motion to approve the committee's recommendation to grant \$85,000 to CASA for CASA for Children, Inc. Walker seconded this motion. Below are the individual votes of the Board Members:
Ayes: Biglow, Coburn, Gaden, Gilder, Hall, Hoos, M. Miller, Walker, Wardwell.
Nays:
Recusals: D. Miller
The motion passed by majority vote.
5. **GOSPEL RESCUE MISSION, Mission Facility Renovation and Relocation, \$450,000 payable in three (3) annual installments of \$150,000 per year.**

Hoos made a motion to approve the committee's recommendation to grant \$450,000 Gospel Rescue Mission for the Mission Facility Renovation and Relocation Grant. M. Miller seconded this motion. Below are the individual votes of the Board Members:

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

Nays:

Recusals:

6. **Legal Aid Services of Oklahoma, Inc., Legal Assistance for Domestic Violence Survivors- WISH Program, \$0.**

Hoos made a motion to not grant funds to Legal Aid Services of Oklahoma, Inc. for Legal Assistance for Domestic Violence Survivors- WISH program. D. Miller seconded this motion. Below are the individual votes of the Board Members:

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

Nays:

Recusals:

The motion passed by unanimous consent.

7. **KELLY B. TODD CEREBRAL PALSY and NEURO MUSULAR FOUNDATION, Kelly B. Todd Cerebral Palsy Therapy Program, \$0.**

Hoos made a motion not to grant funds to Kelly B. Todd for the Kelly B. Todd Cerebral Palsy Therapy Program. Wardwell seconded this motion. Below are the individual votes of the Board Members:

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

Nays:

Recusals:

The motion passed by unanimous consent.

8. **KIDS' SPACE, Abuse Prevention Education & Support, \$39,000.**

Hoos made a motion to approve the committee's recommendation to grant \$39,000 to Kids' Space for Abuse Prevention Education & Support. D. Miller seconded this motion. Below are the individual votes of the Board Members:

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

Nays:

Recusals:

The motion passed by unanimous consent.

9. **KIDS' SPACE, Trauma Focused Therapy Program, \$62,000.**

Hoos made a motion to approve the committee's recommendation to grant \$62,000 to Kids' Space for Trauma Focused Therapy Program. Gaden seconded this motion. Below are the individual votes of the Board Members:

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

Nays:

Recusals:

The motion passed by unanimous consent.

10. **MUSKOGEE ROLLIN RAIDERS, Rollin' Raiders Muskogee Tournaments, \$0.**

Hoos made a motion not to grant funds to Muskogee Rollin Raiders for Rollin' Raiders Muskogee Tournaments. Wardwell seconded this motion. Below are the individual votes of the Board Members:

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

Nays:

Recusals:

The motion passed by unanimous consent.

11. **SAC Nutrition Program, SAC Nutrition Meals on the Go (MMOG) Project, \$180,000.**
Hoos made a motion to approve the committee's recommendation to grant \$180,000 to SAC Nutrition (NBN as fiscal agent) for the SAC Nutrition Meals on the Go (MMOG) Project. Wardwell seconded this motion. Below are the individual votes of the Board Members:
Ayes: Biglow, Coburn, Gaden, Gilder, Hall, Hoos, D. Miller, M. Miller, Walker, Wardwell
Nays:
Recusals:
The motion passed by unanimous consent.
12. **WOMEN IN SAFE HOMES (WISH), WISH Counseling Program, \$0**
Hoos made a motion not to grant funds to Women in Safe Homes (WISH) for the WISH Counseling Program. D. Miller seconded this motion. Below are the individual votes of the Board Members:
Ayes: Biglow, Coburn, Gaden, Gilder, Hall, Hoos, D. Miller, M. Miller, Walker, Wardwell
Nays:
Recusals:
The motion passed by unanimous consent.

F. Quality of Life Committee

Chair Wardwell presented the following grants for approval on behalf of the Quality of Life Committee.

1. **A MORE BEAUTIFUL MUSKOGEE, City-wide Azalea Clean Up Project, \$0.**
Wardwell made a motion not to grant funds to A More Beautiful Muskogee for the City-wide Azalea Clean Up Program. D. Miller seconded this motion. Below are the individual votes of the Board Members:
Ayes: Biglow, Coburn, Gaden, Gilder, Hall, Hoos, D. Miller, M. Miller, Walker, Wardwell.
Nays:
Recusals:
The motion passed by unanimous consent.
2. **CITY OF MUSKOGEE, Downtown Muskogee Multi-Grant Program, \$1,000,000 payable in three (3) annual installments of \$333,333 per year beginning in July 2018.**
Wardwell made a motion to approve the committee's recommendation to grant up to \$1,000,000 to the City of Muskogee for the Downtown Muskogee Multi-Grant Program. D. Miller seconded this motion. Below are the individual votes of the Board Members:
Ayes: Biglow, Coburn, Gaden, Gilder, Hall, Hoos, D. Miller, M. Miller, Walker, Wardwell.
Nays:
Recusals:
The motion passed by unanimous consent.
3. **CITY OF MUSKOGEE, Housing Rehabilitation Program, \$100,000.**
Wardwell made a motion to approve the committee's recommendation to grant \$100,000 to the City of Muskogee for the Housing Rehabilitation Program. Gaden seconded this motion. Below are the individual votes of the Board Members:
Ayes: Biglow, Coburn, Gaden, Gilder, Hall, Hoos, D. Miller, M. Miller, Walker, Wardwell.
Nays:
Recusals:
The motion passed by unanimous consent.
4. **CITY OF MUSKOGEE, CITY ATTORNEY'S OFFICE, Adult and Juvenile Offender Program, \$83,306.**

Wardwell made a motion to approve the committee's recommendation to grant \$83,306 to the City of Muskogee for the Adult and Juvenile Offender Program. Walker seconded this motion. Below are the individual votes of the Board Members:

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

Nays:

Recusals:

The motion passed by unanimous consent.

5. **CITY OF MUSKOGEE, CITY ATTORNEY'S OFFICE, Community Intervention Center as Operated by the City of Muskogee (CIC) Program, \$152,777.**

Wardwell made a motion to approve the committee's recommendation to grant \$152,777 to the City of Muskogee for the Community Intervention Center as operated by the City of Muskogee (CIC) Program. D. Miller seconded this motion. Below are the individual votes of the Board Members:

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

Nays:

Recusals:

The motion passed by unanimous consent.

6. **CITY OF MUSKOGEE, Civitan Park Improvements Project, \$237,607 contingent upon State funding for the matching grant funds.**

Wardwell made a motion to approve the committee's recommendation to grant \$237,607 to the City of Muskogee for the Civitan Park Improvements Program. D. Miller seconded this motion. Below are the individual votes of the Board Members:

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

Nays:

Recusals:

The motion passed by unanimous consent.

7. **MAIN STREET MUSKOGEE, Inc., Main Street Muskogee, Inc. Matching Grant for Operations Project, \$50,000.**

Wardwell made a motion to approve the committee's recommendation to grant up to \$50,000 to Main Street Muskogee, Inc. for the Main Street Muskogee, Inc. Matching Grant for Operations Program. Walker seconded this motion. Below are the individual votes of the Board Members:

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

Nays:

Recusals:

The motion passed by unanimous consent.

8. **OKLAHOMA MUSIC HALL OF FAME, Oklahoma Music Hall of Fame Operations and Capital Improvements, \$100,000**

Wardwell made a motion to approve the committee's recommendation to grant \$100,000 to the Oklahoma Music Hall of Fame for Operations and Capital Improvements. D. Miller seconded this motion. Below are the individual votes of the Board Members:

Ayes: Biglow, Coburn, Gilder, Hall, Hoos, D. Miller, M. Miller, Walker, Wardwell.

Nays:

Recusals: Gaden

The motion passed by majority.

9. **VOLUNTEERS OF AMERICA, Volunteers of America (VOAOK) Payee Services - Muskogee Program, \$20,000.**

Wardwell made a motion to approve the committee's recommendation to grant \$20,000 to Volunteers of America for the Payee Services – Muskogee Program. Walker seconded this motion. Below are the individual votes of the Board Members:

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

Nays:

Recusals:

The motion passed by unanimous consent.

G. Marketing & PR Committee

Chair Coburn presented the proposed 2017/2018 marketing and PR budget on page 16 for approval.

Chair Coburn made a motion to approve the 2017/2018 proposed marketing budget.

Wardwell seconded this motion; the motion passed by unanimous consent.

Kari Blakley provided a brief update on the public relations and marketing efforts of the Foundation as outlined on page 17 of the board book. Blakley explained the new website is almost complete and will be revealed at the August board meeting.

H. Nominating Committee

Chair Gilder presented in Chair Mathews absence and directed the members of the Board to the nominating slate on page 18 of the board book. Gilder stated that Gary Parker was nominated to replace the unexpired term of Leigh Ann Matthews and any nominations from the floor for all vacancies were open for suggestions. Gaden made a motion to accept the nomination of Gary Parker to replace Leigh Ann Matthews term which expires in 2019. Walker seconded the motion; the motion passed by unanimous consent.

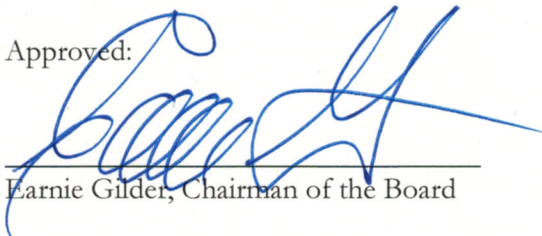
Chair Gilder presented the 2017/2018 slate of officers which remained the same. Coburn made a motion to accept the officer recommendations of the Nominating Committee and that Earnie Gilder be presented as the 2017/2018 Chair to Muskogee City Council. M. Miller seconded this motion. The motion passed by unanimous consent.

I. Staff Report

Laura Wickizer announced the next board meeting location, August 28, 2017 at 5:00 pm at 3 Forks Harbor.

II. The meeting was adjourned at 5:52 pm.

Approved:



Earnie Gilder, Chairman of the Board



Laura Wickizer, Assistant Secretary