



city of muskogee
FOUNDATION

MINUTES

OF THE CITY OF MUSKOGEE FOUNDATION BOARD MEETING HELD AT THE MUSKOGEE CIVIC CENTER IN MUSKOGEE, OKLAHOMA ON DECEMBER 15, 2008

The City of Muskogee Foundation Board of Directors met in the Muskogee Civic Center in Muskogee Oklahoma on Monday, December 15, 2008.

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

Directors Present: John Barton, Janey Boydston, Greg Buckley, Earnie Gilder, James Gulley, Darrell Hamby, Mayor John Tyler Hammons, Tim Holder, David Ragsdale, D'Elbie Walker

Directors Absent: Martha Alford, Sharon Parks, Mike Webb

Advisory Directors Present: None

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

Others Present: Frank Merrick, Amy Klinge 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. Approve the Minutes of the November 17, 2008 Board Meeting**
The Minutes of the November 17, 2008 Board Meeting were reviewed. Hamby made a motion to approve the minutes as written. Holder seconded this motion; motion passed by a unanimous consent.
- II. Directors and Officers Insurance Report**
Frank Merrick gave a brief update noting that bids are still being solicited and will bring additional bids to the January meeting.
- III. Financials**
Sherrie Schroeder reported on the financials of the City of Muskogee Foundation. She stated as of October 31, 2008 total net assets were \$67,314,177. Gilder made a motion to approve the financials. Boydston seconded this motion; motion passed by a unanimous consent.
- IV. Committees Reports**
 - A. Audit/Finance Committee**
In Chair Parks' absence, Barton reported that the committee did not meet this month.
 - B. Investment Committee**

Chair Gulley presented the 2009 Grant Budget of \$1 million that the Investment Committee recommends the board approve. Gilder made a motion to approve the 2009 Grant Budget. Buckley seconded this motion; motion passed by a unanimous consent.

C. PR/Marketing Committee

Chair Hammons reported that the committee did not meet this month and reminded the Board of the kickoff event on January 15, 2009 at 4:30 – 6:00 p.m. at the Oklahoma Music Hall of Fame.

D. Economic Development Committee

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

E. Education Committee

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

F. Health & Wellness Committee

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

G. Opportunities Committee

In Chair Alford's absence, Merrick reported that the committee did not meet this month.

V. Outcome Measurements Consultant

Merrick informed the Board about Hal Williams, an outcome measurements consultant. He recommended delaying any discussions with Williams at this time.

VI. Grant Process Forms

A. Letter of Intent

Merrick presented the letter of intent content. It was recommended to eliminate detailed information of those being served by the grant and to add a question regarding board time commitment. Hammons made a motion to adopt the letter of intent content as amended. Ragsdale seconded this motion; motion passed by a unanimous consent. The revised letter of intent is attached to these minutes.

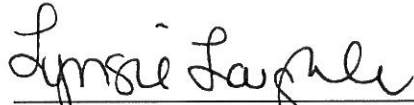
B. Grant Application

Merrick presented the application draft and asked the Board to review the draft for later approval. It was recommended to add definitions of the type of funding requested and board time commitment question.

C. Evaluation Form

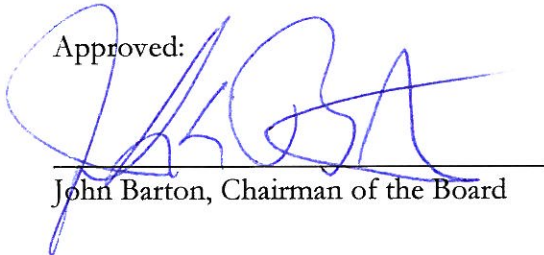
Merrick presented the evaluation tool draft and asked the Board to review the draft for later approval.

The meeting was then adjourned.



Lynsie Laughlin, Assistant Secretary

Approved:



John Barton, Chairman of the Board



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Letter of Intent

How does this project meet the committee's Mission and Priorities?

Please give a brief background of your organization. Include your objective(s) and need for assistance.

Please indicate the amount you are requesting from the City of Muskogee Foundation.

Please attach a Word or .pdf file of no more than two pages that describes your project. Please include a summary of the perceived problem/opportunity and how you plan to address it.

Please indicate who will be served by this grant.

Who will you be collaborating with on this project?

Who are the other funders of this project?

How will this project be funded if the City of Muskogee Foundation does not continue to fund after the first year?

What percent of your board has made a personal financial contribution during the past 12 months?

What percent of your board has made a personal time commitment outside of regular board meetings?

Will you be willing to work with the City of Muskogee Foundation in developing outcome measures and report back to the foundation on your progress every six months?