



city of muskogee FOUNDATION

MINUTES

OF THE CITY OF MUSKOGEE FOUNDATION BOARD MEETING HELD AT HILLDALE MIDDLE SCHOOL 400 E. SMITH FERRY RD., MUSKOGEE, OKLAHOMA ON OCTOBER 24, 2016

The City of Muskogee Foundation Board of Directors met at Hilldale Middle School Library, Muskogee, Oklahoma, on Monday, October 24, 2016.

I. The meeting was called to order by Chairman Earnie Gilder at 5:06 pm.

II. The roll call was as follows:

Directors Present: Keith Biglow, Bob Coburn, Nancy Gaden, Earnie Gilder, Dan Hall, Tracy Hoos, Leigh Ann Matthews, Daniel Miller, Mike Miller, Jay Updike, Leroy Walker, and Johni Wardwell.

Directors Absent: Patrick Cale and Wayne Johnson.

Advisory Directors Present: Kim Lynch, D.J. Thompson and Lisa Smith

Advisory Directors Absent: Scott Robinson

Others Present: Kari Blakley, Frank Merrick, and Sherrie Schroeder and Laura Wickizer of Communities Foundation of Oklahoma/City of Muskogee Foundation; James Maddux of BancFirst; Gary Garvin and Roy Tucker of the City of Muskogee; Jim Blair of Oklahoma Music Hall of Fame; DeWayne Smoot of Muskogee Phoenix; Theresa Reutlinger.

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

III. **Consideration of Approval of Minutes of the August 22, 2016 Board meeting.**

The minutes of the August 22, 2016 Board meeting were reviewed. Wardwell made a motion to approve the minutes. Hall 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 September 2016 were \$139,800,256. Total liabilities were \$29,146,937. Unrestricted Trust Net Assets are \$107,572,134. Total Revenues in September 2016 were \$306,697 and the total expenses were \$286,779 which brings the excess of revenues over expenses to \$19,918 for September 2016. Walker made a motion to approve the financials. Daniel Miller seconded this motion; motion passed by unanimous consent.

V. **Consent Agenda-** a consent agenda was presented for approval;

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

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

Nays:

Recusals:

The motion passed by unanimous consent. The approved consent agenda was as follows:

The Education and Empowerment Committee recommends requesting a 2017 summer grant application from the following organizations and programs:

1. Eastern Oklahoma Health Care Coalition for the **Summer STEM PRO for Students and Educators** program.
2. Muskogee Alumni Band for the **Band Pride** program.
3. Muskogee First Assembly for the **SMART School** program.
4. Muskogee Public Library for the **Learn Create Share** program.
5. Muskogee Public Schools for the **Summer Pride** program.
6. Neighbors Building Neighborhoods for the **Community Treasures** program.
7. St. Paul United Methodist Church for the **Project Transformation** program.

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

1. Alpha Aviation Mission Outreach Center Inc. for the *Youth Aviation Camp* program.
2. Girl Scouts of Eastern Oklahoma for the *Community Outreach Troops* program.
3. Girl Scouts of Eastern Oklahoma for the *Beyond Bars* program.
4. Benjamin Franklin Science Academy for the *STEM-tastic Summer Program @ BFS A* program.
5. Housing Authority of Muskogee for the *Full-Time Community Coordinators- Summer Break* program.

The Quality of Life Committee recommends requesting a 2017 summer grant application from the following organizations and programs:

1. City of Muskogee/Parks & Recreation Dept. for the **Youth Volunteer Corp. Summer of Service** program.

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

1. Housing Authority of Muskogee for the *Public Housing Basketball Court Revitalization* program.

Regular Agenda

VI. **Chairman's Report**

Chair Gilder introduced Dr. Kaylin Coody with Hilldale Schools. Coody gave a brief report on the 2015-2016 Technology for the Future grant with nearly 1500 devices for students to and 60 tablets to use in the elementary school. The added technology has increased students ability to complete assignments at home.

Gilder provided an update on the SIP grants (Strategic Incentive Plan) between the City of Muskogee Foundation and the Port Authority. Board members were encouraged to contact staff if they had further questions.

VII. Committee Reports

A. Economic Development Committee

Chair Updike recommended the board review and approve an out of cycle grant to the Oklahoma Music Hall of Fame for \$760,574 for additional funds required to continue G-Fest for 2017, and authorize the chairman or vice chairman to execute any necessary documents to facilitate the transaction.

Matthews asked the question what “Other Expenses” covered and Jim Blair explained that security, marketing, talent, production, and more were included in that category. Jim Blair stressed the plan to improve on things this year such as focus on marketing to their number one market, Oklahoma City. Chair Updike explained this is a conservative projection and the need for money up front in order to put a show on.

Updike made a motion to approve a grant for \$760,574 to Oklahoma Music Hall of Fame for G-Fest in 2017. Hall seconded the motion.

Below are the individual votes of the Board Members:

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

Nays:

Recusals: Gaden

The motion passed.

B. Education & Empowerment Committee

Chair Walker reported they reviewed the 2017 Summer LOI's.

C. Health & Wellness Committee

Chair Hoos reported the committee received no 2017 summer LOI's. The committee met with Kelly B. Todd representatives about the 2016 grant they received for an Occupational Therapist and provided advice on how to proceed using the money on recruitment and a sign on bonus. The Bridges out of Poverty director provided updates from their program, highlighting the national award they received in Orlando and noting their classes continue to fill up quickly.

D. Quality of Life Committee

Chair Wardwell introduced Gary Garvin to present information on the City's request for the reallocation of budgeted funds within the 2014 Housing Demolition and Redevelopment grant. The reallocation redirects \$200,000 to Redevelopment (Housing Incentive Program).

Wardwell made a motion to approve the reallocation of budgeted funds to Redevelopment (Housing Incentive Program). D. Miller seconded the motion.

Below are the individual votes of the Board Members:

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

Nays:

Recusals:

The motion passed by unanimous consent.

E. Investment Committee

Bob Coburn reported that the total value of investments under management of the Foundation year to date is \$123,396,011.

F. Marketing & PR Committee

Laura Wickizer reported the continued partnership with Muskogee Phoenix in creating feature stories and ads to highlight the Foundation's positive impact in the community. The committee will have a centralized theme for the ads to go hand in hand with the editorial content. A list of editorial content was provided to the Phoenix for the next 6 months.

The committee also received quotes for an updated website and high resolution logo and will move forward with those items.

The next PR video will be of the Bridges out of Poverty program and plans are being arranged to obtain footage at the December graduation.

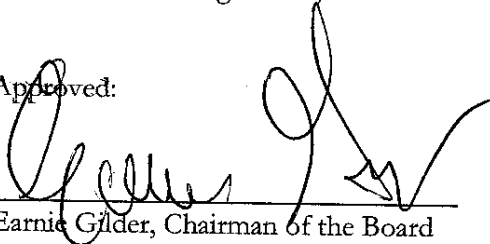
VIII. Staff Report

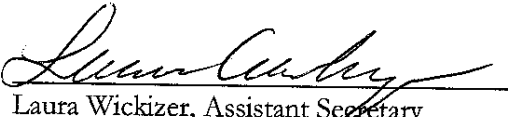
Laura Wickizer reminded everyone about the volunteer night for serving the Bridges out of Poverty program participants dinner on November 8 from 5 pm to 6 pm at St. Paul United Methodist Church.

The next board meeting location was announced, December 19, 2016 at 5:00 pm at Muskogee Little Theater.

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

Approved:


Earnie Gilder, Chairman of the Board


Laura Wickizer, Assistant Secretary