



city of muskogee
FOUNDATION

MINUTES

OF THE CITY OF MUSKOGEE FOUNDATION BOARD MEETING HELD AT MUSKOGEE COUNTY EMS – 200 CALLAHAN ST., MUSKOGEE, OKLAHOMA on December 14, 2015

The City of Muskogee Foundation Board of Directors met at Muskogee County EMS, Muskogee, Oklahoma, on Monday, December 14, 2015.

I. The meeting was called to order by Chairman Earnie Gilder at 5:00 pm.

II. The roll call was as follows:

Directors Present: Howard Brown, Bob Coburn, Marlon Coleman, Nancy Gaden, Earnie Gilder, Tracy Hoos, Wayne Johnson, Leigh Ann Mathews, Daniel Miller, Leroy Walker, Johni Wardwell.

Directors Absent: Keith Biglow, Jay Updike

Advisory Directors Present: Kim Lynch, Scott Robinson, Lisa Smith

Advisory Directors Absent: Treasure McKenzie

Others Present: Lauren Garey, Frank Merrick, Sherrie Schroeder and D.J. Thompson of Communities Foundation of Oklahoma/City of Muskogee Foundation; James Maddux and Brad Zerger, BancFirst; Eric Miller of the Port of Muskogee / Economic Development; Rebecca Williamson, Muskogee County EMS, as well as a representative from the Muskogee Phoenix.

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

III. **Consideration of Approval of Minutes of the October 26, 2015 Board meeting.**

The minutes of the October 26, 2015 Board meeting were reviewed. Coleman 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 referred board members to the handout of the October 2015 financials not included in the board book. Because the public Agenda stated that the October financials would be approved, those are the financials that will be discussed today. The November 2015 financials are included in the board books as informational only. Gaden provided a report on the October 2015 financials of the City of Muskogee Foundation. She stated that the Foundation's total assets in October 2015 were \$134,970,477. Gaden continued her report stating that total liabilities were \$23,587,342; Unrestricted Trust Net Assets remained the same at \$111,631,030; Total Revenues in October 2015 were \$5,288,466 and the total expenses were (\$17,433,105) which brings the excess of

revenues over expenses to \$22,721,105 for October 2015. Wardwell made a motion to approve the financials. Coleman seconded this motion; motion passed by unanimous consent.

V. Chairman's Report

- A. Chair Gilder introduced Rebecca Williamson with Muskogee County EMS. Williamson reported on behalf of Terri Mortenson, Executive Director, in her absence due to illness. Williamson provided an overview and demonstration of the recent projects the Foundation grant had helped with at EMS and thanked the Foundation board for their support.

5:06pm – Jay Updike joined the meeting.

- B. Chair Gilder introduced Lauren Garey, Scholarship Director for the Communities Foundation of Oklahoma, and asked her to provide detail on the proposed new scholarship format for the City of Muskogee Foundation. Garey referred board members to pages 12 and 13 in their board books and stated that the Education Committee is recommending adding a “needs based” scholarship program and increasing the number of scholarships given annually from 10 to 12; 6 scholarships from each of the two programs. Pages 12 and 13 show the detail in the differences between the two scholarship programs and the financial impact for the City of Muskogee Foundation.

Chair Gilder stated that this item does not require the board's vote at this time. The scholarships will be presented as they are each year at the April Board meeting where the board would have an opportunity to approve or deny the expenditure.

VI. Committee Reports

A. Investment Committee

Chair Coburn reported the committee met earlier that day and asked Brad Zerger to make a full report. Zerger stated that the Foundation's portfolio is essentially flat year-to-date. Zerger reported that the committee continues to invest according to policy.

Chair Coburn presented the Investment committee's recommendation of a \$5M granting budget for 2016. This is a decrease from last year's granting budget by \$1M. Coburn explained that according to the schedule of commitments presented on pages 14 and 15, approximately \$2 M of this money was already committed to summer grants, scholarships and other multi-year projects for 2016.

Coburn made a motion to approve the committee's recommendation of a granting budget of \$5M. Miller seconded the motion. Hearing no further discussion Gilder called for a vote. The motion passed by a unanimous consent.

B. Economic Development Committee

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

C. Education & Empowerment Committee

Chair Walker reported that the committee met on November 10, 2015 to review and make recommendations regarding Summer Grant applications. They are as follows:

1. **MUSKOGEE PUBLIC LIBRARY, Learn, Create, Share, \$11,600.**

Walker made a motion to approve the committee's recommendation to grant \$11,600 to the Muskogee Public Library for the 2016 Learn, Create, Share program. Hoos seconded this motion. Below are the individual votes of the Board Members:

Ayes: Brown, Coburn, Coleman, Gaden, Gilder, Hoos, Johnson, Mathews, Miller, Updike, Walker, Wardwell.

Nays:

Recusals:

The motion passed by unanimous consent.

2. **MUSKOGEE PUBLIC SCHOOLS, Summer Pride, \$120,000.**

Walker made a motion to approve the committee's recommendation to grant \$120,000 to the Muskogee Public Schools for the 2016 Summer Pride program. Wardwell seconded this motion. Below are the individual votes of the Board Members:

Ayes: Brown, Coburn, Coleman, Gaden, Gilder, Hoos, Mathews, Miller, Updike, Walker, Wardwell.

Nays:

Recusals: Johnson

The motion passed by majority vote.

3. **NEIGHBORS BUILDING NEIGHBORHOODS, Community Treasures, \$100,000.**

Walker made a motion to approve the committee's recommendation to grant up to \$100,000 to Neighbors Building Neighborhoods for the 2016 Community Treasures program. Coleman seconded this motion. Below are the individual votes of the Board Members:

Ayes: Brown, Coburn, Coleman, Gaden, Gilder, Hoos, Johnson, Mathews, Miller, Updike, Walker, Wardwell.

Nays:

Recusals:

The motion passed by unanimous consent.

4. **ST. PAUL UNITED METHODIST CHURCH, Project Transformation, \$15,000.**

Walker made a motion to approve the committee's recommendation to grant \$15,000 to St. Paul United Methodist Church for the 2016 Project Transformation program. Coleman seconded this motion. Below are the individual votes of the Board Members:

Ayes: Brown, Coburn, Coleman, Gaden, Gilder, Hoos, Johnson, Mathews, Miller, Updike, Walker.

Nays:

Recusals: Wardwell

The motion passed by majority vote.

D. **Health & Wellness Committee**

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

E. **Quality of Life Committee**

Chair Wardwell reported that this committee had also met on November 10 to review and make recommendations regarding 2016 Summer Grant applications. They are as follows:

1. **CITY OF MUSKOGEE, PARKS AND RECREATION, Youth Volunteer Corp./Summer of Service, \$18,266.**

Wardwell made a motion to approve the committee's recommendation to grant \$18,266 to the City of Muskogee for the Teen Center's Youth Volunteer Corp./Summer of Service program. Johnson seconded this motion. Below are the individual votes of the Board Members:

Ayes: Coburn, Coleman, Gaden, Gilder, Hoos, Johnson, Mathews, Miller, Updike, Walker, Wardwell.

Nays:

Recusals: Brown

The motion passed by majority vote.

F. **PR and Marketing Committee**

Chair Coburn deferred to D.J. Thompson to report on behalf of the committee. Thompson told the board that the committee would be working on items outlined in the 2016 marketing plan which included beginning the process for composing a general information piece and continuing the billboard ads. Thompson added that CoMF would also be receiving stories and anecdotal information from current grantees per the grant reporting process and the committee would be looking at ways to utilize that information for PR purposes.

VII. **Staff Report**

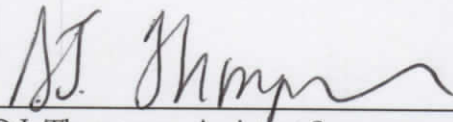
Thompson referred board members to page 18 in their board books which shows the proposed 2016 City of Muskogee Foundation board meeting schedule and locations. Thompson requested approval of the proposed schedule.

Miller made a motion to accept the 2016 Board meeting schedule as presented. Wardwell seconded the motion. Hearing no further discussion Gilder called for a vote. The motion passed by a unanimous consent.

VIII. The meeting was adjourned at 5:26 pm.

Approved:


Earnie Gilder, Chairman of the Board


D.J. Thompson, Assistant Secretary