



# city of muskogee FOUNDATION

## MINUTES

### OF THE CITY OF MUSKOGEE FOUNDATION BOARD MEETING HELD AT ROXY THEATER 220 W. OKMULGEE ST., MUSKOGEE, OKLAHOMA ON MARCH 26, 2018

The City of Muskogee Foundation Board of Directors met at Roxy Theater, Muskogee, Oklahoma, on Monday, March 26, 2018.

I. The meeting was called to order by Vice Chairman Leroy Walker at 3:33 pm.

II. The roll call was as follows:

Directors Present: Patrick Cale, Perline Boyattia, Bob Coburn, Nancy Gaden, Daniel Miller, Mike Miller, Jay Updike, Leroy Walker and Johni Wardwell.

Directors Absent: Keith Biglow, Earnie Gilder, Dan Hall, Tracy Hoos, Tim McElroy and Gary Parker.

Advisory Directors Present: Kim Lynch

Advisory Directors Absent: D.J. Thompson, Scott Robinson and Lisa Smith

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

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

III. **Consideration of Approval of Minutes of the December 18, 2017 Board meeting.**

The minutes of the December 18, 2017 Board meeting were reviewed. Wardwell made a motion to approve the minutes. D. Miller seconded this motion and the motion passed by unanimous consent.

IV. **Consent Agenda** – A consent agenda was presented for approval; Vice Chair Walker presented the consent agenda with one modification; removal of (C. 1 on the agenda) the Dr. Martin Luther King Jr. Community Center Trust Authority for the *Martin Luther King Jr. Community Center Playground* for further committee evaluation and to invite for a full grant application.

Cale made a motion to approve the consent agenda as presented with the modification.

Boyattia seconded the motion. The votes were as follows:

Ayes: Cale, Boyattia, Coburn, Gaden, D. Miller, M. Miller, Updike, Walker and Wardwell.

Nays:

Recusals:

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

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

1. The Economic Development Committee recommends requesting a 2018 grant application in the amount of **\$400,000** from the **City of Muskogee/ Parks & Recreation Department** for *the Hatbox Hangar Renovation- Phase II project*.

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

1. The Education and Empowerment Committee recommends requesting a 2018 grant application in the amount of **\$15,000** from **Girl Scouts of Eastern Oklahoma** for *Girl Scouts Beyond Bars program*.
2. The Education and Empowerment Committee recommends requesting a 2018 grant application in the amount of **\$30,000** from the **Muskogee Alumni Band** for the *Instruments for Low Income Students* program.
3. The Education and Empowerment Committee recommends requesting a 2018 grant application in the amount of **\$835,000** from **Muskogee Public Schools** for the *One Team, One Vision, One Community* programs.
4. The Education and Empowerment Committee recommends requesting a 2018 grant application in the amount of **\$373,272** from **Neighbors Building Neighborhoods** for the *Dream Team Programs at the Martin Luther King Community Center*.
5. The Education and Empowerment Committee recommends requesting a 2018 grant application in the amount of **\$60,788** from **Neighbors Building Neighborhoods** for the *Program Manager position*.
6. The Education and Empowerment Committee recommends requesting a 2018 grant application in the amount of **\$58,179** from **Neighbors Building Neighborhoods** for the *Community Resource Development Continuation program*.
7. The Education and Empowerment Committee recommends requesting a 2018 grant application in the amount of **\$133,000** from **City of Muskogee/Parks & Recreation** for the *Muskogee Teen Center program*.

The Education and Empowerment Committee recommends NOT requesting a 2018 grant application from the following organizations and programs:

1. Connors State College for the *Muskogee Criminal Justice/Police Science Excellence Initiative prgoram*.
2. Connors State College for the *Muskogee Difference Healthcare Scholarship program*.
3. Girl Scouts of Eastern Oklahoma for the *Girl Scouts of Eastern Oklahoma Community Outreach Troops*.
4. Hilldale Public Schools for the *Students in Robotics and the Workforce project*.
5. Housing Authority for the City of Muskogee for the *Housing Counseling program*.
6. Housing Authority for the City of Muskogee for the *Attendance Matters program*.
7. Housing Authority for the City of Muskogee for the *MHA Family Literacy program*.

8. Muskogee Nighthawk Composite Squadron-Civil Air Patrol for the *Civil Air Patrol Squadron Building Renovation project*.
9. Northeastern State University for the *Physician Assistant Studies Program*.
10. Oklahoma Council on Economic Education for the *Teacher Training Workshops for Rural Communities program*.
11. Star University for the *Muskogee Media Institute program*.

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

1. The Health and Wellness Committee recommends requesting a 2018 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***.
2. The Health and Wellness Committee recommends requesting a 2018 grant application in the amount of **\$91,184** from **Court Appointed Special Advocates (CASA)** for ***CASA for Children program***.
3. The Health and Wellness Committee recommends requesting a 2018 grant application in the amount of **\$50,000** from **Dr. Martin Luther King Jr. Community Center Trust Authority** for the ***Dr. Martin Luther King Jr. Community Center Playground***.
4. The Health and Wellness Committee recommends requesting a 2018 grant application in the amount of **\$38,325** from **Kids' Space Muskogee Co. Child Advocacy Center** for the ***Children's Prevention Education program***.
5. The Health and Wellness Committee recommends requesting a 2018 grant application in the amount of **\$45,000** from **Kids' Space Muskogee Co. Child Advocacy Center** for the ***Comprehensive Services for High Risk Polyvictimization program***.
6. The Health and Wellness Committee recommends requesting a 2018 grant application in the amount of **\$10,500** from **Muskogee Farmers Market** for ***Healthier Communities through Farmers Market Access & Promotion- Veggie Bucks project***.
7. The Health and Wellness Committee recommends requesting a 2018 grant application in the amount of **\$30,000** from **Oklahoma Dental Foundation** for ***Delivering Dental Care to Muskogee: MobileSmiles project***.
8. The Health and Wellness Committee recommends requesting a 2018 grant application in the amount of **\$200,000** from **SAC Nutrition** for the ***SAC Nutrition Muskogee Meals on the Go (MMOG) project***.

The Health and Wellness Committee recommends NOT requesting a 2018 grant application from the following organizations and programs:

1. Housing Authority of the City of Muskogee for the *HHT Resident Services program*.
2. Kelly B. Todd for the *Pediatric Physical, Occupational and Speech Therapy Program*.
3. Legal Aid Services of Oklahoma, Inc. for the *Legal Assistance for Veterans at the V.A. Medical Center*.
4. No Speed Limit for the *No Speed Limit program*.

5. The University of Oklahoma- Oklahoma Healthy Aging Institute for *The Oklahoma Healthy Aging Initiative project.*

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

1. The Quality of Life Committee recommends requesting a 2018 grant application in the amount of **\$100,000** from the **City of Muskogee** for the *Parks and Recreation Maintenance Fund project.*
2. The Quality of Life Committee recommends requesting a 2018 grant application in the amount of **\$50,000** from the **City of Muskogee** for the *Hatbox Livestock Show Arena program* for a **Planning Grant.**
3. The Quality of Life Committee recommends requesting a 2018 grant application in the amount of **\$800,000** from the **City of Muskogee** for the *Muskogee Downtown- Depot Green program.*
4. The Quality of Life Committee recommends requesting a 2018 grant application in the amount of **\$137,564** from the **City of Muskogee** for the *Adult and Juvenile Offender Community Service program.*
5. The Quality of Life Committee recommends requesting a 2018 grant application in the amount of **\$300,000** from the **City of Muskogee** for the *Housing Rehabilitation and Neighborhood Revitalization program.*
6. The Quality of Life Committee recommends requesting a 2018 grant application in the amount of **\$152, 777** from the **City of Muskogee** for the *Community Intervention Center (CIC) as operated by the City of Muskogee program.*
7. The Quality of Life Committee recommends requesting a 2018 grant application in the amount of **\$200,000** from the **City of Muskogee** for the *Demolition Program.*
8. The Quality of Life Committee recommends requesting a 2018 grant application in the amount of **\$9,000** from **Coins 4 Critters Club** for the *Low Cost Spay/Neuter for Street Owned Cats, Dogs & Transports program.*
9. The Quality of Life Committee recommends requesting a 2018 grant application in the amount of **\$50,000** from the **Main Street Muskogee** for the *Matching Grant for Operations program.*
10. The Quality of Life Committee recommends requesting a 2018 grant application in the amount of **\$57,834** from **Fostering Hope** for the *Fostering More Hope project.*
11. The Quality of Life Committee recommends requesting a 2018 grant application in the amount of **\$38,000** from **Muskogee City/County E 911 Call Center** for the *Citizens Connected, Text to 911 project.*
12. The Quality of Life Committee recommends requesting a 2018 grant application in the amount of **\$22,500** from **Muskogee War Memorial/USS Batfish** for the *Heating the USS Batfish project.*

13. The Quality of Life Committee recommends requesting a 2018 grant application in the amount of **\$250,000** from **Neighbors Building Neighborhoods** for the ***Matching Grant for Animal Shelter Expansion*** project.

14. The Quality of Life Committee recommends requesting a 2018 grant application in the amount of **\$20,000** from **Volunteers of America Oklahoma** for the ***Volunteers of America (VOAOK) Payee Services- Muskogee project***.

The Quality of Life Committee recommends NOT requesting a 2018 grant application from the following organizations and programs:

1. City of Muskogee for the *Mobile Stage program*.
2. City of Muskogee for the *Downtown Restoration & Beautification project*.
3. City of Muskogee for the *City/County Joint Venture Infrastructure Improvement to South York Street and Hancock Road project*.
4. Main Street Muskogee for the *2018-19 Hunts Green Space Revitalization project*.
5. Founders' Place Historical District, Inc. for the *Alice Robertson House Restoration project*.
6. Housing Authority of the City of Muskogee for the *Bus Stops for Our Kiddos project*.
7. Housing Authority of the City of Muskogee for the *Honor Heights Towers Library Update project*.
8. Masonic Building Association for the *Historic Muskogee Masonic Building Restoration Project*.
9. Muskogee War Memorial/USF Batfish for the *Museum Renovation/Expansion: Phase 1 project*.
10. Oklahoma Guardian Ad Litem Institute for the *Muskogee Guardian Ad Litem Institute Satellite project*.
11. Oklahoma Music Hall of Fame for the *Oklahoma Music Hall of Fame Capital Improvements project*.
12. Trinity Legacy Foundation for the *Historic Preservation Planning- Capital Campaign Consultant 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 2018 were \$147,638,579. Total liabilities were \$26,567,387. Unrestricted Trust Net Assets are \$115,960,210. Total Revenues in February 2018 were \$(3,422,465) and the total expenses were \$79,585 which brings the excess of revenues over expenses to \$(3,502,050) for February 2018.

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 presented the request to increase the 2018 grant budget by \$195,373 to cover the 2018 G-Fest & Operations grant that was approved on December 18, 2017 as an out-of-cycle Economic Development grant. He explained when the grant was approved it was not specified whether it would hit the budget as an out-of-cycle grant.

M. Miller made a motion to increase the 2018 grant budget by \$195,373. Wardwell seconded the motion. The motion passed by unanimous consent.

B. Vice Chair Walker introduced Fonda Richmond of the Roxy Theater. Fonda gave a brief history regarding the Theater and mentioned that on April 20, 2018 the Theater will host an

induction for the Oklahoma Movie Hall of Fame. Walker thanked Richmond for her comments and invitation to meet at their facility any time.

## VII. 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 down 2.6% and that stocks and bonds are down as well. Zerger reported that March is a better month but continues to be volatile.

### B. Economic Development Committee

Chair Updike reported their committee had no news to report.

### C. Education & Empowerment Committee

Chair Walker recommended the board consider for approval the following individual 2018 Summer Grant recommendations:

#### 1. MUSKOGEE ALUMNI BAND, Band Pride program, \$27,000.

Updike made a motion to approve the committee's recommendation to grant \$27,000 to the Muskogee Alumni Band for the Band Pride program. Gaden seconded this motion. Below are the individual votes of the Board Members:

Ayes: Cale, Boyattia, Coburn, Gaden, D. Miller, M. Miller, Updike, Walker and Wardwell.

Nays:

Recusals:

The motion passed by unanimous vote.

#### 2. MUSKOGEE PUBLIC LIBRARY, 2018 Learn, Create, Share program, \$9,465.

Coburn made a motion to approve the committee's recommendation to grant \$9,465 to the Muskogee Public Library for the 2018 Learn, Create, Share program. Wardwell seconded this motion. Below are the individual votes of the Board Members:

Ayes: Cale, Boyattia, Coburn, Gaden, D. Miller, M. Miller, Updike, Walker and Wardwell.

Nays:

Recusals:

The motion passed by unanimous vote.

#### 3. MUSKOGEE PUBLIC SCHOOLS, Rougher Summer Pride program, \$120,000.

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

Ayes: Cale, Boyattia, Coburn, Gaden, D. Miller, M. Miller, Updike, Walker and Wardwell.

Nays:

Recusals:

The motion passed by unanimous vote.

#### 4. NEIGHBORS BUILDING NEIGHBORHOODS, Community Treasures Summer Camp program, \$80,000.

Boyattia 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. Wardwell seconded this motion. Below are the individual votes of the Board Members:

Ayes: Cale, Boyattia, Coburn, Gaden, D. Miller, M. Miller, Updike, Walker and Wardwell.

Nays:

Recusals:

The motion passed by unanimous vote.

**5. 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: Cale, Boyattia, Coburn, Gaden, D. Miller, M. Miller, Updike and Walker.

Nays:

Recusals: Wardwell

The motion passed by unanimous vote.

**6. SUMMER PROGRAM CONTIGENCY FUND, Transportation & other costs, \$30,000.**

Walker specified this is not a grant, it is a separate fund used to cover additional expenses such as transportation and food incurred by our summer programs. Blakley added this was created in response to the recommendation made by the outside grant evaluation of summer grant programs in 2017.

Wardwell made a motion to approve the committee's recommendation to retain \$30,000 for a Summer Program Contingency Fund. Coburn seconded the motion. Below are the individual votes of the Board Members:

Ayes: Cale, Boyattia, Coburn, Gaden, D. Miller, M. Miller, Updike, Walker and Wardwell.

Nays:

Recusals:

The motion passed by unanimous vote.

**D. Health & Wellness Committee**

Merrick reported in Hoos' absence and reported the committee reviewed the 2018 LOI's.

**E. Quality of Life Committee**

Chair Wardwell recommended the board consider for approval the following individual 2018 Summer Grant recommendations:

**1. CITY OF MUSKOGEE/PARKS & RECREATION, Youth Volunteer Corps- Summer of Service program, \$18,000.**

Gaden made a motion to approve the committee's recommendation to grant \$18,000 to the City of Muskogee/Parks & Recreation for the Youth Volunteer Corps- Summer of Service program. Coburn seconded this motion. Below are the individual votes of the Board Members:

Ayes: Cale, Boyattia, Coburn, Gaden, D. Miller, M. Miller, Updike, Walker and Wardwell.

Nays:

Recusals:

The motion passed by unanimous vote.

**F. Marketing & PR Committee**

Coburn deferred to Wickizer who directed everyone to the homepage where our latest marketing video was published highlighting the Parks Department and the improvements made to the parks in Muskogee.

**I. Staff Report**

Laura Wickizer reported the Foundation is hosting a Summer Fun Fair at Arrowhead Mall on Thursday, April 5, 2018 at 5 pm. The fair will be comprised of about 15 summer programs in Muskogee and the goal is to help spread the word about all of the summer programs offered to youth in Muskogee. She invited the board to share the event on their Facebook page and attend the event to show support.

The next board meeting location was announced, April 23, 2018 at 3:30 pm at the Muskogee Chamber of Commerce.

**II.** The meeting was adjourned at 4:08 pm.

Approved:

  
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Earnie Gilder, Chairman of the Board

  
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Laura Wickizer, Assistant Secretary