



**Community Foundation of Carroll County**  
**Board of Directors Meeting** **Wed, Jan 17, 2024, 4 PM, Nonprofit Center, Westminster**  
**Meeting Minutes**

**Attendance:**

| <b>Board Member</b>   | <b>In Person</b> | <b>On Phone</b> | <b>Did Not Attend</b> |
|-----------------------|------------------|-----------------|-----------------------|
| Caroline Babylon*     | X                |                 |                       |
| Thomas Beyard*        |                  |                 | X                     |
| Mel Blizzard, Jr      |                  |                 | X                     |
| William Gering*       | X                |                 |                       |
| Bernie Jones          |                  | X               |                       |
| Tammy LoFink          |                  |                 | X                     |
| Judith Martin-Johnson | X                |                 |                       |
| Daniel Moore          |                  |                 | X                     |
| Jessica Murray        |                  |                 | X                     |
| Carolyn Scott         |                  |                 | X                     |
| Pam Zappardino        | X                |                 |                       |
|                       |                  |                 |                       |

\*Executive Committee

**Staff Present:** Jaclyn Mathias-Jones; Melody Schudel; Sharon Tillman

**There was no Quorum for this meeting.**

**President's opening:**

William Gering opened the meeting at 8 AM.

The Minutes for the Nov-Dec Board Meeting were not reviewed or approved.

Bill Gering announced the resignation of Suzette Covalt and Desi Kelleher from the board.

The board members present discussed soliciting new board members:

Names of New Board Members were suggested:

Mel Brennen, McDaniel College (Jaclyn Mathias contact)

Scott Swarts, Habitat for Humanity of CC (Sharon Tillman contact)

An executive from TBH Concrete (Thomas Beyard contact)

Richard Turner, Community Media Center (Pam Zappardino recommended)

Procedure for vetting new board members:

Meet or call with Jaclyn M

Are they willing to serve and interested in our mission?

Provide a resume for sharing with board members ahead of a vote.

We need to have duties and responsibilities of board members; Position descriptions; make these available to staff and board members to know what types of qualifications we have created and the needs of the board in general. Position description.



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Another outlet is the McDaniel College Masters in Public Administration for volunteer board members and for volunteers for the foundation.

Board Engagement = Interested People + Buy in

Recruiting volunteers, board members is tough all around. We're not a "sexy" organization. We need to work harder and educate potential board members and volunteers. Build excitement and have members know their "Why" and how to tell others/

Jacie and Sharon recruited Maria Klima as a volunteer to help with specific projects (resource fair coordination; friendraising, fundraising)

Judith Martin-Johnson asked for name tags for board members to wear at events and for networking. She also asked if the room can be rearranged so that we are not so physically far apart from one another. Sharon will talk to the building manager about resetting the room.

Besides board members recruiting new members what other options are there?

Audrey Cimino as a resource for names?

JustServe.org volunteer services website. Can this be used as a recruitment tool?

What is the ideal board makeup or a desired board makeup?

Educate people about what we do and the challenges we face.

People with contacts and connections for fundraising and friendraising

How are we being found, Telling our story?

GoodStuff Podcast (new fund and opportunity)

Carroll County Chamber of Commerce Email blast and calendar

Other podcasts and outlets for content: Community Media Center; Chamber Chats, WTTR paid time; all of these create content for other sources

Build partnerships with other NGOs, nonprofits; corporate partners, corporate outreach organizations

**Audit Update:**

2021 needs to be completed by Leo; only the samples need to be reviewed

2022 Audit to be completed by Stoltze & Assoc, and 2023 Audit performed

**PPA Refund**

Jacie received phone confirmation that CFCC qualified for a refund; awaiting email confirmation with instructions for next steps. Then we'll have 5 days to decide how to accept the payment:

Lump sum

Or quarterly payments (sent to a "lock box" at a financial institution (Farmers & Merchants?))

The board members agreed to move to SLACK as an organizational and communications tool for the board. Cost is \$23 per person per year. Additional seats can be offered to other Funds at a cost to them



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Jaclyn asked about the Westminster Mall and if there are any opportunities their for CFCC or other nonprofits. Asked who is the management company. She wants to explore ways nonprofits can utilize the space.

**Next Meeting Wed, Feb 21, 2024; 4 PM; Nonprofit Center in Westminster.**