



Community Foundation of Carroll County
Board of Directors Meeting December 13, 2023, 4 PM, Georges on York B&B, Taneytown
Meeting Minutes

Attendance:

Board Member	In Person	On Phone	Did Not Attend
Caroline Babylon*	X		
Thomas Beyard*			X
Mel Blizzard, Jr	X		
Suzette Covalt			X
William Gering*	X		
Bernie Jones			X
Desi Kelleher			X
Tammy LoFink			X
Judith Martin-Johnson	X		
Daniel Moore			X
Jessica Murray			X
Carolyn Scott	X		
Pam Zapparadino			X

*Executive Committee

Staff Present: Jaclyn Mathias-Jones; Melody Schudel; Sharon Tillman, Amy Kelch

President's opening:

William Gering opened the meeting at 4:12 PM. There is no quorum for this meeting.

- The **Oct 27, 2023** meeting minutes were not reviewed at this meeting. They will be emailed to the board for review and approval by email vote.
- Bill Gering accepted Phil Mullikin's resignation from the board and thanked him for his years of service to the Community Foundation of Carroll County.
- Bill Gering led a discussion about the Board Meeting dates and times (per the agenda under New Business). It was decided to move the board meetings to the Third Wednesday of the month at 4 PM to help attract those who are still working to both attend and new members be recruited to serve on the board. The meetings will follow the same schedule as previous years – no meeting in July or November; December location to be determined (board meeting/holiday party). This is pending availability at the Nonprofit Center.
- A few names of potential board members were discussed – Mel Brennan from McDaniel College; Scott Swartz Ed of Habitat for Humanity of CC

Development Committee: Jaclyn Mathias

- End-of-year Appeal Letter mailed by MJO Services to 2500 households in Carroll County with upper-level incomes and a tendency to give. The letter features the (4) 2023 POY Honorees with options to give to the Audrey Cimino Legacy Fund, one of the 4 POY honorees, or the "Area of Greatest Need." Any donors names from donations will be added to our database. Sending a letter, info flyer and remittance envelope.
- Supporting this by adding information to the website (news/blog post) and promoting on social media



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- Another 150 letters are being sent to an internal CFCC list of friends, POY winners, past donors.
- The goal is to raise money AND to build our database.

Financial Report: Caroline Babylon

See the supplied financial reports. Fundraising is essential.

- Crawford Trust: Bill Gering spoke with the Crawford Trust administrator for Truist in Atlanta (there is no longer a local Trust office). He wants to review the CT 990s from the past few years. The Trust is on a Fiscal year schedule. We are expecting a \$27,000 distribution for 2023-2024: Feb 2024 \$8,000; May 2024 \$8,000.
- CFCC 2022 990 complete and filed. The vendor who has been processing and filing our 990s has now retired.
- Audit: The 2021 Audit (the conversion year from FIMS OS to C Suite OS) is 90% complete by Leo Knighten (auditor of record). Sample transactions need to be reviewed. It was discussed that because he started this audit that he needs to be the one to complete it. Jaclyn M will coordinate the completion of the 2021 audit. This will be the final audit Leo will perform for CFCC.
- Audit: The 2022 Audit will be performed by CEA Scholtes & Associates, CPA. Jaclyn M requested a proposal for CPA services from this company after freelance CPA Stacey Miessen (who had been working with CFCC for 2023 and had been asked to increase hours and responsibilities) accepted a position with this company. CEA Scholtes specializes in nonprofit accounting. (Please see attached proposal for services.)
- 2024 Budget: CPA firm CEA Scholtes will be added to the budget. They will assist with continuity and be a value-added service for CFCC. The 2024 Budget will be revised and will wait for the January 2024 meeting for review and approval.
- ERC Credit: PPP/PPA refund: Jaclyn M filed paperwork/application on Dec 11. Eligible for the credit. Pay 25% fee for services. Should see a result in the 1st quarter of 2024.

Marketing Report: Sharon Tillman

- Scholarship application for 2024 underway
- Website: add the end-of-year appeal to the website
- Want to add blogging by staff and Funds in 2024
- Exploring SLACK communications tool for Direct Messaging for the Board and staff; document storage and sharing.

Grants/Distribution Report: Melody Schudel

- Highlights from the Grants report
 - Caila IT Finnen Memorial Fund gave \$4,000 in grants to Shriner's and St. Jude's hospitals
 - WHS Class of 1980 provided several grants with money raised from their annual golf tournament

The board will be asked to approve the Grants Report via email

Executive Director's Report: Jaclyn Mathias-Jones

- New/Potential Funds (See Report for details)



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- A Community of Compassion fund was established for Charles Wheatley who subsequently passed away. Jaclyn M spoke with his son who will discuss the idea of creating a donor-advised fund in Charles' name.
- Gage Black Memorial Fund -- the very emotional meeting with the mother and family members following the traffic accident that took Gage's life and several family members lives. The fund is a starting point for the family to receive donations that will be used for FSK students. There is more to come.
- Westminster Track and Field Club for youth
- Whispering Woods Safe Haven
- Good Stuff – podcasting, education for youth
- December 13 staff retreat was held at Georges on York B&B, Taneytown 10 AM – 3 PM
 - Focused on 2024 planning
 - Need to begin POY planning much earlier in the year to get dates and info out to attract donations, sponsors, etc
 - 2024 is CFCC's 30th Anniversary. We need to capitalize on that!
- WHS Class of 1980 – can they host the golf tournament with the CFCC as beneficiary. Melody S will speak with Angela (Fund Advisor)

New Business

- 2024 Board Meeting Schedule: See attached proposed schedule.
- January Election for officers
- Caroline B suggested delaying the election to June 2024 and having the officers continue in their current roles to focus on attracting new board members.
 - Potential board member asks: Mike McMullin, Scott Swartz, Mel Brennan
 - Use the CC Chamber of Commerce communications channels to find board candidates

There was no official adjournment.

Next Meeting Tentatively Jan 17, 2024; 4 PM Nonprofit Center, Westminster, MD