

Community Fund Minutes
July 27, 2021

Attendees: Patti McCall, Maryann Schaefer, Carol Hos, Karen Compton, Jill Green, Sophia Arshad

- 1.) Minutes approved.
- 2.) Marketing Initiative Update: Patti got in touch with Porter County Community Fund (PCCF) who will provide envelopes, and Karen will pick them up. It was decided that we will divide the work of stamping the envelopes among committee members. Karen will also order a reprint of our fundraising brochure. Water bills will be ready the last week of September or the first week of October for us to stuff these brochures. We will need volunteers at that time as well.
- 3.) Communication to Grant Awardees: We notified all recipients that they had received grants, however, we were not able to provide clear instructions at this time since we are waiting for the final approval for the release of funds from the PCCF.

On July 20, Patti submitted all grant information to PCCF for their Board of Directors meeting on August 11, 2021. We received one question back related to the recognition committee asking who will purchase, control and maintain possession of gift cards awarded to recipients, who will select recipients, and if there is a formal nomination process. Patti responded with detailed responses on July 22nd

- 4.) Restore the Shore Grants: First mention of the affiliation between the Community Fund (CF) and Restore the Shore (RTS) was in January of 2020, and credit card donations were being accepted at this time. Minutes indicated that funds were being accepted through PCCF and would be going to the CF who would then put them in a fund for RTS. Patti also looked at 2019 CF minutes to see how the fund was set up and who approved it; there appears to be no record of this being voted on and approved.

Karen asked if the Town Council voted on this and Patti indicated she would go back and look to see if there was a vote taken. There was discussion about whether the Board is comfortable with continuing this, as there are concerns that funds being donated for charitable purposes are being co-mingled with legal fees which is the purpose of RTS. There are also procedural concerns since CF grant recipients need to fill out applications, which is not the case with RTS funds. There are questions about the money dispersal process – it appears as though donations for RTS are given to CF through the PCCF website and then the PCCF releases that money directly to RTS. Donations to RTS show up on our yearly reports as grants.

It was decided that we should start with talking to the Town Council about how/why this was set up, and whether they wish to continue it. Patti indicated she would contact

PCCF to gain insight from their perspective.

- 5.) Discussion of Grant Timeline: Given that many grants are weather-related (i.e. ADA beach access, replacement for town street signs, work on garbage receptacles, etc.), our current timeline has us awarding funds at the earliest in late August/early September. While we would have to discuss with the Town Council and PCCF, the PCCF is able to tell us what our grant totals for the upcoming year will be when they provide us with our year-end report. In prior year's the check was released to the CF in January.

Our current procedure involves providing time for those wishing to submit a grant application, a CF meeting to select recipients, Town Council approval, the receipt of Town Council approved minutes, and then on to the PCCF which only meets on even-numbered months.

It was suggested that the CF attend town committee/organization meetings in January and let them know that funding MAY be available through the CF, give a quick run-down of the process so that we make sure that everyone is aware of what who do. We discussed moving the submission deadline to March 15, so that funds could be distributed in May. We hope to vote on this change at our next meeting.

Meeting was adjourned at 5:41 p.m.