

Center Ice Foundation of Central Ohio Meeting Minutes

March 5th, 2019

In Attendance: Andrea Maksim, Carrie DeHoff, Victor Painsi, Cherie Koch, Kurt Fansler, Kirstin Watts, Wendy Hux

Agenda Item	Notes	Follow-up
Agenda	<ul style="list-style-type: none"> • Agenda distributed and read • Carrie made a motion to approve the agenda. • Andrea second the motion • Agenda approved • No one opposed 	
Organizational Chart	<ul style="list-style-type: none"> • Distributed job descriptions and read • Victor motioned to approve the Organizational Chart. • Kurt second the motion • Organizational Chart approved • No one opposed 	
By laws	<ul style="list-style-type: none"> • By Laws distributed and read • Victor motioned to approve the By laws • Kurt second the motion • By laws approved • No one opposed 	
Conflict of Interest Policy	<ul style="list-style-type: none"> • Distributed and read • All appropriate board members signed • Andrea to keep on file with the IRS documents. 	
Sponsorships	<ul style="list-style-type: none"> • Keep sponsorships separate from fundraising • Will be able to collect sponsorships when the 501C3 is approved • Kirstin passed out a list of suggested sponsors • Kristin and/or Kurt to be in attendance of every big meeting/event 	Everyone to look over list of suggested sponsorships and fill in the blank if you know of a contact on the list for the next meeting.
Grants	<ul style="list-style-type: none"> • Cherie will compile a database of relevant grants. • If anyone knows of any grants, send the name and information to Cherie. • Kirstin has a template for the grant applications 	Look over list of grants and give names of any additional grants that you are aware of or discover that we should apply for.
VP Update	<ul style="list-style-type: none"> • Discussed interested stakeholders (figure skating, curling, sled hockey) 	Need a contact for the following interest groups: Curling and Adult Leagues

	<ul style="list-style-type: none"> • Carrie suggested E/SE side homeschool programs as the other Chiller's have this program • Current interest of those who want to be the coordinator for the respective interest groups: Jen Beck (Figure Skating), Brandon Ryzner (sled hockey). • Bob McElheney, Director of Athletic Development will be the point of contact and communication to these interest groups 	
Legal	<ul style="list-style-type: none"> • Adam Saad was unable to attend, so Kirstin gave the update • 501C3 was overnighted to the IRS • Adam is doing his work for the Foundation pro bono. • Due to tax purposes and write off, suggested to take Legal Counsel off of the Organizational Board of Directors Chart • Suggestion made to add to the By Laws to approve the method of voting via email for board matters 	
Treasurer	<ul style="list-style-type: none"> • Account opened at Fairfield National Bank • Checks were ordered • The GoFundMe has \$1400. Money will be transferred into our bank account • Opened a Straight Business Account • Have a "button" on the website "How to Donate" 	Andrea to draft a check request form for documentation purposes
Fundraising	<ul style="list-style-type: none"> • Andrea, Cherie and Carrie met regarding fundraising • Need the 501C3 to approach businesses for fundraisers • Looking at the first fundraiser to be a Stanley Cup Viewing Party/Open Skate • Once we have the 501C3, will start a family sponsorship campaign • Will be meeting with Larry Armentrout, contact from Peace, as he has chaired million dollar fundraising campaigns • Will be talking to Jeremy Rogers with the Chiller to see if they would be willing to do an Open Skate to possibly donate ice and profits • Will advertise fundraising efforts via press 	

	<ul style="list-style-type: none"> releases, social media and radio Looking for cheap giveaways at events (t-shirts, foam pucks, pens, etc) Things that are cost effective and friendly on our budget The goal for fundraising will be strategic and targeted. Fundraising plan will be updated as planning gets underway 	
Volunteers	<ul style="list-style-type: none"> Cherie will keep a database Have "button" on website that states "Want to Volunteer" Do group emails to communicate 	
Secretary	<ul style="list-style-type: none"> Email will be sent one week prior to upcoming board meeting asking for agenda items Will send agenda before the board meeting After the board meeting, will send the Meeting Minutes for review/edits Approval for board meeting minutes will be at the next board meeting Once approved, will be posted on our website Wendy will work with Brandon Lorenzo on website development/updates Marketing and Communication Policy and Social Media Policy distributed and read. Kurt suggested in the Social Media Policy to amend the statement on photographing children to read, "Any photographs that contain identifiable pictures of children, needs permission from the parents/guardian prior to posting." Kirstin made a Motion to approve the Social Media and the Marketing and Communication Policy. Carrie second the motion Marketing and Communication and the Social Media Policies approved. No one opposed 	<p>Wendy to get agenda template from Kirstin</p> <p>Wendy to get website contact info from Kirstin</p> <p>Wendy to develop a Release to Photograph</p>
Community Update	<ul style="list-style-type: none"> Will want to check and see how YMCA is/was funded by donors and see if we can add any donors from their list to our donor list (Cherie ?) The CIFCO is taking a neutral stance on the Violet Township Community Center. 	

Old Business	<ul style="list-style-type: none">• Bio and Photos. Get to Kirstin ASAP so she can post on social media• Kirstin to get business cards for board members from info. Confirmed contact info	
	Next meeting; Tuesday, 4/9 at 7:00 am at Scramblers	