

OSF Meeting Minutes
November 9, 2016

Roll Call of Members Present

Leslie Carr	Ellen Daniel	Trina Floyd	Hal Gregory
Amy Hansen	Teri Hook	Carol Molnar	Eric Heintschel
Greg Row	Colleen Barron	Hans Giller	Tammy Hughes

Record Visitors – none

Approval of Minutes from Sep 14, 2016

Motion to approve: Ellen Daniel, 2nd Colleen Barron

Treasurer's Report

Checking current balance \$57,864.14

Investment current balance \$201,560.69

Motion to approve: Terri Hook, 2nd Hans Giller

President's Report (Brent delayed from travel, Amy provided update)

Building Development plan with OCS for special projects – Met with Tom Keller, Amy Hansen, Hal Gregory, Tammy Hughes to place the right people on Development Committee. Tom has spearheaded the concept of "Decade Champions", one alumni in charge of a decade to connect with and reach.

Board Feedback: Be careful of perception that OSF only supports sports. Even though we know we support Academics, Arts, Athletics, because some of the new projects are Athletic based, people think we are only serving athletics. Need to communicate our other work with Art and Academic better.

Board of Education's Report

Everything is running ok.

Veterans Day programs coming up

Toledo Symphony playing on Dec. 7th.

Superintendent's Report

Press Box update – Response has been good to the Press Box remodel capital campaign. TESCO and Mathews Ford committing donations and many, many other vendors with in-kind services. Alumni Band donations through OSF have been coming in since Alumni Band night at Clay game in October.

Manager's Report

See attached report

Sub-Committee Reports

- a. Grants – slideshow being created of 2016 Grants for "Evening of Appreciation"
- b. Development – Met in Oct. for annual development plan. (reviewed above)
- c. Finance – See attached committee meeting minutes
 - a. Approved additional funds to allocate back to OCS through Annual Fund. Immediate cash needs are met.
 - b. Vote on proposed changes to Acctg Policies Procedures & Investment Policies
 - i. Motion approved changes as submitted with majority vote

- c. Committee will request RFPs on bank/investment accts and requested 5 year audit
- d. Allocation - Annual Fund allocation (see spreadsheet)
- e. Communication/PR/Mktg – OSF 4'x8' banner at football stadium and new sandwich board. Will start to develop annual report content and draft
- f. Governance - no report
- g. Event Planning - “Evening of Appreciation” November 16 at Macomber Lodge. Need a donation of beer or wine. Catering by Michael’s Catering.
Frost Fest is January 28, 2017.
- h. Planned Giving – no report

Motion to adjourn: Tammy Hughes, 2nd Ellen Daniel

Respectfully Submitted,

Amy Hansen



**Report to the Board
Manager
November 9, 2016**

Grants – Thank you’s from students attached. Mrs. Anderson’s Algebra class, 7-8th grade Fasset

Communication – Newly created FALL newsletter. Goal to have 2 per year, Spring and Fall timed with Annual Fund (April) and Frost Fest mailers (October). Annual Annual Report to be developed.

Annual Fund – Facilitated Allocation Committee. Distributed Annual Fund. Total back to OCS **\$31,640**. Thank you packets mailed out included thank you letter, OCS brochure and OSF Fall Newsletter.

Finances – Facilitated Finance Committee. Drafted proposed document changes. Next steps; RFP process for checking and investment accounts.

Request quote for 5 year audit from current CPA.

Cleared by IRS on IRS 990EZ tax filing for 2014. Penalty and interest waived for incomplete Schedule B form.

Development Committee – Collaborated with Brent, Tom Keller and Dean Sandwich to strategize multi-year donor commitment program. Need infrastructure and team of people with corporate presentation skills. Need presentation power point and printed marketing materials. Need “District Menu of Needs”. Need collaborative database for Alumni, donors, community and businesses. Action: Testing trial run with www.LittleGreenLight.com (database); meeting with Arts, Athletics, Academic leaders for OCS to develop “Menu of Needs”.

Events/Outreach – 25th Anniversary theme to be incorporated into events this year. Found 5 of 7 OSF founders (Michael Armstrong, Larry Vriezelaar, Bob Millen, Thomas Beshalske, Theodore Jenkins-Helen Lybarger has since passed away, cannot find Jack Murphy). Invited them to Evening of Appreciation, Nov 16. Awards/certificates ordered and prepared.

Served cider and muffins to Alumni Band after halftime performance. Spirits were high. Excited about naming rights for Chuck Neal Press Box. Alumni don’t connect that OCS has a Foundation and what its purpose is. Press Box Donation total to date: \$5,717 alumni band; \$18,000 businesses

Frost Fest planning underway. Waiting for confirm from Mercy Health to be LEAD sponsor. Will need to work a bit harder for event profit in 2017. Michael’s Catering will lower their discount provided to OSF in 2017, by approx. \$4k.

Professional Development – Jeff Abke, Perrysburg Dev. Director is hosting a Foundation Roundtable for local districts, Oregon included. I will attend meeting Nov. 16 to network among Ottawa Hills, Maumee, Perrysburg and Toledo Community Foundation to collaborate and share best practices.

Upcoming Events – mark your calendars

Donor Appreciation Event (November 16) – please come for fellowship and recognition
Frost Fest, January 28, 2017, St. Michael’s, Oregon



AGENDA
Tues, September 27, 2016
12:00pm

Finance Committee Minutes

Attendees: Brent Shimman, Eric Heintschel, Greg Row, Ryan Hugueley, Amy Hansen

1. Discuss overview of Finance Committee
 - a. See attached Charter
2. Review **Accounting Policies and Procedures Manual** for relevance
 - a. Offer updates to language
 - i. See attached summary
 - b. Additional action items-
 - i. Request CPA audit going back 5 years. Hire CPA for tax filing. Get quote from current vendor CPA Webbooks.
3. Review **Investment Goals & Objectives** for relevance
 - a. Summary & Discussion
 - i. Finance Committee (F.C.) manages Investment Goals and Objectives document
 - ii. F.C. determines structure of endowment account
 - iii. F.C. determines “Eligible Assets”
 - iv. F.C. compares current fund progress vs. benchmarks on pg. 6 of manual
 - v. F.C. approves budget
 - vi. F.C. performs annual financial reviews
 - vii. F.C. makes recommendations to Board of Trustees
 - viii. Board of Trustees sets spending policy
 1. 5% of three year rolling avg. asset balance, invested back to OCS
 2. 10% of unrestricted receipts go to Endowment/annually
 - b. Updates necessary to document
 - i. Add Investment Policy Criteria to Section II
 - ii. Section III, C, 1 – Delete sentence “Short positions are not permitted.”
4. Evaluate future investment opportunities & operating bank account location (current and proposed)
 - a. Investigate endowment account structure options at other banks/ investment managers within newly updated written policies
5. After reviewing 2016 budget, **approved \$15,000 of additional OSF funds** to be allocated back to OCS during annual fund allocation in October 2016. Stipulating that a portion goes to Endowment Growth