

<p>Board of Directors</p> <p>Officers</p> <p>Mize, 2018-24 Chair</p> <p>Mueggenborg, 2000 Vice Chair</p> <p>King, 19-25 Treasurer</p> <p>Lindblom, 2017-23 Secretary</p> <p>Directors</p> <p>Beierschmitt, 2017-23</p> <p>Bode, 2020-26</p> <p>Collins, 2021-24</p> <p>Freeman, 2017-23</p> <p>Kirkpatrick, 2020-26</p> <p>Hay, 2019-25</p> <p>Johnson, 2019-25</p> <p>Saddoris, 2020-23</p> <p>Staff</p> <p>Laura Jensen, Executive Director</p> <p>Anne Swearingin, Finance and Accounting Manager</p> <p>Nancy Warring, Office Manager</p>	<p><u>AGENDA</u></p> <p><u>Call to Order</u></p> <p><u>Declaration of Conflicts of Interest</u></p> <p><u>Consent Agenda</u></p> <ol style="list-style-type: none"> 1. Minutes of April 2023 – (pg. 2-3) 2. Financial Report – King (pg. 4-5) 3. Disbursement Report – King (pg. 6-7) <p><u>Office Report - Jensen</u></p> <p><u>Old Business</u></p> <ol style="list-style-type: none"> 1. Legacy Review - continued from office report 2. Reaffirm Cobb Charitable DA, Back to Bartlesville Regional Fly in FS Lynn Family DA, Northeastern Oklahoma Cancer Network FS, Moyne G Nantz Phillips Scholarship, and Pranger Family Future DE Funds 3. vote to confirm new board members: Ashley Kane, Jon Lindblom, Gary Lorenz, Julie Mauntel, and Brittany Shoemake <p><u>New Business</u></p> <ol style="list-style-type: none"> 1. Scholarship Committee: Additional Glenn and Anne Dodwell Scholarship Recipient 2. Finance Committee Report <ol style="list-style-type: none"> a. Proposed fee changes <ol style="list-style-type: none"> i. fiscal sponsors ii. 1% funds b. Pooled fund proposed addition c. 23/24 FY Proposed Budget d. Vote for 2023/2024 FY officers and succession plan e. Board grants - reaffirm and update f. Operating cash reserves - move 6 months operating to MM 3. Tax return 4. Audit 5. Board member recognition <p><u>Other Business</u></p> <ol style="list-style-type: none"> 1. Executive session <p>Next Board Meeting: August 22, 2023, 4 PM, BCF Conference Room</p>
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208 E. 4TH ST. | BARTLESVILLE, OK | 918.337.2287
BARTLESVILLECF.ORG

Board of Trustees Meeting
Tuesday, April 25, 2023
BCF Office - Conference Room

Minutes

Mize called the Bartlesville Community Foundation Board of Trustees meeting to order at 4:06 p.m., Tuesday, April 25, 2023. Present were Mueggenborg, Kirkpatrick, Mize, Hay, Freeman, Beierschmitt, Lindblom. Staff present was Jensen, Warring and Swearingin.

Absent: Saddoris, Johnson, Bode, King, Collins

Declaration of Conflicts of Interest: Kristen – Jon Lindblom (brother-in-law) nominated as potential board member.

Consent Agenda

Minutes of February 2023 - Mize

Financial March 2023 Report - Lindblom

Disbursement Report - Lindblom

Motion to approve consent agenda by Freeman. Second from Mueggenborg. Motion carries all in Favor.

Education Minute

ACE Act vs. Fidelity similarities presented by Jensen.

Office Report -Jensen

Upcoming events include continuing education, brown bag giving trends, finance and executive committee meeting. BCF pipeline is strong. Accreditation is almost complete with application requirements.

Old Business

Updates to the Spending Policy, remaining fund agreements (Agency Restricted, Agency Unrestricted, Designated, Field of Interest, Scholarship, Fiscal Sponsor and Affiliate Agreements.). Beierschmitt made the motion to approve updates and agreements. Second from Freeman. Motion carries all in favor.

Motion to reaffirm Janis Blanton and Green Country Classic Ranch Rodeo Scholarship Funds was made by Mueggenborg. Second from Hay. Motion carries all in favor.

Nomination for Ashley Kane, Jon Lindblom, Gary Lorenz and Julie Mauntel to fill four upcoming board seats was made by Kirpatrick, Second from Mueggenborg. Motion carries. Lindblom abstained.

New Business

Jensen presented the board with a Resolution for National Standards. Mueggenborg moved to approve Board Resolution. Second from Freeman. Motion carries all in favor.

Jensen announced David Ingram had resigned from the board due to relocation for work. Board will need to bring nominations for the position to the June meeting for discussion.

Mize presented the Grant Committee recommendations. Freeman moved to approve Grant Committee recommendation. Second from Kirpatrick. Motion carries all in favor.

Jensen presented the Scholarship Committee recommendation. Beierschmitt made the motion to accept the Scholarship Committee recommendations. Second from Mueggenborg. Motion carries all in favor.

Other Business-Jensen

None

Meeting adjourned at 4:36pm. Next meeting will be June 27th, 2023, at the BCF conference room at 4:00 pm. Respectfully submitted by Kristen Lindblom.

Bartlesville Community Foundation
Balance Sheet
May 31, 2023

	<u>Actual</u>
Assets	
Arvest Checking	\$82,078.64
Natural Gas Interest	\$30,952.00
Arvest Money Market	\$552,057.44
Arvest Wealth Management	\$19,380,775.89
Petty Cash	\$115.43
Accounts Receivable	\$92.38
Furniture and Equipment	\$23,162.94
Accum Depr - Furn and Equip	(\$23,162.94)
BancFirst	\$74,115.66
BCF Broker Account	\$604,749.47
BPSF MM Broker Account	\$160,050.81
Total Assets	<u><u>\$20,884,987.72</u></u>
Liabilities and Net Assets	
Liabilities	
Accounts Payable	\$10,620.73
Fed W/H Payable	\$1,064.00
FICA Payable	\$1,314.26
Medicare Payable	\$307.38
State W/H Payable	\$774.00
Oklahoma Unemployment	\$75.10
IRA Payable	\$0.00
Agency Funds Liability	\$6,293,678.88
Total Liabilities	<u><u>\$6,307,834.35</u></u>
Net Assets	
Net Assets	\$14,577,153.37
Total Net Assets	<u><u>\$14,577,153.37</u></u>
Total Liabilities and Net Assets	<u><u>\$20,884,987.72</u></u>

Bartlesville Community Foundation

BCF Statement of Revenue and Expenditures

With Budget and Budget to Actual Variance

May 31, 2023

	Year to Date			Annual Budget	Annual Budget Variance
	Actual	Year to Date	Budget		
Revenues					
Donations and Grants	\$10,028.91	\$24,515.48	\$6,875.00	\$7,500.00	\$17,015.48
Bequest Income	\$0.00	\$28,750.00	\$124,691.68	\$124,691.68	(\$95,941.68)
Royalty Income	\$3,978.94	\$30,033.02	\$10,083.33	\$11,000.00	\$19,033.02
Annual Appeal	\$2,550.00	\$22,668.83	\$17,800.00	\$20,000.00	\$2,668.83
Legacy Event	\$5,550.00	\$28,900.00	\$41,000.00	\$45,000.00	(\$16,100.00)
Administrative Fees	\$0.00	\$149,634.13	\$138,138.75	\$184,185.00	(\$34,550.87)
Interest Income	\$895.47	\$11,984.19	\$1,833.33	\$2,000.00	\$9,984.19
Total Revenues	\$23,003.32	\$296,485.65	\$340,422.09	\$394,376.68	(\$97,891.03)
Expenses					
Audit	\$0.00	\$0.00	\$5,000.00	\$11,000.00	(\$11,000.00)
Dues	\$150.00	\$5,953.95	\$6,755.83	\$7,370.00	(\$1,416.05)
Employee Insurance	\$1,387.34	\$10,760.36	\$13,750.00	\$15,000.00	(\$4,239.64)
Furniture & Equipment Purch	\$333.20	\$5,770.24	\$6,000.00	\$6,000.00	(\$229.76)
Employee Retirement	\$460.86	\$3,854.10	\$13,742.37	\$14,991.68	(\$11,137.58)
Insurance	\$0.00	\$2,368.25	\$3,500.00	\$3,500.00	(\$1,131.75)
Annual Appeal Expense	\$0.00	\$1,275.25	\$2,500.00	\$2,500.00	(\$1,224.75)
Marketing	\$200.00	\$2,320.00	\$3,670.00	\$4,000.00	(\$1,680.00)
Donor Cultivation	\$0.00	\$1,967.38	\$2,550.00	\$3,000.00	(\$1,032.62)
Office Expense	\$428.79	\$2,586.22	\$4,600.00	\$5,000.00	(\$2,413.78)
Parking Space Rent	\$90.00	\$960.00	\$742.50	\$810.00	\$150.00
Rent	\$1,450.00	\$15,950.00	\$15,950.00	\$17,400.00	(\$1,450.00)
Janitorial Service	\$200.00	\$2,200.00	\$2,200.00	\$2,400.00	(\$200.00)
Copier	\$0.00	\$2,113.15	\$2,750.00	\$3,000.00	(\$886.85)
Payroll Taxes	\$1,197.51	\$12,686.97	\$15,400.00	\$16,800.00	(\$4,113.03)
Workshop Expense	\$0.00	\$0.00	\$1,833.33	\$2,000.00	(\$2,000.00)
Postage	\$265.45	\$1,946.47	\$1,833.33	\$2,000.00	(\$53.53)
Telephone	\$201.70	\$2,313.70	\$2,933.33	\$3,200.00	(\$886.30)
Utilities	\$271.86	\$3,715.02	\$2,291.66	\$2,500.00	\$1,215.02
Credit Card Fees	\$60.70	\$715.06	\$687.50	\$750.00	(\$34.94)
Legacy Event Expenses	\$20,851.45	\$31,032.22	\$37,000.00	\$40,000.00	(\$8,967.78)
Web Site/Social Media	\$130.00	\$530.00	\$458.33	\$500.00	\$30.00
Pro Dev/Cont Ed	\$960.00	\$2,524.12	\$2,291.66	\$2,500.00	\$24.12
Software	\$0.00	\$16,514.76	\$16,000.00	\$16,000.00	\$514.76
Discretionary Grant	\$0.00	\$10,508.46	\$1,833.33	\$2,000.00	\$8,508.46
Payroll Expenses	\$15,361.78	\$162,960.01	\$192,642.08	\$210,155.00	(\$47,194.99)
Total Expenses	\$44,000.64	\$308,632.41	\$358,915.25	\$394,376.68	(\$90,850.99)

Bartlesville Community Foundation
Disbursement Report
April 14 through June 20, 2023

Expenses	<u>Disbursement</u>
0150 - Junior Achievement of Oklahoma Endowment	\$6,852.86
0200 - Bartlesville Public School Foundation Affiliate	\$25,965.82
0201 - Nowata Community Foundation Affiliate	\$13,698.67
0203 - Bluestem Medical Foundation MM	\$3,432.33
0401 - Shoemake Family	\$137.10
0407 - Ron & Caren Betz Family Fund	\$5,000.00
0408 - Carol Ann and Don Cone Legacy Scholarship	\$86.03
0409 - Terrance and Lynn Potts Family Fund	\$2,850.00
0410 - Deffenbaugh Family Fund	\$500.00
0415 - Birk Family	\$200.00
0416 - Randy Stayton	\$1,250.00
0426 - Brandemuhl Foundation	\$2,600.66
0442 - Matthiesen	\$1,500.00
0444 - Otten's Helping Hands	\$10,000.06
0445 - Larry Cain Designated	\$1,300.00
0447 - Bartlesville Police Foundation	\$5.43
0454 - Bartlesville Disc Golf	\$320.00
0459 - Glen & Laura Schmidt	\$3,200.00
0463 - Acts 20:35 Designated	\$14,000.00
0464 - Austin (Roberts) Knippers	\$5.00
0467 - Hales Family	\$250.00
0472 - OK EAT	\$3,750.28
0473 - Nowata Community Improvement	\$13,200.00
0474 - Geraldine Hicks Charitable	\$2,000.00
0476 - Malcolm and Barbara Joyce	\$1,200.00
0478 - Mihm Howk	\$100,000.00
0480 - Rich and Kathleen Rutledge	\$2,491.00
0485 - Nowata Citizens for a Brighter Future - Splash Pad	\$1,719.98
0486 - Spencer and Laura Jensen	\$100.00
0499 - Green Country Classic Rodeo	\$8.00
0506 - Northeastern Oklahoma Cancer Network	\$113.33
0510 - Acts 20:35	\$25,530.00

0515 - Bark Park Buddies	\$200.00
0529 - Bartlesville Education Promise	\$75,018.70
0620 - Casselberry Family Fund	\$15,885.51
0638 - Phillips 66 Jeans Week	\$644.18
0692 - Downtown Bartleville, Ltd	\$2,000.00
0710 - Environment	\$11,889.86
0738 - Friends of AT&SF 940	\$1,687.12
0760 - HOT Street Party Fund	\$3,163.45
0805 - Schmoltdt Foundation for Education	\$8,000.00
0815 - Service League Fund	\$17,052.75
0920 - Fund for Bartlesville	\$13,767.00
0998 - Smith Fund	\$28,750.00
054 - Musical Research Society	\$7,425.00
Total Disbursements	<u>\$428,750.12</u>