



TOGETHER WE CAN
 208 E. 4TH ST. | BARTLESVILLE, OK | 918.337.2287
 BARTLESVILLECF.ORG

**Board of Trustees Meeting
 Tuesday, August 22, 2023
 BCF Conference Room
 208 E 4th**

<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>Bode, 2020-26 Secretary</p> <p>Directors</p> <p>Collins, 2021-24</p> <p>Hay, 2019-25</p> <p>Johnson, 2019-25</p> <p>Kane, 2024-2027</p> <p>Kirkpatrick, 2020-26</p> <p>Lindblom, 2024-27</p> <p>Lorenz, 2024-27</p> <p>Mauntel, 2024-2027</p> <p>Shoemake, 2024-2027</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"> Minutes of June 2023 – (pg. 2-4) Financial Report – King (pg. 5-9) Disbursement Report – King (pg. 10-11) <p><u>Office Report</u> – Jensen</p> <p><u>Education Minute</u> - Jensen</p> <p><u>Old Business</u></p> <ol style="list-style-type: none"> Reaffirm Funds – Moser Family DA and Leadership Bartlesville Alumni Association FS <p><u>New Business</u></p> <ol style="list-style-type: none"> Welcome and introduction Committee review and appointment Contact forms/conflict of Interest forms <p><u>Other Business</u></p> <p>Next Board Meeting: October 24, 2023, to be determined</p>
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TOGETHER WE CAN

208 E. 4TH ST. | BARTLESVILLE, OK | 918 337 2287
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Board of Trustees Meeting
Tuesday, June 27, 2023
United Way – Conference Room
415 Silas

Minutes

Mueggenborg called the Bartlesville Community Foundation Board of Trustees meeting to order at 4:03 p.m., Tuesday, June 27, 2023. Present were Mueggenborg, Hay, Freeman, Beierschmitt, Collins, Johnson, Bode, King, Lindblom. Staff present was Jensen and Swearingin.

Absent: Sadoris, Kirkpatrick, and Mize

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

Consent Agenda

Minutes of April 2023 - Mueggenborg

Financial May 2023 Report – King

Disbursement Report – King

Motion to approve consent agenda by Bode. Second from Hay. Motion carries all in Favor.

Robert Haley to present the Year Ending June 30, 2022, audit. Haley discussed the different parts of the audited financials. Overall, everything was good considering the market activity.

Board returned to agenda.

Office Report -Jensen

Jensen gave a brief office review.

Old Business

Jensen gave an update on the Legacy event. Everyone that attended seemed to enjoy the new format. Food was good. No issues. Ended up at the break-even point for income and expenses.

Motion to reaffirm Cobb Charitable DA, Back to Bartlesville Regional Fly in FS, Lynn Family DA, Northeastern Oklahoma Cancer Network FS, Moyne G Nantz Phillips Scholarship Funds was made by King. Second from Bode. Motion carries all in favor.

Motion to confirm new board members Ashley Kane, Jon Lindblom, Gary Lorenz, Julie Mauntel and Brittany Shoemake to fill upcoming board seats was made by Freeman, Second from Collins. Motion carries. Lindblom abstained.

New Business

Jensen presented the board with a late approval from the scholarship committee. Student was qualified but had been dealing with multiple issues that included the passing of his grandfather. Beierschmitt moved to approve presentation of the Glenn and Anne Dodwell Scholarship to Jared Fink. Second from King. Motion carries all in favor.

Jensen the presented multiple items from the finance committee.

King moved to approve proposed admin fee changes as recommendation. Second from Mueggenborg. Motion carries all in favor.

King moved to approve the proposed 1% fund fee changes as presented. Second from Freeman. Motion carries all in favor.

Motion to approve a new money market account as an option for fundholders was made by Bode. Second from Hay. Motion carries all in favor.

King presented the proposed 23/24 budget. Vote was tabled until after executive session.

Discussion of 2023/2024 officers followed. Motion to approve Cana Mize as Chair, Debbie Mueggenborg as Vice-Chair, Spencer King as Treasurer and Donna Bode as Secretary was made by Freeman. Second by Hay. Motion carries all in favor.

Motion to reaffirm board grants to organizations as requested by board members was made by Freeman. Second from Mueggenborg. Motion carries all in favor.

A brief discussion of moving 6 months of operating costs, \$200,000, to the money market followed. Motion to approve holding 6 months operating expenses in money market was made by Bode. Second by Collins. Motion carries, all in favor.

Jensen has added the tax return to the BCF documents if any of the board want to see.

King made the motion to accept the 2021/2022 audit report as presented. Second from Hay. Motion carries all in favor.

Jensen took a moment to thank all the board members and to present the outgoing members with a small gift for their help and time spent on the board.

Other Business-Jensen

The board then went into executive session to discuss personnel and budget items.

After return to open meeting Freeman made the motion to approve FY 23/24 budget as presented. Second from Mueggenborg. Motion carries all in favor.

Meeting adjourned at 5:02 pm. Next meeting will be August 22, 2023, at the BCF conference room at 4:00 pm. Respectfully submitted by Kristen Lindblom.

Bartlesville Community Foundation
Balance Sheet
June 30, 2023

	<u>Actual</u>
Assets	
Arvest Checking	\$85,705.52
Natural Gas Interest	\$30,952.00
Arvest Money Market	\$525,585.63
Arvest Wealth Management	\$19,711,515.33
Petty Cash	\$115.43
Accounts Receivable	\$57,512.98
Furniture and Equipment	\$28,269.66
Accum Depr - Furn and Equip	(\$23,162.94)
BancFirst	\$118,562.06
BCF Broker Account	\$609,985.74
BPSF MM Broker Account	\$160,408.15
Total Assets	<u>\$21,305,449.56</u>
Liabilities and Net Assets	
Liabilities	
Accounts Payable	\$50,582.83
Fed W/H Payable	\$0.00
FICA Payable	\$0.00
Medicare Payable	\$0.00
State W/H Payable	\$1,208.00
Oklahoma Unemployment	\$98.18
IRA Payable	\$0.00
Agency Funds Liability	\$6,426,569.23
Total Liabilities	<u>\$6,478,458.24</u>
Net Assets	
Net Assets	\$14,826,991.32
Total Net Assets	<u>\$14,826,991.32</u>
Total Liabilities and Net Assets	<u>\$21,305,449.56</u>

Bartlesville Community Foundation

Analysis of Net Assets

Assets	Total	Affiliate	Agency	Temporarily Restri	Permanently Restri	Unrestricted
010 - Animal Res	\$24,934.21	\$0.00	\$24,934.21	\$0.00	\$0.00	\$0.00
011 - Bartlesville	\$52,934.56	\$0.00	\$52,934.56	\$0.00	\$0.00	\$0.00
0115 - Birdies for	\$51,008.87	\$0.00	\$0.00	\$0.00	\$51,008.87	\$0.00
012 - American L	\$62,458.94	\$0.00	\$62,458.94	\$0.00	\$0.00	\$0.00
015 - Friends of t	\$20,184.57	\$0.00	\$20,184.57	\$0.00	\$0.00	\$0.00
0150 - Junior Act	\$125,101.88	\$0.00	\$0.00	\$0.00	\$125,101.88	\$0.00
0200 - Bartlesvill	\$300,699.70	\$300,699.70	\$0.00	\$0.00	\$0.00	\$0.00
0201 - Nowata C	\$209,030.23	\$209,030.23	\$0.00	\$0.00	\$0.00	\$0.00
0202 - Nowata C	\$25,798.38	\$25,798.38	\$0.00	\$0.00	\$0.00	\$0.00
0203 - Bluestem	\$264,274.80	\$264,274.80	\$0.00	\$0.00	\$0.00	\$0.00
0204 - Bluestem	\$453,561.54	\$453,561.54	\$0.00	\$0.00	\$0.00	\$0.00
0205 - Bartlesvill	\$1,386,473.57	\$1,386,473.57	\$0.00	\$0.00	\$0.00	\$0.00
021 - Nowata Bo	\$26,260.79	\$0.00	\$26,260.79	\$0.00	\$0.00	\$0.00
022 - Nowata Lic	\$11,906.49	\$0.00	\$11,906.49	\$0.00	\$0.00	\$0.00
025 - Bartlesville	\$304,864.14	\$0.00	\$304,864.14	\$0.00	\$0.00	\$0.00
026 - BRUW Ope	\$474,190.71	\$0.00	\$474,190.71	\$0.00	\$0.00	\$0.00
027 - BRUW Cata	\$920,488.28	\$0.00	\$920,488.28	\$0.00	\$0.00	\$0.00
028 - BRUW Spe	\$58,875.35	\$0.00	\$58,875.35	\$0.00	\$0.00	\$0.00
030 - Big Brother	\$127,236.72	\$0.00	\$127,236.72	\$0.00	\$0.00	\$0.00
032 - Bonita K Lu	\$29,224.52	\$0.00	\$0.00	\$0.00	\$29,224.52	\$0.00
035 - Boy Scouts	\$46,712.96	\$0.00	\$46,712.96	\$0.00	\$0.00	\$0.00
036 - Hopestone	\$10,672.58	\$0.00	\$10,672.58	\$0.00	\$0.00	\$0.00
037 - Kiddie Park	\$6,611.17	\$0.00	\$0.00	\$0.00	\$6,611.17	\$0.00
040 - Children's I	\$41,965.51	\$0.00	\$41,965.51	\$0.00	\$0.00	\$0.00
0401 - Shoemake	\$71,636.75	\$0.00	\$0.00	\$71,636.75	\$0.00	\$0.00
0402 - Bilger Fan	\$13,043.24	\$0.00	\$0.00	\$13,043.24	\$0.00	\$0.00
0403 - Truity Hor	\$2,663.58	\$0.00	\$0.00	\$2,663.58	\$0.00	\$0.00
0405 - Noel Kaisr	\$6,663.52	\$0.00	\$0.00	\$6,663.52	\$0.00	\$0.00
0407 - Ron & Ca	\$125,614.61	\$0.00	\$0.00	\$125,614.61	\$0.00	\$0.00
0408 - Carol Ann	\$50,477.07	\$0.00	\$0.00	\$50,477.07	\$0.00	\$0.00
0409 - Terrance :	\$151,217.02	\$0.00	\$0.00	\$151,217.02	\$0.00	\$0.00
0410 - Deffenbat	\$1,211.86	\$0.00	\$0.00	\$1,211.86	\$0.00	\$0.00
0411 - Onukwub	\$1,646.53	\$0.00	\$0.00	\$1,646.53	\$0.00	\$0.00
0412 - Ryan and	\$15,380.35	\$0.00	\$0.00	\$15,380.35	\$0.00	\$0.00
0413 - Cheryl Sci	\$12,141.44	\$0.00	\$0.00	\$12,141.44	\$0.00	\$0.00
0414 - Micro Loa	\$285.92	\$0.00	\$0.00	\$0.00	\$0.00	\$285.92
0415 - Birk Famil	\$4,212.02	\$0.00	\$0.00	\$4,212.02	\$0.00	\$0.00
0416 - Randy Sta	\$18,723.29	\$0.00	\$0.00	\$18,723.29	\$0.00	\$0.00
0417 - James & /	\$9,746.59	\$0.00	\$0.00	\$9,746.59	\$0.00	\$0.00
0424 - Summerlii	\$9,482.32	\$0.00	\$0.00	\$9,482.32	\$0.00	\$0.00
0425 - Maddux t	\$24,196.51	\$0.00	\$0.00	\$24,196.51	\$0.00	\$0.00
0426 - Brandemu	\$17,942.21	\$0.00	\$0.00	\$17,942.21	\$0.00	\$0.00
0428 - Lennie Ba	\$10,141.16	\$0.00	\$0.00	\$10,141.16	\$0.00	\$0.00
0430 - Kliewer, A	\$13,892.22	\$0.00	\$0.00	\$13,892.22	\$0.00	\$0.00

Bartlesville Community Foundation

Analysis of Net Assets

	Total	Affiliate	Agency	Temporarily Restri	Permanently Restri	Unrestricted
0485 - Nowata C	\$54,043.33	\$0.00	\$0.00	\$54,043.33	\$0.00	\$0.00
0486 - Spencer a	\$10,552.95	\$0.00	\$0.00	\$10,552.95	\$0.00	\$0.00
0487 - Key and K	\$20,029.79	\$0.00	\$0.00	\$20,029.79	\$0.00	\$0.00
0488 - Julie and	\$69,264.69	\$0.00	\$0.00	\$69,264.69	\$0.00	\$0.00
0489 - Bernies Pl	\$5,137.60	\$0.00	\$0.00	\$5,137.60	\$0.00	\$0.00
0490 - Brush Up	\$192.92	\$0.00	\$0.00	\$192.92	\$0.00	\$0.00
0491 - Dora Ranc	\$52,703.19	\$0.00	\$0.00	\$52,703.19	\$0.00	\$0.00
0492 - Carol Lew	\$6,053.95	\$0.00	\$0.00	\$6,053.95	\$0.00	\$0.00
0493 - Thad and	\$17,927.70	\$0.00	\$0.00	\$17,927.70	\$0.00	\$0.00
0494 - 2 Corinthi	\$6,074.30	\$0.00	\$0.00	\$6,074.30	\$0.00	\$0.00
0495 - MML Givi	\$10,336.26	\$0.00	\$0.00	\$10,336.26	\$0.00	\$0.00
0498 - Janice Bla	\$22,618.59	\$0.00	\$0.00	\$22,618.59	\$0.00	\$0.00
0499 - Green Cor	\$23,790.16	\$0.00	\$0.00	\$23,790.16	\$0.00	\$0.00
05 - Agape Missi	\$15,831.71	\$0.00	\$15,831.71	\$0.00	\$0.00	\$0.00
050 - Girl Scouts	\$28,842.25	\$0.00	\$28,842.25	\$0.00	\$0.00	\$0.00
0500 - Caney Val	\$3,902.27	\$0.00	\$0.00	\$3,902.27	\$0.00	\$0.00
0502 - Cobb Cha	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00
0503 - Back to B:	\$2,700.00	\$0.00	\$0.00	\$2,700.00	\$0.00	\$0.00
0504 - Lynn Fam	\$15,282.50	\$0.00	\$0.00	\$15,282.50	\$0.00	\$0.00
0505 - Beard Fan	\$1,558.49	\$0.00	\$0.00	\$1,558.49	\$0.00	\$0.00
0506 - Northeast	\$7,383.87	\$0.00	\$0.00	\$7,383.87	\$0.00	\$0.00
0508 - Moyne G	\$70,204.82	\$0.00	\$0.00	\$70,204.82	\$0.00	\$0.00
051 - Young Schr	\$489,608.38	\$0.00	\$489,608.38	\$0.00	\$0.00	\$0.00
0510 - Acts 20:3E	\$9,221.39	\$0.00	\$0.00	\$9,221.39	\$0.00	\$0.00
0511 - Allied Arts	\$15,307.07	\$0.00	\$0.00	\$15,307.07	\$0.00	\$0.00
0515 - Bark Park	\$7,688.99	\$0.00	\$0.00	\$7,688.99	\$0.00	\$0.00
052 - Meals on V	\$208,436.42	\$0.00	\$208,436.42	\$0.00	\$0.00	\$0.00
0529 - Bartlesvill	\$192,052.55	\$0.00	\$0.00	\$192,052.55	\$0.00	\$0.00
0530 - Bartlesvill	\$91,614.24	\$0.00	\$0.00	\$91,614.24	\$0.00	\$0.00
054 - Musical Re:	\$395,112.90	\$0.00	\$395,112.90	\$0.00	\$0.00	\$0.00
0548 - George H	\$5,008.58	\$0.00	\$0.00	\$5,008.58	\$0.00	\$0.00
055 - Nevus Outr	\$21,115.18	\$0.00	\$21,115.18	\$0.00	\$0.00	\$0.00
0560 - Erin Cagle	\$100,706.63	\$0.00	\$0.00	\$100,706.63	\$0.00	\$0.00
0561 - Sherry ML	\$22,300.38	\$0.00	\$0.00	\$22,300.38	\$0.00	\$0.00
0580 - Birdies fo	\$5,189.63	\$0.00	\$0.00	\$5,189.63	\$0.00	\$0.00
0590 - Blair T Ru:	\$4,429.14	\$0.00	\$0.00	\$4,429.14	\$0.00	\$0.00
060 - On the Roc	\$102,993.47	\$0.00	\$102,993.47	\$0.00	\$0.00	\$0.00
0600 - Bowermar	\$12,486.95	\$0.00	\$0.00	\$12,486.95	\$0.00	\$0.00
061 - Paths to In	\$8,212.42	\$0.00	\$8,212.42	\$0.00	\$0.00	\$0.00
0615 - Building E	\$24,512.93	\$0.00	\$0.00	\$24,512.93	\$0.00	\$0.00
0617 - Bridge To	\$9,842.08	\$0.00	\$0.00	\$9,842.08	\$0.00	\$0.00
062 - Lighthouse	\$14,111.38	\$0.00	\$14,111.38	\$0.00	\$0.00	\$0.00
0620 - Casselber	\$6,709.27	\$0.00	\$0.00	\$6,709.27	\$0.00	\$0.00
0637 - ConocoPt	\$1,233.64	\$0.00	\$0.00	\$1,233.64	\$0.00	\$0.00
0638 - Phillips 66	\$2,399.26	\$0.00	\$0.00	\$2,399.26	\$0.00	\$0.00

Bartlesville Community Foundation

Analysis of Net Assets

	<u>Total</u>	<u>Affiliate</u>	<u>Agency</u>	<u>Temporarily Restri</u>	<u>Permanently Restri</u>	<u>Unrestricted</u>
0930 - Legacy He	\$345,470.53	\$0.00	\$0.00	\$0.00	\$0.00	\$345,470.53
0998 - Smith Fur	\$2,310,464.33	\$0.00	\$0.00	\$0.00	\$0.00	\$2,310,464.33
0999 - BCF Unres	\$102,356.48	\$0.00	\$0.00	\$0.00	\$0.00	\$102,356.48
Total Assets	\$21,211,877.86	\$2,639,838.22	\$4,391,897.57	\$9,908,425.40	\$1,189,731.59	\$3,081,985.08

Bartlesville Community Foundation

BCF Statement of Revenue and Expenditures

With Budget and Budget to Actual Variance

June 30, 2023

	Year to Date			Annual Budget	Annual Budget Variance
	June 2023	Year to Date	Budget		
Revenues					
Donations and Grants	\$200.00	\$24,715.48	\$7,500.00	\$7,500.00	\$17,215.48
Bequest Income	\$0.00	\$28,750.00	\$124,691.68	\$124,691.68	(\$95,941.68)
Royalty Income	\$1,560.22	\$31,593.24	\$11,000.00	\$11,000.00	\$20,593.24
Annual Appeal	\$2,042.21	\$24,711.04	\$20,000.00	\$20,000.00	\$4,711.04
Legacy Event	\$2,000.00	\$30,900.00	\$45,000.00	\$45,000.00	(\$14,100.00)
Administrative Fees	\$56,524.35	\$206,158.48	\$184,185.00	\$184,185.00	\$21,973.48
Interest Income	\$6,191.12	\$18,175.31	\$2,000.00	\$2,000.00	\$16,175.31
Total Revenues	\$68,517.90	\$365,003.55	\$394,376.68	\$394,376.68	(\$29,373.13)
Expenses					
Audit	\$0.00	\$0.00	\$11,000.00	\$11,000.00	(\$11,000.00)
Dues	\$0.00	\$5,953.95	\$7,370.00	\$7,370.00	(\$1,416.05)
Employee Insurance	\$1,447.58	\$12,207.94	\$15,000.00	\$15,000.00	(\$2,792.06)
Furniture & Equipment Purch	\$0.00	\$5,770.24	\$6,000.00	\$6,000.00	(\$229.76)
Employee Retirement	\$460.86	\$4,314.96	\$14,991.68	\$14,991.68	(\$10,676.72)
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	\$0.00	\$2,320.00	\$4,000.00	\$4,000.00	(\$1,680.00)
Donor Cultivation	\$539.07	\$2,506.45	\$3,000.00	\$3,000.00	(\$493.55)
Office Expense	\$1,782.77	\$4,368.99	\$5,000.00	\$5,000.00	(\$631.01)
Parking Space Rent	\$0.00	\$960.00	\$810.00	\$810.00	\$150.00
Rent	\$0.00	\$15,950.00	\$17,400.00	\$17,400.00	(\$1,450.00)
Janitorial Service	\$0.00	\$2,200.00	\$2,400.00	\$2,400.00	(\$200.00)
Copier	\$818.82	\$2,931.97	\$3,000.00	\$3,000.00	(\$68.03)
Payroll Taxes	\$1,944.13	\$14,631.10	\$16,800.00	\$16,800.00	(\$2,168.90)
Workshop Expense	\$0.00	\$0.00	\$2,000.00	\$2,000.00	(\$2,000.00)
Postage	\$0.00	\$1,946.47	\$2,000.00	\$2,000.00	(\$53.53)
Telephone	\$201.70	\$2,515.40	\$3,200.00	\$3,200.00	(\$684.60)
Utilities	\$519.70	\$4,234.72	\$2,500.00	\$2,500.00	\$1,734.72
Credit Card Fees	\$54.35	\$769.41	\$750.00	\$750.00	\$19.41
Legacy Event Expenses	\$738.64	\$31,770.86	\$40,000.00	\$40,000.00	(\$8,229.14)
Web Site/Social Media	\$100.00	\$630.00	\$500.00	\$500.00	\$130.00
Pro Dev/Cont Ed	\$0.00	\$2,524.12	\$2,500.00	\$2,500.00	\$24.12
Software	\$2,000.00	\$18,514.76	\$16,000.00	\$16,000.00	\$2,514.76
Discretionary Grant	\$24,000.00	\$34,508.46	\$2,000.00	\$2,000.00	\$32,508.46
Payroll Expenses	\$25,111.78	\$188,071.79	\$210,155.00	\$210,155.00	(\$22,083.21)
Total Expenses	\$59,719.40	\$363,245.09	\$394,376.68	\$394,376.68	(\$31,131.59)