



TOGETHER WE CAN

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

Board of Trustees Meeting  
Tuesday, April 23, 2024 4p  
BCF Conference Room

<p><b>Board of Directors</b></p> <p><b>Officers</b></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><b>Directors</b></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><b>Staff</b></p> <p>Laura Jensen, Executive Director</p> <p>Anne Swearingin, Controller</p> <p>Nancy Warring, Office Manager</p>	<p><b><u>AGENDA</u></b></p> <p><b><u>Call to Order</u></b></p> <p><b><u>Declaration of Conflicts of Interest</u></b></p> <p><b><u>Consent Agenda</u></b></p> <ol style="list-style-type: none"> <li>1. Minutes of February 2024 – Mize (pg. 2-3)</li> <li>2. Financial Report – King (pg. 4-6)</li> <li>3. Disbursement Report – King (pg. 7)</li> </ol> <p><b><u>Office Report – Jensen</u></b></p> <p><b><u>Education Minute - Jensen</u></b></p> <p><b><u>Old Business</u></b></p> <ol style="list-style-type: none"> <li>1. Reaffirm Funds: Biddinger Family Donor Advised and Dan &amp; Melinda Droege Designated Funds</li> <li>2. What is Lobbying</li> </ol> <p><b><u>New Business</u></b></p> <ol style="list-style-type: none"> <li>1. Audit for year ending June 30, 2023</li> <li>2. NCF component fund - waive fee for December 30, 2024. Approved by exec committee</li> <li>3. Spring 2024 Grant Recommendations</li> <li>4. 2024 Scholarship Committee Recommendations</li> </ol> <p><b><u>Other Business</u></b></p> <p><b>Next Board Meeting: April 23, BCF office</b></p>
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Board of Trustees Meeting  
Tuesday, February 27, 2024  
BCF Conference Room

## Minutes

Mize called the Bartlesville Community Foundation Board of Trustees meeting to order at 4:03 p.m., Tuesday, December 5, 2023. Present were Mueggenborg, King, Mize, Bode, Shoemake, Collins, Hay, Kane, Kirkpatrick, Lindblom, Mauntel, Lorenz. Staff present was Jensen, Swearingin and Warring. Guest presenters Scott Hopson and Aaron Tesavis.

Absent: Johnson.

**Declaration of Conflicts of Interest:** Lindblom on board of OK for Equality - Bartlesville

Suspend agenda for Arvest Wealth Management presentation. Scott Hopson and Aaron Tesavis presented on the economic outlook for fund investments. Brief review of BCF Investment portfolio. Return to agenda.

### **Consent Agenda**

**Minutes of December 2023 -** Mize

**Financial Report** – King

**Disbursement Report** – King

Motion to approve consent agenda by Shoemake. Second from King. Motion carries.

**Office Report /Education Minute**– Jensen gave the Board a brief office review.

### **Old Business**

Motion to reaffirm Bartlesville Fire Department FS, Bruin Baseball and Softball Support Designated, Pat and Linda Ritchie Tennis Scholarship, Wilburn Family DAF, Bussey family DAF and Gibson Family DAF funds was made by Mueggenborg. Second from King. Motion carries all in favor.

Jensen presented the Board Member Matrix Questionnaire. Discussion of nomination process and request for recommendations for one board member for the next cycle.

Jensen presented Bylaws for review. Kane made the motion to add variance power language to the bylaws. Second by Shoemake. Motion carries all in favor.

### **New Business**

Jensen opened discussion of the pending fund, Oklahomans for Equality. Bartlesville is not spending lobby or political dollars. Lengthy discussion on consideration of all 3 levels of lobby definition 1) Federal, Lobby defined as disclosable on BCF 990. 2) State OKEQ would need to agree to cease lobby activity. 3) Local, what is a call to action on social media. Jensen to investigate this further. Decision on approval or denial of the fund was tabled at this time.

### **Other Business**

Jensen mentioned two upcoming events for BCF.

May 16<sup>th</sup> at 11:30 am 1pm as BCF Fundholder appreciation Luncheon at Hillcrest

September 17<sup>th</sup> 11:30am 1pm to Celebrate BCF

**Meeting adjourned: 5:15 pm.** Respectfully submitted by Donna Bode

**Bartlesville Community Foundation**  
**Balance Sheet**  
**February 29, 2024**

	<u>Actual</u>
<b>Assets</b>	
Arvest Checking	\$128,225.27
Natural Gas Interest	\$30,952.00
Arvest Money Market	\$1,102,754.94
Arvest Wealth Management	\$21,022,775.91
Arvest High Yield Money Market	\$655,961.53
Petty Cash	\$115.43
Accounts Receivable	\$242.16
Furniture and Equipment	\$29,169.66
Accum Depr - Furn and Equip	(\$23,162.94)
BancFirst	\$36,819.82
BCF Broker Account	\$2,908.62
BPSF MM Broker Account	\$101,023.13
<b>Total Assets</b>	<b><u>\$23,087,785.53</u></b>
<b>Liabilities and Net Assets</b>	
<b>Liabilities</b>	
Accounts Payable	(\$342.37)
Fed W/H Payable	\$0.00
FICA Payable	\$0.00
Medicare Payable	\$0.00
State W/H Payable	\$816.00
Oklahoma Unemployment	\$132.99
IRA Payable	\$1,413.26
Agency Funds Liability	\$7,349,585.91
<b>Total Liabilities</b>	<b><u>\$7,351,605.79</u></b>
<b>Net Assets</b>	
Net Assets	\$15,736,179.74
<b>Total Net Assets</b>	<b><u>\$15,736,179.74</u></b>
<b>Total Liabilities and Net Assets</b>	<b><u>\$23,087,785.53</u></b>

**Bartlesville Community Foundation**  
**Statement of Revenue and Expenditures**  
**February 29, 2024**

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Year to Date
<b>Revenues</b>									
Donations and Grants	\$0.00	\$4,142.43	\$255.00	\$534.04	\$0.00	\$0.00	\$0.00	\$0.00	\$4,931.47
Royalty Income	\$2,807.74	\$0.00	\$2,054.45	\$2,232.99	\$2,439.18	\$2,303.57	\$2,168.18	\$0.00	\$14,006.11
Annual Appeal	\$0.00	\$0.00	\$1,000.00	\$0.00	\$9,005.00	\$12,846.30	\$6,000.00	\$0.00	\$23,451.30
Legacy Event Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	\$2,500.00
Administrative Fees	\$0.00	\$0.00	\$51,566.83	\$0.00	\$0.00	\$56,390.80	\$0.00	\$0.00	\$107,957.63
Interest Income	\$2,626.57	\$2,493.65	\$2,359.34	\$2,513.11	\$2,447.38	\$2,943.64	\$2,948.28	\$0.00	\$18,002.75
Workshop Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00	\$150.00
Marketing Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Memorial Donations TBD	\$0.00	\$0.00	\$1,850.00	\$2,350.00	\$1,216.61	\$350.00	\$0.00	\$100.00	\$5,866.61
<b>Total Revenues</b>	<b>\$5,434.31</b>	<b>\$6,636.08</b>	<b>\$59,085.62</b>	<b>\$7,630.14</b>	<b>\$15,108.17</b>	<b>\$74,834.31</b>	<b>\$5,716.46</b>	<b>\$2,750.00</b>	<b>\$176,865.87</b>
<b>Expenses</b>									
Dues	\$70.00	\$1,250.00	\$600.00	\$135.00	\$1,000.00	\$0.00	\$75.00	\$169.95	\$3,299.95
Employee Insurance	\$1,417.46	\$1,417.46	\$1,766.60	\$3,201.42	\$103.12	\$42.88	\$4,705.39	\$1,697.45	\$14,351.78
Furniture & Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$335.41	\$335.41
Employee Retirement	\$482.12	\$482.12	\$482.12	\$482.12	\$482.12	\$482.12	\$482.12	\$482.12	\$3,856.96
Insurance	\$655.00	\$699.75	\$1,753.00	(\$43.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$3,064.75
Annual Appeal Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$1,757.50	\$0.00	\$0.00	\$0.00	\$1,757.50
Marketing	\$490.00	\$200.00	\$715.00	\$200.00	\$1,478.75	\$200.00	\$200.00	\$200.00	\$3,683.75
Donor Cultivation	\$0.00	\$0.00	\$313.71	\$348.46	\$237.21	\$1,219.79	\$100.80	\$65.00	\$2,284.97
Office Expense	\$0.00	\$684.06	\$993.92	\$0.00	\$430.86	\$0.00	\$204.46	\$337.94	\$2,651.24
Parking Space Rent	\$270.00	\$0.00	\$90.00	\$90.00	\$90.00	\$90.00	\$90.00	\$90.00	\$810.00
Rent	\$2,900.00	\$1,450.00	\$1,450.00	\$1,450.00	\$1,450.00	\$1,450.00	\$1,450.00	\$1,450.00	\$13,050.00
Janitorial Service	\$400.00	\$200.00	\$200.00	\$200.00	\$400.00	\$200.00	\$200.00	\$200.00	\$2,000.00
Copier	\$0.00	\$146.11	\$146.11	\$648.82	\$292.22	\$0.00	\$701.11	\$146.11	\$2,080.48
Payroll Taxes	\$1,251.27	\$1,240.66	\$1,239.35	\$1,229.41	\$1,229.43	\$1,415.80	\$1,277.64	\$1,277.62	\$10,161.18
Workshop Expense	\$0.00	\$0.00	\$60.00	\$0.00	\$0.00	\$0.00	\$0.00	\$238.42	\$298.42
Postage	\$0.00	\$284.74	\$0.00	\$200.00	\$591.74	\$0.00	\$420.63	\$0.00	\$1,497.11
Telephone	\$202.21	\$202.21	\$202.21	\$202.21	\$203.71	\$206.77	\$206.81	\$203.71	\$1,629.84
Utilities	\$0.00	\$308.66	\$113.64	\$272.11	\$235.19	\$197.27	\$383.25	\$381.26	\$1,891.38
Credit Card Fees	\$50.00	\$50.00	\$79.46	\$80.01	\$80.64	\$57.58	\$152.09	\$58.85	\$608.63
Legacy Event Expenses	\$0.00	\$0.00	\$33.72	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	\$2,533.72
Web Site/Social Media	\$40.00	\$40.00	\$40.00	\$70.00	\$40.00	\$40.00	\$40.00	\$55.00	\$365.00
Pro Dev/Cont Ed	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,679.97	\$2,679.97
Software	\$12,782.28	\$4,400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17,182.28
Payroll Expenses	\$16,070.82	\$16,070.82	\$16,070.82	\$16,070.82	\$16,070.82	\$18,507.21	\$16,070.82	\$16,070.82	\$131,002.95
<b>Total Expenses</b>	<b>\$37,081.16</b>	<b>\$29,126.59</b>	<b>\$26,349.66</b>	<b>\$24,837.38</b>	<b>\$26,173.31</b>	<b>\$24,109.42</b>	<b>\$26,760.12</b>	<b>\$28,639.63</b>	<b>\$223,077.27</b>
<b>Net Income</b>	<b>(\$31,646.85)</b>	<b>(\$22,490.51)</b>	<b>\$32,735.96</b>	<b>(\$17,207.24)</b>	<b>(\$1,065.14)</b>	<b>\$50,724.89</b>	<b>(\$21,043.66)</b>	<b>(\$25,889.63)</b>	<b>(\$46,211.40)</b>



**Bartlesville Community Foundation**

**Income Statement**

Budget to Actual 02/29/24

	February	Year to date	Year to Date	Annual	Annual Budget
<b>Revenues</b>					
Donations and Grants	\$0.00	\$4,931.47	\$5,833.33	\$10,000.00	(\$5,068.53)
Bequest Income	\$0.00	\$0.00	\$72,736.81	\$124,691.68	(\$124,691.68)
Royalty Income	\$0.00	\$16,053.46	\$8,750.00	\$15,000.00	\$1,053.46
Annual Appeal	\$0.00	\$23,451.30	\$13,125.00	\$22,500.00	\$951.30
Legacy Event	\$2,500.00	\$2,500.00	\$23,333.33	\$40,000.00	(\$37,500.00)
Administrative Fees	\$0.00	\$107,957.64	\$110,833.33	\$190,000.00	(\$82,042.36)
Interest Income	\$0.00	\$20,246.27	\$5,041.73	\$8,642.97	\$11,603.30
Workshop Income	\$150.00	\$300.00	\$0.00	\$0.00	\$300.00
Memorial Donations TBD	\$100.00	\$5,866.61	\$0.00	\$0.00	\$5,866.61
<b>Total Revenues</b>	<b>\$2,750.00</b>	<b>\$181,306.75</b>	<b>\$239,653.55</b>	<b>\$410,834.65</b>	<b>(\$229,527.90)</b>
<b>Expenses</b>					
Audit	\$0.00	\$0.00	\$6,708.33	\$11,500.00	(\$11,500.00)
Dues	\$169.95	\$3,299.95	\$2,916.67	\$5,000.00	(\$1,700.05)
Employee Insurance	\$1,697.45	\$14,351.78	\$9,916.67	\$17,000.00	(\$2,648.22)
Furniture & Equip Purch	\$335.41	\$335.41	\$2,916.67	\$5,000.00	(\$4,664.59)
Employee Retirement	\$482.12	\$3,856.96	\$3,677.71	\$6,304.65	(\$2,447.69)
Insurance	\$0.00	\$3,064.75	\$2,333.33	\$4,000.00	(\$935.25)
Annual Appeal	\$0.00	\$1,757.50	\$1,166.67	\$2,000.00	(\$242.50)
Marketing	\$200.00	\$3,683.75	\$2,916.67	\$5,000.00	(\$1,316.25)
Donor Cultivation	\$65.00	\$2,284.97	\$1,750.00	\$3,000.00	(\$715.03)
Office Expense	\$337.94	\$2,651.24	\$2,916.67	\$5,000.00	(\$2,348.76)
Parking Space Rent	\$90.00	\$810.00	\$630.00	\$1,080.00	(\$270.00)
Rent	\$1,450.00	\$13,050.00	\$10,150.00	\$17,400.00	(\$4,350.00)
Janitorial Service	\$200.00	\$2,000.00	\$1,750.00	\$3,000.00	(\$1,000.00)
Copier	\$146.11	\$2,080.48	\$2,333.33	\$4,000.00	(\$1,919.52)
Payroll Taxes	\$1,277.62	\$10,161.18	\$9,800.00	\$16,800.00	(\$6,638.82)
Workshop Expense	\$238.42	\$298.42	\$1,166.67	\$2,000.00	(\$1,701.58)
Postage	\$0.00	\$1,497.11	\$1,458.33	\$2,500.00	(\$1,002.89)
Telephone	\$203.71	\$1,629.84	\$1,458.33	\$2,500.00	(\$870.16)
Utilities	\$381.26	\$1,891.38	\$2,333.33	\$4,000.00	(\$2,108.62)
Credit Card Fees	\$58.85	\$608.63	\$437.50	\$750.00	(\$141.37)
Legacy Event Expenses	\$2,500.00	\$2,533.72	\$23,333.33	\$40,000.00	(\$37,466.28)
Web Site/Social Media	\$55.00	\$365.00	\$291.67	\$500.00	(\$135.00)
Pro Dev/Cont Ed	\$2,679.97	\$2,679.97	\$1,750.00	\$3,000.00	(\$320.03)
Software	\$0.00	\$17,182.28	\$9,770.83	\$16,750.00	\$432.28
Discretionary Grant	\$0.00	\$0.00	\$15,166.67	\$26,000.00	(\$26,000.00)
Payroll Expenses	\$16,070.82	\$131,002.95	\$120,604.17	\$206,750.00	(\$75,747.05)
<b>Total Expenses</b>	<b>\$28,639.63</b>	<b>\$223,077.27</b>	<b>\$239,653.55</b>	<b>\$410,834.65</b>	<b>(\$187,757.38)</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$25,889.63)</b>	<b>(\$41,770.52)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$41,770.52)</b>

# Bartlesville Community Foundation

## Disbursement Report

February 9 to April 9, 2024

0200 - Bartlesville Public School Foundation Affiliate	\$51,203.42
0201 - Nowata Community Foundation Affiliate	\$9,100.00
0203 - Bluestem Medical Foundation MM	\$11,554.20
0401 - Shoemake Family	\$350.30
0402 - Bilqer Family Charitable Trust	\$24,650.00
0409 - Terrance and Lynn Potts Family Fund	\$3,000.00
0415 - Birk Family	\$4.06
0439 - Epperson Family	\$500.00
0442 - Matthiesen	\$2,500.00
0444 - Otten's Helping Hands	\$1,002.09
0445 - Larry Cain Designated	\$150.00
0452 - Dennis & Judy Logan	\$7,000.00
0458 - Lyon Foundation MM	\$30,514.27
0464 - Austin (Roberts) Knippers	\$2,515.00
0470 - Taylor Family	\$5.00
0472 - OK EAT	\$172.00
0475 - Samantha Nicole Potts	\$200.00
0476 - Malcolm and Barbara Joyce	\$450.00
0488 - Julie and Tim King Scholarship	\$2.20
0495 - MML Giving Fund	\$1,500.00
0502 - Cobb Charitable	\$2,878.72
0506 - Northeastern Oklahoma Cancer Network	\$2,000.00
0509 - Moser Family	\$5,495.16
0510 - Acts 20:35	\$9,708.60
0515 - Bark Park Buddies	\$18.17
0522 - Pat and Linda Ritchie Tennis Scholarship	\$47.75
0524 - Dan and Melinda Droege Designated	\$400.00
0548 - George Halkiades Designated	\$30,250.00
0550 - Run the Streets	\$5,192.69
0560 - Erin Cagle Memorial Fund	\$2,100.00
0600 - Bowerman Family Fund	\$13,024.68
0620 - Casselberry Family Fund	\$502.15
0638 - Phillips 66 Jeans Week	\$2,000.00
0692 - Downtown Bartlesville, Ltd	\$1,000.00
0710 - Environment	\$6,229.48
0721 - Bruin FCA	\$141.35
0760 - HOT Street Party Fund	\$164.25
0769 - Leadership Bartlesville Projects	\$167.99
0781 - Ryan and Kelsey Reynolds Fund	\$3,000.00
0805 - Schmoldt Foundation for Education	\$16,000.00
0860 - Wilbur Fund	\$1,000.00
0899 - Link Up	\$1.70
060 - On the Rock Ministries	\$51,818.15
054 - Musical Research Society	\$420.00

Total Disbursements

\$299,933.38