

<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 February 2023 – Mize (pg. 2-3) 2. Financial Report – King (pg. 4-5) 3. Disbursement Report – King (pg. 6) <p><u>Office Report/Education Minute-</u> Jensen</p> <p><u>Old Business</u></p> <ol style="list-style-type: none"> 1. Policies for vote - updates to Spending Policy, Remaining Fund Agreements (Agency Restricted, Agency Unrestricted, Designated, Field of Interest, Scholarship, Fiscal Sponsor, & Affiliate Agreements) 2. Reaffirm Janis Blanton and Green Country Classic Ranch Rodeo Scholarship Funds 3. Nominations to fill four upcoming board seats: Ashley Kane, Jon Lindblom, Gary Lorenz, and Julie Mauntel <p><u>New Business</u></p> <ol style="list-style-type: none"> 1. Present and vote on Board Resolution for National Standards 2. David Ingram resigned from the board due to relocation. Discuss nominations for this position. 3. Grant Committee Report 4. Scholarship Committee Report <p><u>Other Business</u></p> <p>Next Board Meeting: June 27, 2023, 4 PM, BCF Conference Room</p>
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Board of Trustees Meeting
Tuesday, February 28, 2023
BCF Office - Conference Room

Minutes

Mize called the Bartlesville Community Foundation Board of Trustees meeting to order at 4:02 p.m., Tuesday, February 28, 2023. Present were Spencer King, Kevin Hay, Donna Bode, Debbie Mueggenborg, Bill Beierschmitt, David Ingram, Kristen Lindblom, and Cana Mize. Staff present was Laura Jensen and Anne Swearingin.

Absent: Saddoris, Johnson, Kirkpatrick, Freeman, Collins

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

Consent Agenda and December 2022 Minutes were also approved.

Minutes of October 2022 - Mize

Financial August Report – King

Disbursement Report – King

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

Education Minute

ChaptGPT overview.

Office Report -Jensen

Old Business

Strategic visioning session, overview strategic plan. Four primary goals as identified by the board: Growing Assets, Raising Community Awareness, Community Leadership Involvement, Board and Organizational Governance.

Policies for vote: DAF Policy, Fund Activity Policy, Grantmaking Due Diligence Policy, and updates to existing policies excluding Gift Acceptance Policy and Spending Policy. Motion to approve policies made by King. Ingram Seconded the motion. Motion carries. All in favor.

Reaffirm funds MML Giving, Luck 10:29, and Sara Sarathi Inclusivity Scholarship. Vote to reaffirm funds made by Mueggenborg. Bode seconded. Motion carries. All in favor.

New Business

Price Tower special request by donors BCF, Daniels, and Romines to make restricted donations unrestricted. Motion to approve removing restrictions made by Bode. Seconded by King. Motion carries. All in favor.

Price Tower special request to close fund. Motion to approve special request to release the balance of the fund and close the fund made by Ingram. Second by Bode. Motion carries. All in favor.

Policies for Presentation presented by Jensen.

Presentation of potential board member candidates made by Jensen.

Finance committee – informed board of request made by BPSF for CD's and permitted by finance committee with conditions to close CD's after longest term (12 months). By that time, the finance committee will review investment options to explore options for fundholders interested in low/no risk interest bearing pool.

Other Business-Jensen

None

Meeting adjourned at 4:49pm. Next meeting will be April 25th, 2023, at the BCF conference room at 4:00 pm. Respectfully submitted by Kristen Lindblom.

Bartlesville Community Foundation
Balance Sheet
March 31, 2023

	<u>Actual</u>
Assets	
Arvest Checking	\$128,528.28
Natural Gas Interest	\$30,952.00
Arvest Money Market	\$545,790.31
Arvest Wealth Management	\$19,364,302.75
Petty Cash	\$115.43
Accounts Receivable	\$51,507.49
Furniture and Equipment	\$23,162.94
Accum Depr - Furn and Equip	(\$23,437.94)
BancFirst	\$50,391.92
BCF Broker Account	\$611,313.60
BPSF MM Broker Account	\$159,751.14
Total Assets	<u><u>\$20,942,377.92</u></u>
Liabilities and Net Assets	
Liabilities	
Accounts Payable	\$0.00
Fed W/H Payable	\$0.00
FICA Payable	\$0.00
Medicare Payable	\$0.00
State W/H Payable	\$759.00
Oklahoma Unemployment	\$180.66
IRA Payable	\$1,239.28
Agency Funds Liability	\$6,311,744.48
Total Liabilities	<u><u>\$6,313,923.42</u></u>
Net Assets	
Net Assets	\$14,628,454.50
Total Net Assets	<u><u>\$14,628,454.50</u></u>
Total Liabilities and Net Assets	<u><u>\$20,942,377.92</u></u>

Bartlesville Community Foundation
BCF Statement of Revenue and Expenditures
With Budget and Budget to Actual Variance
March 31, 2023

	March 2023	Year to Date	Year to Date Budget	Annual Budget	Annual Budget Variance
Revenues					
Donations and Grants	\$800.00	\$18,786.57	\$5,625.00	\$7,500.00	\$11,286.57
Bequest Income	\$0.00	\$0.00	\$93,518.76	\$124,691.68	(\$124,691.68)
Royalty Income	\$2,160.46	\$26,054.08	\$8,249.99	\$11,000.00	\$15,054.08
Annual Appeal	\$2,423.21	\$20,118.83	\$16,650.00	\$20,000.00	\$118.83
Legacy Event	\$0.00	\$14,500.00	\$19,000.00	\$45,000.00	(\$30,500.00)
Administrative Fees	\$50,974.39	\$149,634.13	\$138,138.75	\$184,185.00	(\$34,550.87)
Interest Income	\$12,352.55	\$16,816.29	\$1,499.99	\$2,000.00	\$14,816.29
Total Revenues	\$68,710.61	\$245,909.90	\$282,682.49	\$394,376.68	(\$148,466.78)
Expenses					
Audit	\$0.00	\$0.00	\$5,000.00	\$11,000.00	(\$11,000.00)
Dues	\$275.00	\$5,565.95	\$5,527.49	\$7,370.00	(\$1,804.05)
Employee Insurance	\$759.89	\$7,925.44	\$11,250.00	\$15,000.00	(\$7,074.56)
Furniture & Equipment Purch	\$466.04	\$5,437.04	\$6,000.00	\$6,000.00	(\$562.96)
Employee Retirement	\$407.61	\$2,932.38	\$11,243.75	\$14,991.68	(\$12,059.30)
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	\$1,920.00	\$3,010.00	\$4,000.00	(\$2,080.00)
Donor Cultivation	\$76.33	\$779.38	\$2,150.00	\$3,000.00	(\$2,220.62)
Office Expense	\$172.28	\$1,785.59	\$3,800.00	\$5,000.00	(\$3,214.41)
Parking Space Rent	\$90.00	\$780.00	\$607.50	\$810.00	(\$30.00)
Rent	\$1,450.00	\$13,050.00	\$13,050.00	\$17,400.00	(\$4,350.00)
Janitorial Service	\$200.00	\$1,800.00	\$1,800.00	\$2,400.00	(\$600.00)
Copier	\$146.11	\$1,530.53	\$2,250.00	\$3,000.00	(\$1,469.47)
Payroll Taxes	\$1,192.57	\$10,286.09	\$12,600.00	\$16,800.00	(\$6,513.91)
Workshop Expense	\$0.00	\$0.00	\$1,499.99	\$2,000.00	(\$2,000.00)
Postage	\$203.30	\$1,555.02	\$1,499.99	\$2,000.00	(\$444.98)
Telephone	\$0.00	\$1,951.87	\$2,399.99	\$3,200.00	(\$1,248.13)
Utilities	\$157.23	\$3,097.84	\$1,874.98	\$2,500.00	\$597.84
Credit Card Fees	\$60.00	\$588.76	\$562.50	\$750.00	(\$161.24)
Legacy Event Expenses	\$1,584.25	\$10,180.77	\$2,000.00	\$40,000.00	(\$29,819.23)
Web Site/Social Media	\$40.00	\$360.00	\$374.99	\$500.00	(\$140.00)
Pro Dev/Cont Ed	\$0.00	\$1,564.12	\$1,874.98	\$2,500.00	(\$935.88)
Software	\$0.00	\$16,514.76	\$16,000.00	\$16,000.00	\$514.76
Discretionary Grant	(\$71.95)	\$10,508.46	\$1,499.99	\$2,000.00	\$8,508.46
Payroll Expenses	\$15,000.88	\$132,236.45	\$157,616.24	\$210,155.00	(\$77,918.55)
Total Expenses	\$22,409.54	\$235,993.95	\$271,492.39	\$394,376.68	(\$158,382.73)

Bartlesville Community Foundation

Disbursement Report

February 17, 2023 to March 14, 2023

	<u>Disbursement</u>
Expenses	
0200 - Bartlesville Public School Foundation Affiliate	\$31,058.15
0201 - Nowata Community Foundation Affiliate	\$9,155.00
0203 - Bluestem Medical Foundation MM	\$19,221.66
0401 - Shoemake Family	\$16,945.10
0402 - Bilqer Family Charitable Trust	\$200.00
0408 - Carol Ann and Don Cone Legacy Scholarship	\$500.00
0409 - Terrance and Lynn Potts Family Fund	\$3,300.00
0413 - Cheryl Schiermeier Scholarship	\$2,500.00
0416 - Randy Stayton	\$4,250.00
0426 - Brandemuhl Foundation	\$150.00
0437 - Karl "Fritz" Krueger Scholarship	\$1,428.05
0439 - Epperson Family	\$500.00
0442 - Matthiesen	\$1,500.00
0444 - Otten's Helping Hands	\$7,975.00
0445 - Larry Cain Designated	\$50.00
0447 - Bartlesville Police Foundation	\$6,314.67
0452 - Dennis & Judy Logan	\$6,500.00
0454 - Bartlesville Disc Golf	\$6,850.00
0459 - Glen & Laura Schmidt	\$3,200.00
0464 - Austin (Roberts) Knippers	\$2,010.00
0466 - Jane Phillips Medical Center Auxiliary Scholarship	\$1,000.00
0471 - Spence Riqdon Memorial Scholarship	\$15.78
0472 - OK EAT	\$7.26
0476 - Malcolm and Barbara Joyce	\$450.00
0486 - Spencer and Laura Jensen	\$0.40
0548 - George Halkiades Designated	\$27,600.00
0620 - Casselberry Family Fund	\$0.16
0638 - Phillips 66 Jeans Week	\$2,430.78
0692 - Downtown Bartleville, Ltd	\$701.00
0710 - Environment	\$3,638.99
0721 - Bruin FCA	\$655.93
0805 - Schmoltdt Foundation for Education	\$28,915.85
0816 - Service League Scholarship	\$2,500.00
0860 - Wilbur Fund	\$4,000.00
054- Musical Research Society	\$630.00
065 - Price Tower Arts Center	\$41,127.86
010 - Animal Rescue Foundaiton	\$2.20
Total Disbursements	<u>\$237,283.84</u>