

## Minutes

Mueggenborg called the Bartlesville Community Foundation Board of Trustees meeting to order at 4:08 p.m., Tuesday, February 25, 2025. Present were Bode, Collins, Kane, King, Kirkpatrick, Lorenz, Mauntel, Mueggenborg, Randolph, and Shoemake. Staff present were Jensen, Swearingin and Warring.

Absent: Johnson, Hay, Lindblom

**Declaration of Conflicts of Interest:** Lorenz stated that he is now on the Hillcrest Country Club Board.

### **Consent Agenda**

**Minutes of December 2024** - Mueggenborg

**Financial Report Dec 2024** – King

**Disbursement Report** – King

King reported that assets are up \$300,000. Operating budget is skewed because of depreciation of new building. Disbursements show normal activity.

Motion to approve consent agenda by Bode. Second from Kirkpatrick. Motion carries all in favor.

### **Old Business**

1. Motion to reaffirm approval of three funds: Westside Community Center Agency Fund, Friends of Elder Care Agency Fund, and Primm Family Donor Advised Fund was made by Shoemake. Second from Collins. Motion carries all in favor.

2. Jensen said King, Johnson, and Hay will be rolling off the Board and those open seats will need to be filled. Recommendations included Amanda Haberstroh, Matt Epperson, Rick Gaut, Ryan Reynolds, and Andrew Walker. Other names for consideration should be forwarded to the nominating committee.

3. Jensen presented some refinements to Strategic Plan items which she developed based on discussions during Board Retreat. She presented “Vision” and “Values” statements and Pillars of our strategic plan. Board made suggested edits to both statements which Jensen will develop into further options. She explained that, as a group, they will continue to work on the Pillars in future Board meetings.

King left meeting at 4:35 p.m.

### **New Business**

1. Finance Committee Items

a. Spending Policy

Jensen presented proposed changes. Eliminated outdated and repetitive items and made the document

more concise. She will send Board the edited version, without markups, for further review.

b. Agency Agreement Addendum

Jensen explained the need for clearer expectations in the Agency Agreement. Addendum was created and includes definitions, calculation formulas, and four fund spend options. Jensen will meet with agencies to further discuss document intent. Motion from Shoemake to approve the Addendum with a modification to description of Term Agency Fund as follows:

*“May be similar to “Permanent Agency Fund” or “Agency Fund” as described above; however, the principal balance of this fund can be expended after a period or a certain event in accordance to the Terms established at the time the fund is created.*

*Documentation of the terms must be provided to and on record with the Bartlesville Community Foundation. Following the Term, the fund may become any of the other Agency Fund spending strategies. Agencies may not use the term “endowment” in the naming of a fund in this spending strategy.”*

c. Audit RFP

Jensen and Mueggenborg explained that BCF has been using the same auditor for a very long time. Felt it was time to send out an RFP for audit services with the intent to start FY 25-26 Audit and would be contracted in FY 27.

Motion to approve sending out RFP for FY 25-26 Audit was made by Bode. Second from Mauntel. Motion carries all in favor.

2. Board Meeting Dates/Times

Jensen explained that, due to low attendance at meetings, she is asking for meeting date/time preferences. Consensus was to meet monthly, starting in April. Same day and time as currently, being fourth Tuesday of the month at 4pm.

**Office Report**

Jensen explained that the Oklahoma DHS changed the childcare Stars program. This would potentially affect access to care for an estimated 1200 children in Bartlesville. Executive Committee suggests creating a fund that would provide grants to childcare providers to help keep quality childcare providers open. Committee also suggests waiving fund's admin fees the first year. Motion from Kirkpatrick to approve starting an Early Childhood Education Fund in the amount of \$20,000 from the Fund for Bartlesville and charging no fees the first year. Second from Lorenz. Motion carries all in favor.

**Meeting adjourned at 5:17 p.m.**

Next Board Meeting: April 22, 2025 at BCF Conference Room

Respectfully submitted by Nancy Warring