

## BOARD OF TRUSTEES MEETING MINUTES

February 1, 2024

C3F Conference Room; 301 Water Street, East Jordan

Members Present: Jennifer Boyer, Jeff Crouse, Pam Grassmick, Cindy Grice, Jim Lentz, Bill Lorne, Angie Nachazel, Monica Peck, Dean Solomon, Tom Teske, Carol Timmer, Erika Van Dam, Anna Young

Members Absent: Keith Carey, John McLeod

Staff Present: Ashley Cousens, Megan Havrilla DeHoog, Matt Greer, Sara Ward

Staff Absent: Pam Decker, Sam Matz

Guests Present: None

### Preliminary Activities

Board Vice Chair Dean Solomon called the meeting to order at 10 a.m. and welcomed the trustees, taking time to introduce new trustees Anna Young, Jim Lentz, and Tom Teske.

Megan Havrilla DeHoog introduced an activity to connect and learn about others in the room, building on feedback that getting to know each other is valued by trustees.

### Consent Agenda

The group addressed the consent agenda, which included:

- a. Minutes of the 11/30/2023 Regular Meeting
- b. Minutes of the 1/25/2024 Investment Committee Meeting
- c. Minutes of the 1/25/2024 Finance Committee Meeting
- d. Year-End Consolidated Financial Statements and Revenue/Expense Report
- e. Approval of Grants and Internal Grants Report
- f. Fund Actions (none)

*Motion by P. Grassmick, with support from A. Nachazel, to approve the consent agenda items as presented. Motion passed, 13-0.*

## Reports

- **Grants – How to Apply and What’s New This Year**

Ashley Cousens shared the framework for community grantmaking through grant cycles, including philosophy around being good partners to nonprofit organizations serving our community by removing unnecessary work to apply and report back, meeting needs while staying true to donor intent, and increasing clarity of our processes and communications. Ashley identified where grantmaking information is located on the website for partners and the public and noted that the first step in the process is using the links provided to schedule time with her or with Megan. She also highlighted program adjustments for 2024, the largest of which is the name change from SUN Fund (“Support Us Now”) to Mini Grants Program. This rolling, always-available cycle now has a clearer name, clearer purpose language, and a limit of \$1,500 (an increase of \$500). We will also share with applicants that C3F has \$20,000 annually to respond to needs that are small in scale, meet an unanticipated need or opportunity, help an organization with capacity building, or fall outside the timeline for our other responsive grant cycles.

- **Scholarships – How to Apply and What’s New This Year**

Megan Havrilla DeHoog detailed how C3F promotes the availability of scholarship opportunities and the process for students to apply. She primarily focuses on navigating the website and the process to apply when presenting to students in schools and in electronic communications. Megan noted that the delay in availability of the FAFSA (Free Application for Federal Student Aid) may cause complications this year because many of the C3F scholarship opportunities include criteria related to financial need. She also previewed the change later this year to a new software system for scholarship application and management for the 2025 scholarship year. Trustees asked a number of thoughtful questions about the proportion of renewable scholarships and the percentage of applicants who receive an award.

- **Year End Financial Highlights**

Matt Greer provided trustees with a handout highlighting several important measures from 2023, such as assets, investment performance, grants, gifts, and a comparison of endowed and non-endowed assets.

## Action

- **Honoring New Trustees**

Dean thanked our newest trustees for joining the board of the Charlevoix County Community Foundation and indicated a grant of \$200 each for Anna Young, Jim Lentz, and Tom Teske will enrich the *Trustees Fund for the Community*.

*Motion by J. Crouse, with support from C. Grice, to support grants totaling \$600 from the Administrative Endowment in honor of our new trustees. Motion passed, 13-0.*

- **Mini Grants Program Transfer (Formerly SUN Fund)**  
With quicker turnaround times and smaller grant amounts, our Mini Grants of up to \$1,500 can have a meaningful impact on a broad range of nonprofits serving Charlevoix County.

*Motion by P. Grassmick, with support from J. Boyer, to transfer up to \$20,000 from the Administrative Endowment for the Mini Grants Program in 2024.*

*Motion passed, 13-0.*

- **Urgent Needs Grantmaking Transfer**  
This transfer will provide generous yet sustainable resources for ‘urgent needs’ grantmaking following the approach discussed at the September 2023 board meeting. The approach outlines an annual distribution for grantmaking at a predictable time of year (November, moving forward); an annual amount of up to \$50,000 based on past grantmaking; the flexibility to ask the Board for additional urgent needs resources during the year if necessary; and the option of co-funding these needs with donor advisors and others.

*Motion by M. Peck, with support from A. Nachazel, to transfer up to \$50,000 from the Urgent Needs Fund for Urgent Needs Grantmaking in 2024.*

*Motion passed, 13-0.*

## Discussion

- **Strategic Plan Review / Preview**  
Sara Ward led trustees through a review of activities guided by the strategic plan, which was approved in September 2022, followed by small group discussions about community impact, finance and investments, communications, asset development, and organizational improvement. Trustees then ‘zoomed out’ to consider the impacts we wish to have in the medium- and long-term. Staff collected notes from the table discussions as well as individual reflection sheets to inform the next version of the plan to guide staff activities. The updated plan will be shared with the Board and activities will be incorporated into staff workplans.

## Adjourn

Dean thanked trustees for their time and adjourned the meeting at 12 p.m.

Respectfully submitted by:

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Matt Greer, Recording Secretary

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Date