

Waterman Communities Foundation, Inc.

January 8, 2024

Meeting Minutes

The meeting was called to order at 8:57 am by President, Jodie McEwen. The following members were present: Roni Feldblum, Vice-President, by phone, Ellen Hart, Secretary, Pat Gill, Alayne Lacy, Carl Kusky, Mort McKenna, Peg Nye, and Rev. Robert Nickell-staff representative. Guests- Andrew Dujon, CEO, and David Larson, CFO.

Jodie welcomed everyone.

The minutes of December 4, 2023, were approved.

Report from Andrew Dujon:

Lift Chair for Lakeside pool. Andrew confirmed that Plant Ops has approved the purchase. It should be bought and installed soon.

Foundation office space and computer. Andrew stated that Robert has moved into the new space. Robert stated that it is not yet all set up. Andrew will be discussing this with Robert as to how to best use this space.

Guest- David Larson, Chief Financial Officer. Andrew stated that he invited Mr. Larson to attend our meeting as he understands that we might need some assistance with our financials. Jodie stated that nothing has been decided and that the Board will be discussing this. Mr. Larson is here to give us his ideas, and how this would look. He stated that he could have part of his office team check our mail, deposit checks, and send out letters. He would need to establish a subdivision in their accounting system to take over the Foundation accounting. Jodie told David that the Executive Board has been doing the treasurer's responsibilities at this time. We would still need to have a Treasurer's Report. Jodie will be discussing the financial details with David Larson. A question was raised if the Foundation can take cash donations. Andrew stated that we can.

In a related issue, Jodie asked Andrew to clarify Robert's role in the Foundation. Andrew stated that as Board members our job is not to micromanage. We should want Robert to do everything that is "ethical" to raise money. He has tasked Robert to do this. The Foundation, he feels, is useless if we do not have funds. He has discussed with Robert that he needs to inform the Board about his fundraising ideas. Andrew noted that there may be times when Robert cannot inform the Board if this a "spur of the moment" fundraising activity. Andrew said that it is important that the residents know what the Foundation has supported and funded for the betterment of the lives of Waterman Village residents. Peg Nye stated that residents are not always aware of these things. Andrew agreed that we need to educate the community.

Ellen stated that she needs the information about the residents who donate to the Foundation so she can send out letters that serve as a receipt to these donors. Jodie will let Jeanine know that Ellen needs to have this information. Ellen asked about the mail that we receive at the EOC. Jodie said to bring her the mail for now. She will send the mail to Kim.

Jodie stated that she needs to confer with legal counsel to ensure that it is permissible to have someone from the Waterman Village administration handle our financials. Also, she has a space in her office dedicated to the Foundation for now.

Treasurer's Report. The treasurer's report was not yet available. Kim will send the reports to Jodie. Jodie stated that the account has not substantially changed since last time. Alayne and Kim Stewart will also be overseeing the treasurer/bookkeeping duties.

OLD BUSINESS

Update on Lakeside Memorial. There is no update. Robert told us it has been tabled for now. We need a clearer vision of what we must do and how to raise money to do it. The two residents that requested this want something more substantial like what is at the Oaks. This may be an opportunity for a fundraiser. Jodie asked Robert to bring her any ideas that we could use.

NEW BUSINESS

Election of Officers for 2024. Jodie stated that all officer positions for 2024 are open and she asked if anyone is interested in being considered for a position. No one was interested. A motion was made and seconded to approve the following officers for 2024: Jodie McEwen-President, Roni Feldblum-Vice-President, Ellen Hart-Secretary. This was unanimously passed by the Board.

The position of Treasurer is still vacant. Jodie stated that she needs to get legal counsel about having a Waterman employee assist with financials. Does this affect our non-profit status? She will research this and then advise the Board through email about what has been decided and ask for a vote of approval concerning Waterman Village assisting with our financials. Mort suggested having the treasurer position be a "liaison" between the Board and the Waterman accounting department. This position would need to be clarified. Jodie said that she thinks this is a great idea and this might work as the duties of treasurer are numerous. The day-to-day financials would be the responsibility of the accounting department with the liaison treasurer being made aware of what is being done. This may be a possibility; and would be in keeping with our By-Laws. Jodie will investigate this and discuss this with David. It was stated that there is often a lag time between when the checks are donated and when they are deposited. It needs to be done in a timely manner. Roni stated that these letters need to be received by January 31st. If Waterman Village takes this over, this issue of timely deposited checks needs to be addressed as well as other questions and concerns. Jodie thanked Robert for helping with the deposits; as some checks had been sitting for a while.

Big Bucks Bingo. Pat Gill announced that the new date for Big Bucks Bingo is June 8, 2024. Jodie stated that Hillcrest Insurance will be one of the donors. Pat will send out a list of the donors from last year. We need more donors. Question was raised as to how to attract more donors. Some ideas for possible donors included the Mount Dora Chamber of Commerce, local attorneys, and other businesses in the area. Jodie said she may contact the Chamber of Commerce and send the Chamber members an FYI.

Ellen distributed the donor letter that was used last year. Pat suggested that it needs to be revised and made more personal to individual companies. Ideas for a more personalized donor letter will be discussed at the next meeting. Would it be feasible to have a "meet and greet" for new donors? At this function we could introduce ourselves to these potential donors and explain what the Foundation is. A kickoff for Big Bucks Bingo? Perhaps with Andrew? The letter as it is now, is not personal enough. We need Board members to suggest new donors and send their ideas to Pat. Can we get a new list of all vendors that Waterman uses? Pat stated that there may be potential donors in the area. She will send a list of past donors to the Board and hopefully this will spark some innovative ideas. Are there businesses that Board members use that might be interested? Roni stated that it is possible to personalize these letters.

Jodie will be in touch with Board members as to the Treasurer's role.

The meeting was adjourned at 9:39 am.

After the meeting, several issues were discussed. It was stated that this meeting started before 9:00 am. We will make sure that the meetings start at 9:00 am and not before.

Several Board members asked for copies of our By-Laws. Copies were made and handed out.

The next meeting is February 5, 2024, at 9:00 am.

Ellen Hart, Secretary

Addendum to January Meeting Minutes:

Resignation: As of January 10, 2024, Roni Feldblum has resigned her position as Vice President and as a member of the Waterman Communities Foundation.

New Officer for 2024: Alayne Lacy, by an email vote, has been unanimously elected to the positions of Vice President and Liaison Treasurer.