

**CLARK COUNTY MENTAL HEALTH FOUNDATION  
FEBRUARY 20, 2014 BOARD MEETING  
MINUTES**

**PRESENT:**

John Federer, Chair; Brock Burcham, Randall Comer, Judy Hoy, Jerry Newport, Frank Otway, Roseann Pratt, Darrin Spitzer, Carolyn Swanger

Mental Health & Recovery Board staff: Nancy Boop, Kent Youngman

Guests: Ted Vander Roest & Suzie Carey of Springfield Foundation

**OPENING REMARKS:**

John Federer, Chair, opened the meeting by welcoming all those present. He stated the meeting has a full agenda, but the plan is to be completed by 1:00 p.m.

**APPROVAL OF MINUTES:**

It was moved by Carolyn Swanger, seconded by Roseann Pratt to approve the minutes of the October 16, 2013 Board meeting.

Motion carried.

**FINANCIAL REPORT:**

Nancy Boop reviewed the financial information as of December 31, 2013 as prepared by staff of the Springfield Foundation. Total net assets as of December 31, 2013 are \$279,418. Nancy pointed out that the amount of funds available as of December for grant awards for the upcoming fiscal year was \$1,509. Because of this low amount, Springfield Foundation staff is suggesting a change and will be presenting the options at this Board meeting.

It was moved by Randall Comer, seconded by Jerry Newport to approve the financial report as submitted.

Motion carried.

**SPRINGFIELD FOUNDATION PRESENTATION:**

Representatives from the Springfield Foundation, Suzie Carey, Financial Officer and Ted Vander Roest, Executive Director, presented an historical review of our fund with the Springfield Foundation. Our fund was established in June 2004 with an original amount of \$185,467. Our monies are invested in the Balanced Pool. For the Balanced Pool, the annual return as of December 31, 2013 was 14.6% prior to fees. The distribution between types of investments is managed by the Springfield Foundation.

Currently, the Mental Health Foundation uses the Net Income Method for determining the annual amount available for grant distributions. This represents the sum of all earnings that have been allocated to the fund over the course of the year, less all expenses. Staff of the Springfield Foundation is suggesting the Mental Health Foundation change to a Total Return Method. In using this method the amount available for grant distribution is calculated by multiplying the principal of the preceding 12 quarters by a percentage approved by the Board of Trustees. In using this method, both earnings and realized gains are distributed.

There was much discussion regarding the pros and cons of both methods. It was the consensus of the membership to change to the Total Return Method. Accordingly,

**IT IS THE RECOMMENDATION THAT THE MENTAL HEALTH FOUNDATION CHANGE FROM THE CURRENT NET INCOME METHOD OF DISTRIBUTION TO THE TOTAL RETURN METHOD OF DISTRIBUTION WITH A PERCENTAGE NOT TO EXCEED 7%. THIS CHANGE IS TO BE EFFECTIVE IMMEDIATELY.**

**IT WAS MOVED BY RANDALL COMER, SECONDED BY ROSEANN PRATT TO CHANGE FROM THE NET INCOME DISTRIBUTION METHOD TO THE TOTAL RETURN DISTRIBUTION METHOD.**

**MOTION CARRIED.**

Next the membership discussed the section of the Bylaws that addresses the distribution method. Randall Comer agreed to review the Bylaws and develop the amendment(s). The proposed changes will be distributed to Board members to be reviewed, and then voted on at the next Board meeting. This meeting is planned for late April.

#### **REPORT ON FALL 2013 LETTER CAMPAIGN:**

Nancy Boop then reported on the Fall 2013 letter campaign. There have been four Fall campaigns; the 2013 campaign represents the most successful. Below are the results:

- Approximately 1,400 mailed
- Nine board members (including Kent and Nancy) put personal notes on 429 letters (31%)
- Total of \$8,715 in gross revenue was generated
- Total direct costs were \$137; results in net revenue of \$8,578
- Total of 116 donors, averaging \$75 per donation
- Of the 116 donations received, 72 or 62% had a personal note on the letter
- 95 of the 116 donors (82%) gave in previous years

John Federer pointed out the importance of personal notes on these letters and that it is proven there is a direct correlation between funds received and the personal notes written on the letters. He also suggested that we develop a list of total donors for the four years and consider a different letter for them. In addition, he suggested that we consider just sending to previous donors. There was some discussion regarding the public relations benefits of sending letters to all people on the mailing list. Nancy will follow through to develop the list of donors; this will be reviewed and discussed at a later meeting.

#### **MISCELLANEOUS:**

Nancy Boop then provided an update on the Court of Common Pleas in Cuyahoga County Honor Project Trust. This trust has been established as a result of litigation pursued by the Ohio Attorney General Office. Approximately \$9,000,000 is to be distributed to 501(c) (3) charitable organizations within the state of Ohio. Nancy has registered the Mental Health Foundation with the Honor Project Trust and has received notification that Tier II applications are now available. The deadline to apply is May 1, 2014.

The next Board meeting is planned for late in April, after the Funding Committee has had a chance to meet.

**ADJOURNMENT:**

It was moved by Frank Otway, to adjourn the meeting. Meeting adjourned.

Respectfully submitted,

Nancy L. Boop  
Secretary/Treasurer