

COTTAGE HILL FOUNDATION BOARD  
FEBRUARY, 2009 MONTHLY MEETING MINUTES

2009 Board Members present when the meeting was called to order: Travis Zimmer, President; Joey Brackner, Vice President; Sue Jensen, Treasurer; Priscilla Holthouse, Trustee. No Quorum.

2009 Board Member Charles Merritt, Trustee arrived at 4:55p.m. At that time we had a quorum, and we were able to conduct some limited business after Mr. Merritt's arrival.

General Members Present: Amy Zimmer (Took Minutes)

2009 Board Members Not Present: K.T Brown, Trustee called and said she could not make it due to the inclement weather and an illness. Ella Jones, Trustee. Suzanne Black, Trustee.

Each member received due notice according to the by-laws.

Travis Zimmer called meeting to order at approximately 3:00 PM.

Travis Zimmer read the agenda for this meeting (Reference Meeting Notification Letter to BoD 9 Feb) :  
Travis Zimmer read the minutes from the Jan 09 annual meeting. No quorum to approve.

Travis Zimmer asked all of the board members present to write down their answer to the following question: What is the purpose of the Cottage Hill Foundation? We all discussed our responses and TZ collected the responses. The purpose of this was to determine our yearly mission statement. It was noted that no mission statement is included in the by-laws. No quorum to approve a mission statement. Travis Zimmer will collect all inputs received and create a draft mission statement to be approved at the March 22<sup>nd</sup> Monthly Board Meeting.

In the Meeting Notification Letter to all Board Members, dated 9 Feb, Travis Zimmer asked all of the board members to review the Membership Survey responses as well as recommended priorities from last year's President. The purpose of this review was to generate a list of goals for the 2009 CHF Board to accomplish. Travis Zimmer collected all inputs received and will create a draft list of goals to be approved at the March 22<sup>nd</sup> Monthly Board Meeting. It was determined that a list of 5-10 Goals Be Voted Upon at the next meeting.

Treasurers Report: The TR for 2008 will be given at the March 22<sup>nd</sup> Meeting. Point of Order: Sue Jensen took over in June 2008. The last 2 treasurers did not maintain records. Sue will give a treasurer report based on her period as Treasurer.

We also discussed the Davis Fund. We determined that the Davis Fund should no longer be held by the CHF. We will cash out the fund and write the Davis Family a check for the amount that has accumulated. Travis Zimmer, President will contact the Davis Family and make arrangements for the all of the money contained in the Davis Fund to be given to them. Sue Jensen will handle all of the Bank paperwork. 2008 Tax Year Form 990. Sue Jensen will complete.

ADT Call List: Sue Jensen is handling this. Travis Zimmer, Joey Brakner, and Sue Jensen will be on the Call list. Amy Zimmer will also be on the call list to be available in the absence of Travis.

B.O.N.D.S. Grant reporting. Sue Jensen will get in touch with BONDS to make sure we have met all requirements for the 2008 BONDS grant for Town Hall.

Town Hall Landscaping: We released \$200 donated by Becky Peaton for Town Hall landscaping. Joey B. brought up that we need to be sensitive to the historical plants on the property. Sue will write a check for Todd Summerlin, who has volunteered to head the landscaping effort at Town Hall.

Monthly Board Meetings: Travis Zimmer suggested that we hold the meetings on Sundays in order to coincide with neighborhood quarterly social gatherings. He put the suggestion to all board members present.

4:55 p.m. Charles Merritt arrived. The CHF now had a quorum.

We put the Sunday meetings to a vote. All present discussed the meetings on Sundays. It was determined that anyone might have a conflict with any day of the week, but that Sundays would be a good day for all present. It would also encourage community get-togethers and general membership participation in the meetings. We determined that we would have the next meeting on the 22<sup>nd</sup> of March, however, we would bring the subject up again in the next meeting.

We determined that we would form a by-law committee to rewrite the bylaws this year.

Travis Zimmer read from the By-laws. It was noted that the 2008 Board as an interim Trustee elected Suzanne Black. According to the Bylaws, that position should have been up for re-election in January by the general membership. Therefore, that position was technically open. Travis Zimmer motioned, a solution, to elect Suzanne Black as an Interim Trustee for one more year. Charles Merritt seconded the motion.

Vote: Unanimous. Suzanne Black is elected to one more year as an Interim Trustee.

Travis Zimmer brought up that there needs to be a clarification of the remaining terms of all of the trustees elected at the general membership. This was due to the fact that one of the positions was to fill an interim Trustee that was filled by Jennifer Solt last year. Sue Jensen put to motion that all Trustees elected by the General Membership in 2009 be given a full 3-year term. Charles Merritt seconded the motion.

Vote: Unanimous. All Trustees elected in January 2009, (i.e. Priscilla, Ella Jones, and K.T. Brown will hold their position 3 full years).

Travis Zimmer brought up that we need a Secretary.

Travis Zimmer brought up that in accordance with the by-laws, if a board member missed 3 meetings, they can be removed. He put to motion that we agree to abide by the current by-laws. This was seconded and voted on.

Vote: Unanimous. If any board member misses three consecutive meetings may be removed in accordance with the by-laws.

TZ: Motion to give SJ \$100 to make signs for CHF.

JB: Second.

Vote: Unanimous

TZ: Motion to Approve January General Membership Minutes:

SJ: Second.

Vote: Unanimous.

TZ: Motion to adjourn meeting.

PH: Second.

Vote: Unanimous.

This concludes the minutes for the CHF Feb 2009 Board Meeting.

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Travis C. Zimmer  
President, Cottage Hill Foundation