

# THE FUND FOR THE OREGON STATE CAPITOL FOUNDATION

April 15, 2015  
01:00 PM

Hearing Room HR 50

**MEMBERS PRESENT:** Jane Cease, President  
Fred Neal, Vice-President  
Annette Price  
Tony Meeker  
Joan Plank  
Gerry Thompson

**STAFF PRESENT:** Nick Herrera, Committee Administrator

**EXHIBITS:** Exhibits from this meeting are available [here](#)

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Recording Log – Recording started 01:00:16 PM

*This is a meeting of The Fund for the Oregon State Capitol Foundation*

<u>TIME</u>	<u>SPEAKER</u>	<u>COMMENTS</u>
<a href="#">Welcome</a>		
00:00:00	President Cease	Meeting called to order.
<a href="#">Approval of January and February minutes</a>		
00:00:20	President Cease	Asks for any additions or corrections to the minutes.
	President Cease	Without objection, minutes are approved.
<a href="#">Review of Financial Statements/Form 990</a>		
<b>00:01:56</b>	President Cease	States that she has reviewed the 990 and signed it.
	Tony Meeker	States that the 990 states that the audit is not complete.
	President Cease	States that this is understandable considering our auditor is working on preparing taxes for her other clients.

## Audit Update

**00:03:28** Tony Meeker States that the audit should be done soon considering tax season is ending today.

## Approval of Dropbox upgrade

**00:04:15** Nick Herrera Informs The Fund that most of the Executive Committee has begun using Dropbox, a cloud-based file storage service to collaborate and work. States that we have surpassed our storage limits for the free account.

President Cease Asks if more funds are required in order to cover the cost of Dropbox.

Nick Herrera States that the Executive Committee approved expenditures not to exceed \$3500 for Dropbox and Constant Contact.

Vice-President Neal **Moves that the Fund authorize expenditures of up to \$3500 for Dropbox and Constant Contact to be expended under the Software line item in the operating budget.**

Nick Herrera States that any funds not expended in this fiscal year will be carried over into the next budget.

President Cease **Without objection, motion carries.**

## Approval of graphic design/printing contract

**00:07:39** Vice-President Neal States that this was already approved in January, and that Doug Peetz in Facility Services is continuing to work on it.

President Cease Asks what expenses are expected in the remainder of this fiscal year.

Gerry Thompson States that this is dependent on the newsletter, and estimates no more than \$10,000.

Vice-President Neal Clarifies that we plan to spend up to \$10,000 for the rest of this fiscal year, and up to \$25,000 for the next fiscal year, as will be outlined in the PO to be produced by Doug Peetz.

Gerry Thompson

Annette Price	Clarifies that there is not active motion and no action is required at this time by The Fund.
President Cease	Discuss the \$500 dollar expenditure for Must See Oregon Showcase at the Oregon Gardens.
Vice-President Neal	<b>Moves the approval of expending up to \$500 from History Gateway funds to participate in Must See Oregon at the Oregon Gardens.</b>
President Cease Vice-President Neal	<b>Without objection, motion carries. Moves that The Fund ratifies the Executive Committee's action to expend no more than \$2500 for the Cherry Blossom Day event, from History Gateway Funds.</b>
President Cease Joan Plank	<b>Without objection, motion carries. Moves that The Fund approve the expenditure of up to \$7500 for legal expenses we may incur due to increased services by MillerNash during this transition.</b>
President Cease Gerry Thompson	<b>Without objection, motion carries.</b> Asks if the Foundation must approve expenditures authorized by The Fund if not previously considered by the Foundation.
Vice-President Neal	States that this will not be an issue after HB 2037 takes effect.
Tony Meeker	Asks if HB 2037 changes our fiscal year due to it taking effect on Sept. 1.
Vice-President Neal President Cease	States that this will not happen. <b>Meeting adjourned.</b>