



**CLARK COUNTY**  
**MENTAL HEALTH FOUNDATION**

Randall Comer  
Chair

Gail Welsh  
Vice-Chair

Nancy Boop  
Secretary-Treasurer

Brock Burcham

Horton Hobbs, IV

Judy Hoy

Bob Kampman

Otto Larson

Jerry Newport

Roseann Pratt

Sheila Rice

Darrin Spitzer

Beth Stumpf

**CLARK COUNTY MENTAL HEALTH FOUNDATION**

**THURSDAY, DECEMBER 22, 2016**  
**12:00 NOON**  
**LUNCH WILL BE PROVIDED**

**Location:**

**Mental Health & Recovery Board of  
Clark, Greene, and Madison Counties  
1055 East High St.  
Springfield, Ohio 45505**

**AGENDA**

- |      |   |  |
|------|---|--|
| I.   | Opening Remarks   | <i>Randall Comer, Chair</i>                      |
| II.  | Approval of Minutes<br>August 25, 2016  | Attachment A                                     |
| III. | Financial Report<br>A. September 30, 2016   | Attachment B<br><i>Nancy Boop/Sec./Treasurer</i> |
| IV.  | Fall 2016 Letter Campaign Report  | Attachment C<br><i>Nancy Boop/Sec./Treasurer</i> |
| V.   | Election of Officers<br>A. Chair – Brock Burcham<br>B. Vice-Chair – Judy Hoy<br>C. Secretary/Treasurer – Nancy Boop | <i>Randall Comer, Chair</i>                      |
| VI.  | Board Member Recruitment<br>A. Discussion   |  |
| VII. | Recognition for Board Members<br>A. Randall Comer<br>B. Gail Welsh  | <i>Nancy Boop/Sec./Treasurer</i>                 |

- VIII. Miscellaneous
  - A. Next Meeting – February 16, 2017
  
- IX. Adjournment

**ATTACHMENT A**

**CLARK COUNTY MENTAL HEALTH FOUNDATION  
AUGUST 25, 2016 BOARD MEETING  
MINUTES**

**PRESENT:**

Randall Comer, Chair; Brock Burcham, Judy Hoy, Roseann Pratt, Beth Stumpf

Mental Health & Recovery Board staff: Nancy Boop, Michelle Humphrey

**OPENING REMARKS:**

Randall Comer, Chair, opened the meeting by welcoming everyone and thanking them for attending the meeting.

**APPROVAL OF MINUTES:**

Randall asked if there were any changes to Attachment A, Minutes of the April 28, 2016 Board meeting. Randall then asked for a motion to approve the minutes. It was moved by Roseann Pratt, seconded by Beth Stumpf to approve the minutes of the April 28, 2016 Board meeting as submitted.

Motion carried.

Judy Hoy stated that it was brought up at the Grants Committee meeting whether or not Nancy Boop had voting rights. Randall said that she is on the Foundation Board but has no voting rights.

**FINANCIAL REPORT:**

Nancy Boop reviewed the financial report ending June 30, 2016. Nancy stated that the total net assets were \$297,287 representing a growth of \$3,600 from March. Nancy said that \$2,000 of the increase came from funds generated from the Spring Campaign and that Unrealized Losses were less than in March. Nancy also stated that the Board's bottom line had increased around \$3,000. Randall then proposed a motion to accept the Financial Report as submitted.

It was moved by Beth Stumpf, seconded by Brock Burcham to approve the Financial Report as submitted.

Motion carried.

**GRANTS COMMITTEE:**

Judy Hoy, Chair, stated that the Grants Committee met on August 11, 2016 to review the Request for Proposals (RFP) that were submitted for the annual awards process. Judy said that \$14,000 was available for awards this year and the proposals were all appropriate. The Committee recommended accepting the RFPs in the amounts as submitted with the exception of Oesterlen. Oesterlen would be awarded the remainder (\$4,609) of the \$14,000 up front with the understanding that if they do not obtain the full amount of \$20,000 by June 30, 2017, they will have to return the award to the Foundation. Nancy will add verbiage to their Contract to that effect.

Judy read the recommendation.

**IT IS THE RECOMMENDATION OF THE GRANTS COMMITTEE THAT THE CLARK COUNTY MENTAL HEALTH FOUNDATION ENTER INTO CONTRACT WITH THE FOLLOWING AGENCIES FOR THE AMOUNTS LISTED BELOW FOR FISCAL YEAR 2017.**

<b>MCKINLEY HALL</b>	<b>\$ 4,541</b>
<b>MENTAL HEALTH SERVICES</b>	<b>\$ 500</b>
<b>NAMI</b>	<b>\$ 1,500</b>
<b>OESTERLEN SERVICES FOR YOUTH</b>	<b>\$ 4,609</b>
<b>PROJECT WOMAN</b>	<b>\$ 1,500</b>
<b>SPRINGFIELD METROPOLITAN HOUSING</b>	<b>\$ 1,350</b>
<b>TOTAL</b>	<b>\$14,000</b>

**THE CONTRACT WITH OESTERLEN IS CONTINGENT UPON THE AGENCY OBTAINING THE TOTAL NECESSARY FUNDING FOR THE ARCHITECTURAL RENDERINGS.**

**FUNDS UNSPENT FOR THE STATED PROJECTS SHALL BE RETURNED TO THE CLARK COUNTY MENTAL HEALTH FOUNDATION.**

Motion carried.

**FALL LETTER CAMPAIGN:**

Nancy stated that the July 28, 2016 Funding Committee meeting was cancelled and Jerry Newport, Chair, asked Nancy to draft a proposed letter for the Fall Campaign to present to the Board. The Trustees reviewed the letter and Randall suggested reducing the number of examples to three or four and Judy suggested making the font larger. Randall asked Nancy to make the suggested changes and send out another draft for approval. Nancy stated that the letter will need to be finalized by mid-September and Randall will ask the Trustees to come to the MHRB office to sign no later than October 14, 2016.

Randall stated that the Spring Campaign was a success, bringing in \$7,225 plus a \$3,000 match from MHRB making the campaign total \$10,225 to be awarded to United Senior Services. He said that there were 90 donors with an average donation of \$80 each. He also stated that eight Board members added personal notes to a total of 313 letters. It was the consensus of the Membership that this campaign still works and no changes should be made at this time.

**MISCELLANEOUS:**

Nancy referred the Trustees to the Max Graves Mental Health Open flyer. Last year, the Foundation sponsored two holes for a total of \$200. Nancy stated that Jerry Newport and Gail Welsh indicated that they would be interested in sponsoring a team and paying their own entry fees. With input from the Membership, Randall stated that the Foundation would sponsor \$200 again this year and if anyone wanted to participate, they could do it as individuals.

It was moved by Roseann Pratt, seconded by Brock Burcham, to sponsor \$200.

Motion carried.

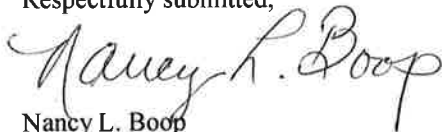
Next, Nancy stated that it is difficult to get Trustees to come to the noon meetings and suggested changing the meeting time to early morning or later in the afternoon. Randall said to keep the time at noon and it is up to the Trustees to make sure it is on their calendars.

Nancy stated that the next Board meeting will be December 22, 2016 at noon and she would try to schedule a Nominating Committee meeting before that date.

**ADJOURNMENT:**

It was moved by Randall Comer to adjourn the meeting. Meeting adjourned at 12:30 p.m.

Respectfully submitted,



Nancy L. Boop  
Secretary/Treasurer

**Mental Health Foundation  
Fund Statement  
As of September 30, 2016**

<b>Beginning Principal Balance</b>	277,304
Contributions	1,115
Transfers from Income	-
Transfers to Income	25
Capital Gains Income	-
Realized Gains (Losses)	3,172
Unrealized Gains (Losses)	<u>4,432</u>
<b>Ending Principal Balance</b>	286,048
<b>Beginning Income Balance</b>	19,984
Contributions	4,555
Transfer to Principal	-
Transfers From Principal	25
Interest Income	236
Dividend Income	599
Grants	(21,425)
Administrative Fees	(362)
Investment Fees	(164)
Misc Expenses	<u>(1,078)</u>
Ending Income Balance	2,370
<b>Total Fund Balance</b>	288,418

**Mental Health Foundation**  
**Statement Of Activities**  
**July 1, 2016 Through September 30, 2016**

**Revenues**

Principal Gifts	1,140
Income Gifts	4,580
Realized Gains (Losses)	3,172
Unrealized Gains (Losses)	4,432
Capital Gains Income	-
Interest Income	236
Dividend Income	<u>599</u>
Total Revenues	14,159

**Expenses**

Grants	21,425
Administrative Fees	362
Investment Fees	164
Misc Expenses	<u>1,078</u>
Total Expenses	23,029

**Change in Net Assets** (8,870)

**Beginning Net Assets** 297,288

**Ending Net Assets** 288,418

**Mental Health Foundation  
Statement Of Financial Position  
As of September 30, 2016**

**Assets**

Checking Account	-
Investments	<u>288,418</u>
<b>Total Assets</b>	<b>288,418</b>

**Liabilities**

-

**Net Assets** 288,418

**Liabilities and Net Assets** 288,418

## Clark County Mental Health Foundation Report for Fall 2016 Letter Campaign As of December 15, 2016

The Fall Letter Campaign occurred according to plan, with all letters in the mail by October 21, 2016. Below are the current results of this campaign along with statistics from the previous six years. The campaign will be finalized March 1, 2017.

### Results for 2016 Fall Letter Campaign:

- 1,284 letters mailed
- Six board members put personal notes on 241 letters (19%)
- Total of \$6,370 in gross revenue generated so far
- Total direct costs were \$141; results in net revenue of \$6,229
- Total of 74 donors, averaging \$86 per donation
- Of the 74 donations received, 28 or 38% had a personal note on the letter
- 74 of the 74 donors (100%) gave in previous years

### Results for 2015 Fall Letter Campaign:

- 1,038 letters mailed
- Seven board members put personal notes on 240 letters (23%)
- Total of \$8,400 in gross revenue was generated
- Total direct costs were \$140; results in net revenue of \$8,260
- Total of 100 donors, averaging \$84 per donation
- Of the 100 donations received, 63 or 63% had a personal note on the letter
- 91 of the 100 donors (91%) gave in previous years

### Results for 2014 Fall Letter Campaign:

- Approximately 1,400 mailed
- Ten board members (including Kent and Nancy) put personal notes on 422 letters (30%)
- Total of \$7,618 in gross revenue was generated
- Total direct costs were \$127; results in net revenue of \$7,491
- Total of 119 donors, averaging \$64 per donation
- Of the 119 donations received, 66 or 55% had a personal note on the letter
- 110 of the 119 donors (92%) gave in previous years

### Results for 2013 Fall Letter Campaign:

- 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 (*represents highest amount for the 6 years*)
- 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

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### **Results for 2012 Fall Letter Campaign:**

- Approximately 1,400 mailed
- Eight board members (including Kent) put personal notes on 379 letters (27%)
- Total of \$8,280 in gross revenue was generated
- Total direct costs were \$134; results in net revenue of \$8,146
- Total of 124 donors, averaging \$67 per donation
- Of the 124 donations received, 84 or 68% had a personal note on the letter
- 68 of the 124 donors (55%) gave in previous years

### **Results for 2011 fall Letter Campaign:**

- Approximately 1,400 mailed
- Five board members plus Kent put personal notes on 319 letters (23%)
- Total of \$6,525 in gross revenue was generated
- Total direct costs were \$225; results in net revenue of \$6,300
- Total of 90 donors, averaging \$73 per donation
- Of the 90 donations received, 56 or 62% had a personal note on the letter
- 55 of the 90 donors (61%) gave in 2010

### **Results for 2010 Fall Letter Campaign:**

- Approximately 1,400 mailed
- Total of \$7,465 in gross revenue was generated
- Total direct costs were \$180; results in net revenue of \$7,285
- Total of 114 donors, averaging \$65 per donation
- Of the 114 donations received, 74 or 65% had a personal note on the letter