



**CTM Board Meeting Minutes
January 7, 2019
Clifton Recreation Center**

Present: Peter Block, Joe Brunner, Christine Celsor, Brian Duffy, Buddy Goose, Brad Hawse, Seth Maney, Gina Marsh, Kevin Marsh, Vice Metzger, Malcolm Montgomery, Joyce Rich, Peggy Spohr

Absent: Pat Borders, Rama Kasturi

A quorum is present. Meeting called to order at 7:07 pm by President Hawse.

I. Election of New Officers

The proposed slate of officers for 2019 was introduced:

President:	Brad Hawse
First Vice President:	Pat Borders
Second Vice President:	Joyce Rich
Treasurer:	Buddy Goose
Secretary:	Joe Brunner

Trustee Metzger moved to accept the officer appointments. The motion passed unanimously.

Trustee Block recognized immediate past president Christine Celsor and thanked her for her service.

II. New Trustees

President Hawse introduced the newly elected trustees: Joe Brunner, Brian Duffy, and Peggy Spohr.

III. 2019 Committee and Liaison Appointments

President Hawse introduced the proposed 2019 committee chair and liaison appointments (attached). Trustee Maney moved to approve the committee and liaison appointments. The motion passed unanimously.

IV. Neighborhood Reports

A. *Police Report*

Neighborhood Liaison Officer Nicholas Hageman reviewed year end crime statistics. Violent crime (homicide, rape, robbery, and aggravated assault) for the year was down 34%. However property crime was up, in particular burglaries which increased by 66% (71 to 118).

Discussion ensued concerning the reasons for the increase. Officer Hageman noted that burglary was a crime of opportunity and stressed common sense prevention, such as turning on lights, locking doors, and alerting neighbors if you will be out. Officer Hageman also noted a possible connection to the opioid crisis, as burglaries rose all over District 5 and it is a possible common denominator.

Further discussion ensued concerning upcoming mandated retirements from the police force and new police academy classes. District 5 Captain Doug Wiesman noted that the city administration is aware of the issue and are attempting to address it, but that there are budget concerns and that the department will be operating at less than full complement.

Further discussion ensued from community members in attendance concerning continuity in the police force and efforts to reduce litter along Clifton Avenue and other streets.

Link to STARS report - <https://cpdmobile.cincinnati-oh.gov/Neighborhoods/Reports/D5/Clifton.pdf>

There is also now a new online crime stats report for Clifton (and other neighborhoods). Link to the Clifton report showing data as of end of August - https://public.tableau.com/shared/QPFHCRSCY?:display_count=yes

Community Liaison Police Officer Hageman can be reached at 513.569.8527; email is nicholas.hageman@cincinnati-oh.gov. See the Clifton Community website for other police contact info on the Public Safety page.

B Fire Report

There was no fire report this month.

Captain Ron Wilson is the leader of Engine Co. 34. He can be reached at 513.352.2334; or visit the fire station on Ludlow Avenue.

C Library Report

Clifton Branch Manager Lisa Hamrick reported on 2018 year in review. Circulation increased from 24th to 20th, program numbers and attendance are also up. Meeting rooms, study rooms, and locker usage are also up, as are My Library appointments (formerly reference appointments). Overall Ms. Hamrick reported that people are coming to the library, thanked the community, and asked the community to keep coming.

Information about the Clifton Branch, including links to various events & classes can be found online at <http://www.cincinnati-library.org/branches/clifton.html>

D Recreation Center

Taylor Schafer introduced herself as the new Community Center Director and gave an overview of upcoming events and projects at the CRC.

Online Rec Center Calendar is at
<http://cincyrec.org/search/basicprogram.aspx?k=Clifton%2BRecreation%2BCenter#results>

E. CCAC

Executive Director Leslie Mooney gave an overview of upcoming events and projects at the CCAC. The online CCAC calendar of events is at <http://www.cliftonculturalarts.org/events/coming-events/> and their schedule of classes is at <http://www.cliftonculturalarts.org/classes/all-classes/>

Executive Director Mooney gave a brief update on CCAC's transition status. The Park Board voted to not move forward with the CCAC Burnet Woods proposal. It appears there is nothing available or suitable in Clifton, and there is a real possibility that CCAC will not be in Clifton. Executive Director Mooney noted the great community support and donor base in Clifton and that CCAC did not want to leave.

Discussion ensued concerning the status of the Gaslight Properties development on Howell Avenue and its potential as a location for CCAC. There is uncertainty about the status of the project. It was suggested that Gaslight Properties should be involved in the discussion. Executive Director Mooney noted that CCAC will closely evaluate all options.

F. CBPA

There was no report from the CBPA.

G. Clifton Market

Gurmukh Singh, current manager of Clifton Market, gave a report on the status of Clifton Market. He reported that shelves were almost fully restocked, and asked the community to come and shop. Sales are increasing, but the traffic count needs improvement. Mr. Singh noted that he is present in the store and is open to ideas.

Discussion ensued praising the work Mr. Singh has done and the quality of the butcher's department. Further discussion ensued concerning the status of negotiations with the Clifton Market Board. The purchase agreement is signed and the closing should happen shortly. The agreement contains an option for the Clifton Market Board to purchase the property should Mr. Singh decide to sell it.

Further discussion from the community ensued thanking Mr. Singh for his work.

V. 2019 CTM Schedule

President Hawse introduced the proposed 2019 Board Meeting schedule. Trustee K. Marsh moved to approve schedule. The motion passed unanimously. The schedule is included as an attachment.

VI. Treasurer's Report

Treasurer Goose reported on the CTM balance sheet. CTM has total assets/reserves of \$84,378.23. with no outstanding liabilities. Income and expenses for the month were \$1,985.32 and \$4,063.12, respectively. Income and expenses were as expected, particularly for a month with an event (Holidays on Ludlow).

Motion to accept the Treasurer's report passed. The Treasurer's Report is included as an attachment.

VII. 2019 Budget

Trustee Goose introduced the proposed 2019 Budget. Revenue is projected to be \$45,155. Expenditures are projected to be \$52,175, for a net revenue of (\$7,020). Trustee Goose noted that CTM is facing two unusual situations: 1) Chronicle revenue is down significantly; and 2) membership is also down. These items will be a focus for 2019.

Discussion ensued concerning the proposed budget. Chronicle revenue is projected at \$11,000, which is reasonable but the aim is to outperform that projection. It was noted that the \$5,600 Keep Cincinnati Beautiful grant should be added to the budget, and that interest revenue may be higher than projected. It was also noted that an \$1,850 restricted grant, for utility box artwork, that appears in the proposed budget as income is actually cash on hand, and should be stricken from the official budget. Total revenue projection were revised to \$51,117.

Expenditures are largely expected to hold steady from previous years. Following input from committee chairs, budgeted expenses for all committees except Fundraising, Housing and Zoning, Membership, and Website were reduced to \$100 (the Nominating Committee was budgeted \$50). Expenditures were revised upward. Total expenditures were revised to \$52,350. Total net revenue was revised to (\$1,233).

Further discussion ensued concerning the differences between the proposed budget and a prior proposed budget. Increased revenue projections from the Chronicle and membership, as well as the Keep Cincinnati Beautiful grant, account for the majority of the differences. It was noted that, historically, the budget in non-House Tour years is negative, up to approximately (\$7,000). Therefore a budget showing negative net revenue in a non-House Tour year is in line with historical practices.

Following discussion, Trustee Maney moved to pass the budget as revised. The motion passed with one abstention. The 2019 Budget as adopted is included as an attachment.

VIII. Go Vibrant Walking Routes

Trustee K. Marsh provided an update on the Go Vibrant NSP project. He has met with Christy Zerges to develop a project plan and schedule. The goal is to create between 3 and 4 walking routes that showcase Clifton for both residents and visitors to the community.

Discussion ensued concerning Go Vibrant's structure and history, as well as an associated step challenge with a cash grant for the community that logs the most steps.

Trustee K. Marsh moved to form an ad hoc committee (Walking Routes) to implement the plan and report to Board. The motion passed unanimously. The motion is included as an attachment.

IX. Golf Outing Beneficiary

President Hawse introduced a motion to designate the Little Sisters of the Poor as the beneficiary of the 2019 Golf Outing, contingent on LSP agreeing to CTM's terms for the Golf Outing. If LSP cannot agree, the motion identifies Clifton Area Neighborhood School as the backup beneficiary.

Discussion ensued concerning new information regarding CANS's interest in being designated a beneficiary, either in 2019 or in subsequent years. Former Trustee Eric Urbas, who is continuing as the captain of the 2019 Golf Outing and who drafted the motion, joined the discussion.

Trustee G. Marsh moved to amend the motion to add language stating that CTM will give strong consideration to designating CANS as the beneficiary of the 2020 Golf Outing. Discussion ensued concerning the appropriateness of stating a preference obligating future boards, and the benefits to advance planning for the Golf Outing.

After discussion, the motion to amend was passed with 8 in favor, 4 opposed, and 1 abstention. A vote was then taken on the motion as amended. The motion as amended passed with 10 in favor, 1 opposed, and 2 abstentions. The motion is included as an attachment.

X. Bylaws

There was no update. Trustee K. Marsh asked if the review of edits was done and whether the Bylaws could be published. Trustee Montgomery responded that the review was not yet done, but would likely be done next month.

XI. 2018 Annual Interest Grant Application

Trustee K. Marsh moved to vote on the 2018 annual interest grant application. The motion passed with 12 in favor and 1 abstention.

XII. Standing Rule for Executive Committee Responsibilities

Trustee K. Marsh introduced a 3 page Executive Committee Duties Summary, delineating Executive Committee procedures and responsibilities that are not specifically enumerated in CTM Article of Incorporation, the Bylaws, or Standing Rules. Trustee K. Marsh moved to adopt the document as a Standing Rule.

Discussion ensued concerning the appropriate procedure for considering the document, whether it should be first reviewed by the Bylaws Committee to determine if it conflicts with the Articles, Bylaws, or any Standing Rules, and the timing of such a review by the Bylaws Committee. Trustee Montgomery moved to table the motion to adopt, and

further moved to refer the motion to adopt to the Bylaws Committee. Trustee K. Marsh asked Trustee Montgomery to clarify that his motion to refer included a provision that the Bylaws Committee would make a final recommendation on the Executive Committee Responsibilities document to the Board at the February meeting. Trustee Montgomery agreed.

Following discussion, a vote was taken. The motion to table passed with 9 in favor, 1 opposed, and 3 abstentions. The motion to refer passed unanimously.

XIII. Holidays on Ludlow

President Hawse provided a report on the 2018 Holidays on Ludlow. If there are suggestions for the 2019 event, planning will begin in the summer.

XIV. Clifton Plaza Lighting

Trustee Montgomery provided a report on the Clifton Plaza Lighting project. It is a work in progress, and the hope is the contractor will finish sooner rather than later. Discussion ensued concerning whether there are outstanding funds to be dispensed to the contractor.

XV. Committee Reports

Transportation

Trustee K. Marsh provided a report on the Dec. 14 DOTE meeting. DOTE is still scoring and evaluating CTM's submissions for three marked crosswalks. DOTE also discussed traffic planning for the McAlpin/Woolper/Clifton intersection, one of the most difficult intersections in the city, and issues with CANS opening. No follow-up meeting is currently scheduled.

Discussion ensued with community members in attendance regarding committee composition and meeting schedules, as well as emergency vehicles.

Housing and Zoning

Trustee Montgomery provided a report on the request CTM received to subdivide the lot at 3917 Clifton Avenue into two smaller lots, which are smaller than zoning requirements. Although the Housing and Zoning Committee had asked the city Zoning Board for additional time to evaluate the request, the property owner objected to the delay and the Zoning Board considered the issue during its December 21, 2018 meeting and voted against the request in its entirety. Trustee Montgomery noted that the best practice is to provide adequate notice of variance requests so they can be properly evaluated.

Urban Conservator Walk

Work is still being done on a report of the Urban Conservator Walk that took place in December. The report will be submitted it to CTM when done.

XVI. December 3 Meeting Minutes

The minutes of the December 3, 2018 Board Meeting were approved as corrected.

XVII. Trustee Announcements

Trustee Spohr recognized all the individuals who helped to plant trees in Rawson Woods following the sewer work.

Trustee Metzger noted that CANS, Annunciation, and Hart Montessori were all holding open houses in January.

Trustee Montgomery noted that for people observing drug deals on Clifton streets, there is a document on the website outlining the appropriate steps to take.

XVIII. Community Questions and Concerns

Cynthia Duvall, representing Preserve Burnet Woods, noted that walks have resumed and that a meditation walk was added on the third Saturday of the month. Nat'l Day of Service (MLK Day), city chose Burnet Woods, come help pick up litter. Litter pickup also takes place every Sunday morning at 8:30 starting at the Trailside Nature Center.

January 31st is article submission deadline for the spring edition of the Chronicle.

The owner of the lot next to the mosque on Clifton Avenue noted that at some point they will be building a house. He wanted to provide advance notice because it might be located in a hillside district and might need a variance, and wanted to ensure lots of time to work with CTM.

A representative for the Little Sisters of the Poor thanked CTM and the community for their support.

XIX. Conflict of Interest

All Trustees present signed and returned the CTM Conflict of Interest Compliance Statement.

XX. Adjournment/Next Meeting

The meeting was adjourned at 8:59 p.m. The next scheduled CTM meeting is at 7 p.m., Monday February 4, 2019 at the Clifton Recreation Center.

Respectfully submitted by Joe Brunner, CTM Secretary.

2019 CTM Committees and Liaisons

Committee	Chairperson	Other Members			
Executive	President	All Officers			
Beautification	Seth Maney	Kevin Marsh, Cindy Oakenfull, Peter Block, Adam Balz, Buddy Goose			
Business District	Joyce Rich & Gina Marsh	Malcolm Montgomery, Peter Block, Cindy Oakenfull, Brad Hawse, Lee Rafales, Victor Morales, Patrick Borders, Gina Marsh, Buddy Goose, Seth Maney, Brian Duffy			
Clifton Chronicle	Vince Metzger	Rama Kasturi. All trustees to help write articles.			
Website / Social Media	Brian Duffy	Kevin Marsh, Christine Celsor, Micah Ovadia, Brad Hawse, Buddy Goose, Shaun McCance. Content creation: All trustees.			
Membership	Kevin Marsh	Patrick Borders, Buddy Goose, Peggy Spohr			
Events		See Details to Right ----->>	Events	Captain	Core Members
Housing and Zoning	Malcolm Montgomery	Adam Hyland, Steve Slack, Christine Celsor, Sean Mullaney, Carolyn Miller, David Tornheim, John Osterman, Brad Hawse	House Tour	Determine in 2020	All Trustees
Nominating	Patrick Borders	Buddy Goose, Peggy Spohr, Eric Urbas	Memorial Day Parade/Cookout	Buddy Goose	Rama Kasturi, Peter Block, Shaun McCance, Adam Balz ** Coordinate with Neighborhood Games.
Clifton Community LLC	Brad Hawse & Buddy Goose	CPBA President (Pat Borders) & Treasurer (Shelly Watson).	Clifton Fest Booth	Business Committee	Business Committee
Transportation & Public Safety	Mike Schur	Kevin Marsh, Gina Marsh, Michelle Murphy, Rama Kasturi, Vince Metzger	Golf Outing	Eric Urbas	Joyce Rich, Brad Hawse, John Whedon, John Juech, Michael Moran, Matt Bourgeois, Vince Metzger
Parks	Rama Kasturi & Seth Maney	Adam Balz, Kevin Marsh, Michael Moran, Christine Celsor, Brian Duffy, Joe Brunner	Lantern Walk	Vince Metzger	Ashley Fritz, Adam Balz, Shaun McCance, Michael Moran, Cindy Oakenfull
Education	Vince Metzger & Brian Duffy	Kevin Marsh, Buddy Goose, Patrick Borders	Holidays on Ludlow	Brad Hawse	Adam Balz, Peter Block, Malcolm Montgomery, Shaun McCance, Eric Urbas, Joyce Rich
Arts & Culture	Sean Mullaney	Peter Block, Leslie Mooney, John Osterman, Joyce Rich, Rama Kasturi, Gina Marsh, Jan Brown Checco, Pat Olding, Joe Brunner, Seth Maney			
Ad Hoc Committees					
Fundraising	Brad Hawse	Joyce Rich, Kevin Marsh, Buddy Goose, Rama Kasturi, Christine Celsor			
By-Laws	Malcolm Montgomery	Brad Hawse, Adam Balz, Kevin Marsh, Michelle Murphy, Adam Hyland, Frank Miller; Advisors: Derek Tucker, Howard Tolley, Cindy Herrick			
Support the CCAC	Malcolm Montgomery	Leslie Mooney, Peter Block, Shaun McCance, Brad Hawse, Cindy Herrick			
Walking Routes	Kevin Marsh	Christy Zerges, Alexis Cain, Joe Brunner, Peggy Spohr, Kip Eagen			
Liaison Role	Primary	Backup			
Uptown / NOU	Joyce Rich	Buddy Goose, Rama Kasturi			
Invest In Neighborhoods	Buddy Goose	Peggy Spohr			
TriHealth	Brad Hawse	Rama Kasturi			
Clifton Community Fund	Joyce Rich				
CPBA	Joyce Rich	Gina Marsh, Peter Block			
UC Health	Rama Kasturi	Joe Brunner			

2019-20 CTM Board Meeting Schedule for approval

Feb 4

Mar 4

Apr 1

May 6

Jun 3

Jul 1

Aug 5

Sep 9 ** 2nd Monday

Oct 7

Nov 4

Dec 2

Jan 6, 2020

All meetings start at 7pm. Location is Clifton Recreation Center on McAlpin Avenue.

Clifton Town Meeting

BALANCE SHEET

As of December 31, 2018

	DEC 2018		
	CURRENT	AS OF NOV 30, 2018 (PP)	% CHANGE
ASSETS			
Current Assets			
Bank Accounts			
Cash on Hand	300.00	300.00	0.00 %
Cert of Deposit 33	14,219.26	14,219.26	0.00 %
Cert of Deposit 91	38,844.68	38,691.30	0.40 %
Checking	18,663.97	18,182.48	2.65 %
CANS PTO	2,656.81	2,656.81	0.00 %
Total Checking	21,320.78	20,839.29	2.31 %
PayPal Bank	699.45	122.12	472.76 %
Prepaid Postage	120.06	120.06	0.00 %
Total Bank Accounts	\$75,504.23	\$74,292.03	1.63 %
Other Current Assets			
Clifton Market Loan	7,800.00	7,800.00	0.00 %
Prepaid Expenditures	0.00	0.00	
Uncategorized Asset	200.00	200.00	0.00 %
Undeposited Funds	874.00	4,164.00	-79.01 %
Total Other Current Assets	\$8,874.00	\$12,164.00	-27.05 %
Total Current Assets	\$84,378.23	\$86,456.03	-2.40 %
TOTAL ASSETS	\$84,378.23	\$86,456.03	-2.40 %
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Credit Cards			
Reimbursements Owed	0.00	0.00	
Total Credit Cards	\$0.00	\$0.00	0.00%
Total Current Liabilities	\$0.00	\$0.00	0.00%
Total Liabilities	\$0.00	\$0.00	0.00%
Equity			
Opening Balance Equity	75,914.77	75,914.77	0.00 %
Retained Earnings	-11,533.82	-11,533.82	0.00 %
Net Revenue	19,997.28	22,075.08	-9.41 %
Total Equity	\$84,378.23	\$86,456.03	-2.40 %
TOTAL LIABILITIES AND EQUITY	\$84,378.23	\$86,456.03	-2.40 %

Clifton Town Meeting
Final Budget 2019
January - December 2019

Budget

Revenue

Clifton Chronicle Income	\$	11,000
Donations	\$	2,000

Event Income

CliftonFest Income	\$	300
Golf Outing Income	\$	7,500
Holidays on Ludlow Sponsorship	\$	1,000
Lantern Walk Income	\$	50
Memorial Day Income	\$	1,000

Total Event Income \$ **9,850**

Grants

Annual Interest Grant	\$	782
Neighborhood Support Program	\$	6,085
Keep Cincinnati Beautiful	\$	5,600
Façade Improvement	\$	-

Total Grants \$ **12,467**

Interest	\$	800
Memberships	\$	4,000

Sponsorships

Golf Outing Sponsorship	\$	9,000
Lantern Walk Sponsorship	\$	500
Memorial Day Sponsorship	\$	1,000
Flowerpot Sponsorships		
Website Sponsorship	\$	500
Total Sponsorships	\$	11,000

Total Revenue \$ **51,117**

Expenditures

Administrative Expenses	\$	800
Clifton Chronicle Expenses	\$	14,000
Clifton Plaza Expenses	\$	2,000

Committees

Beautification Committee	\$	4,300
Business Committee	\$	100
Education Committee	\$	100
Executive Committee	\$	100
Fundraising Committee	\$	500
Housing and Zoning Committee	\$	1,000

Membership Committee	\$	1,500
Nominating Committee	\$	50
Website Committee	\$	250
Total Committees	\$	7,900
Event Expenses		
Clifton Plaza Programming	\$	500
CliftonFest Expenses	\$	3,000
Golf Outing Expenses	\$	4,500
Golf Outing Grant	\$	9,000
Holidays on Ludlow Expenses	\$	1,800
Lantern Walk Expenses	\$	600
Memorial Day Expenses	\$	1,500
Wednesdays in the Woods Expenses	\$	1,500
Total Event Expenses	\$	22,400
Insurance	\$	-
Restricted Grant Spending		
Utility Box Artwork Spending	\$	-
Total Restricted Grant Spending	\$	-
Special Projects		
Clifton Plaza Lights	\$	-
Ad-Hoc Comm. Walking Routes - NSP Funds	\$	5,000
Total Special Projects	\$	5,000
Transaction Fees		
PayPal Fees	\$	250
Square Fees	\$	-
Total Transaction Fees	\$	250
Unapplied Cash Bill Payment Expenditure	\$	-
Total Expenditures	\$	52,350
Net Operating Revenue	\$	(1,233)
Other Expenditures		
Reconciliation Discrepancies	\$	-
Total Other Expenditures	\$	-
Net Other Revenue	\$	-
Net Revenue	\$	(1,233)

Motion to Form Ad-Hoc Committee of CTM - January 7, 2019

CTM Board of Trustees approves the formation of an Ad-Hoc Committee of CTM called “Walking Routes” including the following details below:

The Committee Chairperson will be Kevin Marsh, and members will include Alexis Cain, Christy Zerges, Joe Brunner, Peggy Spohr, Kip Eagan, and any other Clifton resident that wants to work on this project. The Committee is tasked to fully implement walking paths in Clifton with go Vibrant during the first half of 2019 using approved NSP funding of \$5000. The Committee will use the following project implementation schedule that includes Committee reports back to the Board as noted:

Pillar of Work	To Do	By When	By Whom
Conceptualize	Determine location of each route including 1-2 main start/stop point	Late January 2019	GV/Clifton
	Determine features to highlight	Late January	GV/Clifton
	Pinpoint critical turns and signage locations	Mid February	GV/Clifton
Detail	Determine signage count (including directional, POI, Master)	Late February	GV/Clifton
	Agree upon sign mounting locations and facing directions	Late February	GV/Clifton
Design	Obtain all wording, photos, logos, websites, etc. for route maps	Early March 2019	Clifton
	Submit all requests to design partner (Landor)	Mid March	GV
	Review initial round of map mock-up	Late March	GV/Clifton
	Submit signage art and placement grid to City for approval and fabrication	Late March 2019	GV
	Finalize design of route maps*	Early April	GV/Clifton
	Submit all approved pieces to designer for final pieces	Mid/Late April	GV
Signage Installation**	Target and coordinate installation schedule with City	June 2019	GV
Launch/Celebration	Schedule time/location for official route “unveiling”	TBD	GV/Clifton
Marketing	Promote upcoming routes and progress via Clifton Chronicle, Facebook, go Vibrant sites and other determined sources	Ongoing	GV/Clifton
Sponsorship	NSP funding currently determined and approved for payment	By June 30, 2019	Clifton
Communication	Committee Reports to CTM Board at CTM regular meetings.	March April May	Committee

*Additional revisions will take slightly longer to complete **Installation schedule is heavily dependent on City of Cincinnati

The President of CTM will sign the commitment agreement with go Vibrant in support of this project implementation.

Motion for 2019 Golf Outing Beneficiary

The Little Sisters of the Poor will be the partner-beneficiary for the 2019 CTM Golf Outing contingent on the organization agreeing to the terms of volunteer support and proceed sharing arrangement (attached). The funds purpose will be to support their meal program for the elderly they serve many of who live in and around Clifton.

Should the above the Little Sisters of the Poor be unable to meet the contingency or otherwise withdraw, the Clifton Area Neighborhood School (CANS) Parent Association is the alternate organization as partner-beneficiary for the 2019 CTM Golf Outing with the contingencies below:

1. Clifton Area Neighborhood School Parent Association agrees to the terms of volunteer support and proceed sharing arrangement (attached).
2. The funds are used for construction of a play space.
3. Clifton Area Neighborhood School Parent Association becoming a 501c3 at the time of funds distribution.

CTM will give strong consideration to designating CANS as the beneficiary of the 2020 Golf Outing.

CTM Golf Outing Beneficiary/Partner Guidelines

The following should be confirmed about each potential applicant and used to help guide the selection process.

1. What is the name of the organization/partner that will receive the funds?
2. The organization that the donation check will be written to is a 501C(A copy of the certificate will be needed).
3. The organization is located in Clifton or serves it's residents.
4. What is the specific purpose the organization plans to use the funds for?
5. The work of the organization and the purpose in number 4 should support the Clifton Community.
6. The organization and the proposed purpose of funds should have broad community support.
7. The purpose should be aligned with the mission or goals of CTM.
8. Related to the partner organizations ability to support the Golf Outing:
 - a. The organization provide must provide 3-4 persons who will activity work on the planning and recruitment of sponsors and donors for the outing?
 - b. The organization must provide 3-4 person the day of the event to carry out the event (not playing in the outing).

- c. The organization agrees to the proceed sharing arrangement
 - i. First \$8000 in proceeds distributed 5/8 to the proposed beneficiary, 3/8 to CTM
 - ii. All proceeds over \$8000 go to the beneficiary