

ChicoryLane Foundation directors meeting June 7, 2025

Minutes

Present: Dana Reed, Loanne Snavely, Suzy Yetter, Thom Rippon, John Smith, Catherine Smith, Jim Zubler

Absent: Doug Bierly

Public attendees: Ian Smith, Bill Rathfon

John Smith called the meeting to order at 9:00 am, confirmed a quorum, and reviewed the meeting agenda. Minutes of the directors meeting February 6, 2025 were reviewed by all, moved (by Catherine), seconded (by Thom), and approved unanimously.

Chair's report

John reviewed key operational and strategic developments:

- determination of ChicoryLane Foundation as an IRS 501c3 private operating foundation; determination letter December 31, 2024
- the IRS-required tax report for 2024 (990PF) prepared by Blackmon & Sloop was filed on schedule
- conditional use for indoor/outdoor recreation at ChicoryLane in the agricultural zone of Gregg Township, Centre County was approved by township supervisors; approval letter dated ?
- contracted services for communications and event support are being provided by Lauren Smith

John reviewed the Foundation's finances:

- Treasurer's report
- profit & loss
- balance sheet
- profit & loss details
- 2024 unrestricted net assets

Copies of the reports are available on request.

John asked the board for any modifications and or suggestions they have regarding Foundation operations:

- Thom commended the Smiths for their generosity to the Foundation and the region
- Thom offered to donate an ADA-compliant portable bathroom if needed for barn modifications to provide public assembly space
- Jim remarked that Lewistown operates a public facility with only one unisex bathroom
- Thom and Jim, based on their experiences operating public facilities, agreed that an interpretive and phased approach can be taken to requirements for "comfort" facilities
- Thom suggested and Dana and Suzy agreed that auditory assistance at all Foundation events, especially at outdoor events, might be useful. Thom characterized it as "hospitable" for participants. Suzy will look into ClearWater's "gear library." Dana will ask OLLI about its devices. Thom agreed to collect information on devices used by other organizations. e.g., the Walker Foundation in Lewisburg, PSU's OLLI courses, and ClearWater Conservancy.

- Loanne added that visual assistance, e.g. binoculars, might be useful, too.
- Jim suggested cost-sharing for devices among likeminded organizations. (His comments linked to prior comments by John and Catherine that the Foundation might, in future, share resources, e.g. equipment, staff, with similar organizations, depending on funding contingencies.) Public comments on logistical implications of sharing were contributed later in the meeting.
- Jim noted that registered Pennsylvania Charitable organizations (PCOs) must renew annually and, now, must submit an annual report. Catherine noted that the Foundation is not a registered PCO, although it is a nonprofit corporation operating in Pennsylvania.

Committee Reports

Activities Committee:

- John noted that the first ChicoryLane open day—organized by Loanne with Lauren and supported by volunteers-- would begin immediately after the directors meeting. Directors were invited to participate; several did so.
- Catherine asked directors for opinions about possibly cancelling the July writing workshop. After discussion, the decision was left to Catherine and John. (They decided to proceed with it.)
- Suzy remarked that the ecological enhancement workshop should be scheduled when desirable shrubs, e.g. viburnum, were in bloom for easy recognition. John agreed for 2026 scheduling.
- Suzy, who will organize the October open day, requested a list of groups to specially invite and requested other directors to send suggestions for improving open days to her or Loanne, committee co-chairs.

Finance Committee:

- John reviewed the annual budget prepared by Doug and John.
- John reviewed the long-term plan giving responsibility to the Foundation for the property and structures. Thom asked about planning for that development. John and Catherine answered that the instrument of planning is their revised estate plan, in progress.

Public Comments

- Ian contributed that equipment sharing requires logistical planning and operation, e.g. purchasing and replacing, storage, checking in and out, cleaning. Thom agreed and suggested forming a logistics committee.
- Ian contributed that a Foundation general manager will be needed in future. He suggested that directors start now to think about the manager's job description, as illustrated by managing equipment sharing. Catherine agreed.
- No other public comments were contributed.

John adjourned the meeting at 10:15 am.

Minutes by Catherine Smith, secretary

