

MINUTES
Foundation Planning Task Force
January 18, 2017, 7:00 p.m.
Lakewood City Hall
City Auditorium

The meeting was called to order at 7:05 p.m.

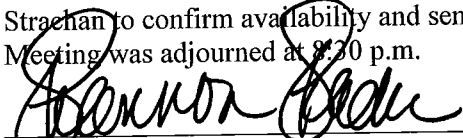
Members Present

Daniel J. Cohn	Martha Halko	Laura Rodriguez-Carbone
Katherine Colin	George Hillow	Vicki Smigelski
Bryan de Boer	Benjamin Miladin	Kristin Warzocha
Phyllis Dykes	Erin Murphy	Judith Wright
Charles Garven	Brittany O'Connor	
Jeanine Gergel	Dawn Pyne	

Others Present

Michael P. Summers, Mayor
Cindy Marx, Council
Kevin Butler, Law Director
Shannon Strachan, Executive Assistant to Mayor
David Anderson, Council (15 minutes)

1. Welcome Remarks by Mayor Summers
2. Task force members provided individual introductions and short backgrounds about themselves.
3. Each member was provided a binder with background materials to provide them with information about how the Foundation Planning Task Force was created, why it was created and some additional information and research to get them started. A Table of Contents of the documents in the binder is attached and the Members and the audience were advised that the documents were also to be found on the city's website www.onelakewood.com
4. A review of the documents in the binder was had. Questions were asked by the Members and short discussions ensued.
5. Kevin Butler, Law Director presented information about "What it means to be a public task force." Discussion of Sunshine Laws, Open Meetings, Meeting Notices and what records (minutes, emails etc.) are deemed to be public records and subject to public records requests. Members requested that the Law Director provide them with some follow-up written instructions/documentation about the discussion. A discussion about taking minutes, recording meetings and minute keeping in sub-committees was also had.
6. Mayor Summers proposed the question "What are the Task Force's next steps?" The Members discussed when the next meeting would be and what the Task Force's next steps should be. Priorities for the next meeting: Appoint a Chair, Vice Chair and develop possible sub-committee structure and list of priorities.
7. Next meeting date: February 21, 2017 at 7:00 p.m. The Members were advised by the Mayor that because February 21, 2017 is a Regular Council Meeting date, the meeting will need to be held at a different location, most likely the Women's Pavilion at Lakewood Park. Shannon Strachan to confirm availability and send notification to the Members and notice the meeting.
8. Meeting was adjourned at 8:30 p.m.


Shannon Strachan, Interim Secretary

1-20-17
Date

Foundation Planning Task Force Binder

Table of Contents

1. Contact Information and Task Force Job Description and Member Resumes
2. Master Agreement
3. City of Lakewood Resolution No. 8871-16 – Establishes the Foundation Planning Task Force
4. Susidium Healthcare: Lakewood Future Health Vision: Working Document
5. Graphic; Article: Building & Maintaining Strong Foundations; Sample Agenda for Planning
6. Sample Articles and Bylaws for the Foundation
7. Documentation for the Lakewood Community Wellness Foundation Visioning Session held on April 15, 2015
8. Spreadsheet of a Sampling of Information from other Health Foundations and Conversion Foundations around the Country