

## Foundation Planning Task Force Meeting

5/10/18

### Task Force members in attendance

Jeanine Gergel, Mike Bentley, Erin Murphy, Chuck Garven, Dan Cohn, Martha Halko, Brittany O'Connor, Phyllis Dykes, Dawn Pyne, Ben Miladin, Katie Collin

### Task Force members not in attendance

Laura Rodriguez-Carbone, George Hillow, Vicki Smigelski, Kristin Warzocha

### Others in attendance

Randy McShepard, Susan Scheutzow

Meeting called to order at 6:06 p.m.

Minutes from 4/10/18 meeting were approved.

The committee reviewed final edits to Code of Regulations:

First edit: Specification of the limits to the time frame in which the Cleveland Clinic can appoint 2 directors.

Second edit: Specification on the timing of the community engagement and accountability plan, clarification that grants and amounts and sources of funding must be listed, and requirements for how annual report must be made available.

Both edits approved via consensus and final version of bylaws approved. Code of regulations will be presented to regulators on 5/21 at Committee of the Whole meeting at 6 p.m. for approval/adoption of a resolution.

Board selection updates:

Dan Cohn reported on process to date and timing. Result of recruitment efforts is that 81 individuals applied. List has been narrowed to 21 individuals, including 3 task force members. Interviews have been scheduled to take place over the next 2 weeks. Subcommittee will be reconvened on 5/24 to put forth a slate of candidates for first board for approval by regulators. Regulators will approve new board on 6/4 at City Council meeting. New board members will be introduced at community forum on 6/13/18. Communications rollout plans are in development. New board will launch in July 2018.

Plan for Presenting to City Council:

Erin Murphy and Dan Cohn will present to Committee of the Whole on 5/21/18. Information should include a summary of: time the committee has invested; steps the committee has taken; summary of what community stated they wanted; philosophy of leaving decision making to future board; committee process for decision-making (consensus); mission/vision/guiding principles; key points of code of regs; overview of structure/finances; summary of board selection process and criteria regarding diversity and equity; process and extensiveness of efforts to advertise board membership opportunity.

**Action:** Erin confirm agenda for June 4 meeting with City Council

**Action:** Each subcommittee chair will prepare a brief summary of their work/activities and send to Erin for inclusion in the presentation.

**Action:** Question: Can this summary be sent to City Council in advance of the Committee of the Whole meeting as an attachment? Erin will follow up.

**Action:** Susan S. will check with Kevin Butler to clarify how process will work for formalizing the resolution.

Equity Statement: The committee reviewed several diversity, equity and inclusion statements from various foundations and decided to leave developing an equity statement to the new board as one of its opening tasks, as we believe it will create greater buy-in to these principles. BVU has provided a proposal to help the new board through the initial steps. New board should look to the terms we defined to inform this work.

Community Forum Planning and Communications Needs Between Now and End of Task Force:

Community forum will take place at Lincoln Elementary School on 6/13/18 at 7 p.m. Task force needs to let school know of AV needs, proposed set up, etc. Expected duration is 1.5 hours. Program will include (1) welcome and purpose (Erin); (2) overview of where we started and didn't want to do (Erin); (3) vision/mission/guiding principles (Erin); (4) presentation of code of regulations/translating theory to practice (Susan S.); (5) funding/structure (Katie or Mike); (6) Q&A; (7) congratulation the inaugural board and describe that efforts were made to cast the widest net (Dan).

**Action:** Task Force members arrive early, around 6:15 if possible, Board will be invited to the community forum before the start time so all can meet each other.

Communication needs: Publicity about forum needed. Ask people who will be on new board to invite their friends and family. Use same approach as with last forum (media release, social media, hard copy flyers for distribution)

**Action:** Erin can edit what was used last time, share with Mike and Phyllis for review

Communication with board member candidates will be made at the conclusion of the selection process. Board members not selected should be offered other ways to be involved. The board selection subcommittee will concretize this.

Consensus is that the new foundation's address at least to start will be KJK's address. Funds not spent by the foundation will need to be deposited into an account, after a treasurer is selected. The funds will reside with the city until it is determined where they can reside.

Dan Cohn commented on that when Mt. Sinai Health Care Foundation was created, the new board took a year and a half to learn the business of grantmaking and the role of foundations before making any grants. It was suggested that the new HLF board should consider undergoing the same self-education process before making any grants.

**Action:** BVU's proposal for supporting the establishment of the new board may likely need to be revised to be more inclusive of the work required. Dan to follow up

Public Comment

Meeting adjourned 7:35 pm