

MINUTES
Foundation Planning Task Force
October 19, 2017, 6:00 p.m.
Lakewood City Auditorium

The meeting was called to order at 6:02 p.m.

Members Present (14)

Mike Bentley Katie Collin Phyllis Dykes
Chuck Garven Jeanine Gergel Marth Halko
Ben Miladin Erin Murphey Brittany O'Connor
Dawn Pyne Laura Rodriguez-Carbone
Vicki Smigelski Kristen Warzocha Jude Wright

Others Present

Randell McShepard, Facilitator
Shannon Strachan, Executive Assistant to Mayor

Not Present (2):

Daniel Cohn George Hillow

1. Erin Murphy, Chair called the meeting to order. Welcome remarks were made
2. The first order of business was to confirm and approve the minutes from the September 26, 2017 meeting which were sent out for review prior to this meeting. The chair asked for any comments or corrections. There being no comments or changes the Chair advised the Minutes were approved by consensus.
3. The Chair next invited Phyllis Dykes and the Community Engagement Committee to present their findings from the community survey they conducted. This presentation was recorded and a copy of the Report and the Power Point Presentation are attached to these minutes and reflect the presentation provided. Some of the main points brought forth for discussion were:
 - a. The necessity of defining “Wellness” versus “Health” with the task force members indicating that definition should be consistent and referred to by all in reference to the work of the foundation. We need to build a Glossary of “Key Terms” for example “health”, “wellness”, “equity” and “community” should be defined by this task force.
 - b. The need for collaboration by the foundation with other foundations, organizations and non-profits to reduce the chance of duplication of services.
 - c. This foundation is the survivor of Lakewood Hospital. It is important to make it count and to make sure that experiences from Lakewood Hospital are not lost. One such example was “faith” experiences found at Lakewood Hospital be carried forward.
 - d. How the board is determined will be very important.Some of the questions posed by the task force members to the subcommittee included:
 - e. Did any of the groups surveyed indicate that they had been asked questions by the Lakewood Hospital Foundation as part of its community environmental scan?
 - f. Did focusing on policy/advocacy come up as a mission for the new wellness foundation?
 - g. Did those surveyed understand the amount of money the foundation would have and the time-line on when it would be received by the foundation?Comments from members of the community included:
 - g. The community will need tangible evidence of what the foundation is doing with the money. Build something they can walk into. Ex. Soup kitchen or community building.
 - h. Collaboration should always be present. Ex. Live Well Lakewood succeeded through support, donations and collaboration with local businesses, non-profits and organizations such as health insurance providers. One such program “Reading Program at Harrison

School” – Live Well Lakewood incorporated a nutritional program by adding education on label reading, nutrition education and cooking classes.

The group asked about the report on the task force answers to the same survey questions. Randy McShepard told the group that all 16 members had participated in the survey and he had completed the report. The community engagement committee had determined to hold that report until after the community’s answers were presented. It was agreed a copy of the report would be sent to all the task members on Friday, October 20, 2017.

4. The next order of business was a presentation by Katie Collin, Chair and the Foundation Structure Subcommittee. This presentation was recorded and a copy of the presentation is attached to these minutes. The questions and discussions that followed this presentation were combined with a discussion on “next steps” for the task force. Next steps included:
 - a. Determination of the foundations purpose or mission/vision.
 - b. Determination as to whether or not the foundation’s existence was “in perpetuity” or some shorter time-frame.
 - c. Determination as to whether the new foundation would have a “fundraising” component or “no fundraising”.
 - d. Would the new foundation operate something or not?
 - e. Confirmation on the importance of how the board is appointed and who is on the board.

There was some discussion, but no decision, on the need for another retreat. The November meeting will begin addressing some items outlined above.

5. The Chair next called upon Michael Bentley to provide an update about the Communications Subcommittee. Mike shared that a Summary Update had been created for the Foundation Planning Task Force webpage and promoted through social media, the Lakewood Observer and the Lakewood Patch. A Facebook event has been created for the Community Forum on November 15, 2017. The task force members are asked to continue to share this information and invite their connections to attend. The Community Engagement report discussed this evening would be uploaded to the webpage and promoted through social media tomorrow October 20, 2017. The subcommittee is continuing to work on FAQs and to incorporate a method for the community to submit questions and receive answers via the website.
6. Erin invited Randy McShepard to update the group about the Community Forum. A draft outline for the forum is attached to these minutes. A discussion was had by the group. There was some concern about meeting the 90 minute time-frame. There is a need to have the Table Discussion questions be vetted before the program to be efficient and so the task force receives good feedback. Randy to draft and distribute questions to the group to respond to over the next two weeks prior to the forum. It was suggested that there be a “time-keeper” to keep the evening on track and that there be sign-in sheets developed to determine how many attended and obtain some data about those who attended.
9. Erin next asked Jeanine Gergel to follow-up about the information on the movie titled “Resilience”. A copy of the movie information is attached to these minutes.
10. Before closing the meeting the Chair reviewed the action items:
 - a. Task Force to look for draft forum table discussion questions from Randy and be prepared to respond with comments, changes or additions.
 - b. Shannon Strachan to forward a copy to the task force of the report reflecting their responses to the Community Survey.
11. Meeting was adjourned at approximately 8:15 p.m.



Shannon Strachan, Secretary

October 23, 2017

Date

Foundation Planning Task Force
October 19, 2017 - Meeting Documentation

1. Meeting Agenda
2. Community Engagement Report and Power Point Presentation titled “Salient Findings from Community Discussions about Planning for the Lakewood Wellness Foundation” dated October 2017
3. Structure Subcommittee power point presentation on Basic Structure Options; Tax-Exempt Organization Reference Chart; Types of 501(c) Organizations; Comparison Chart; Structure Examples; Financial Outlook and Next Steps.
4. Proposed Agenda for the Community Forum on November 15, 2017
5. Summary of the movie “Resilience – *A Biology of Stress & the Science of Hope*”