

**MINUTES**  
**Foundation Planning Task Force**  
**December 14, 2017, 6:00 p.m.**  
**Lakewood City Council Conference Room**

The meeting was called to order at 6:05 p.m.

**Members Present (11)**

Mike Bentley   Katie Collin   Daniel Cohn   Chuck Garven  
Jeanine Gergel   Martha Halko   George Hillow   Erin Murphey   Brittany O'Connor  
Laura Rodriguez-Carbone   Kristen Warzocha

**Others Present**

Randell McShepard, Facilitator  
Shannon Strachan, Executive Assistant to Mayor

**Not Present (4):**

Phyllis Dykes   Ben Miladin   Dawn Pyne  
Vicki Smigelski

1. Erin Murphy, Chair called the meeting to order. Welcome remarks were made by the Chair.
2. The first order of business was to confirm and approve the minutes from the November 29, 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. The Chair next advised the group that task force member Judy Wright had submitted her resignation from the task force due to family matters requiring her to be out of state regularly for the foreseeable future. Judy's resignation has been accepted by the Mayor. Given the length of time already expended by the group, no appointment will be made to replace at this time.
3. The Chair next asked that the group revisit the task force Articles of operation, particularly with respect to Quorum. Given that the task force has reduced in number from 17 to 15 the Chair asked that the group consider reducing the requirement of a 75% quorum for decision-making. A discussion was had and it was agreed that 9 members would be necessary for a quorum.
4. The Chair next invited Randy McShepard to provide a summary of the "this or that" discussion held at the previous meeting, especially with regard to "perpetuity" and "spend down". Randy provided a brief summary and asked that the group have a quick wrap-up discussion now that they had a chance to think about it since the last meeting. A discussion was had on the value and drawbacks of "perpetuity" and "spend down" – no decision was made or expected at this time.
5. The Chair next asked Katie Collin, Chair for the Structure Subcommittee to provide an update. Katie went through a PowerPoint presentation (copy attached) updating the task force. A discussion was held and various thoughts and concerns were brought up:
  - a. Concern that the New Wellness foundation money would be viewed as a substitution for the money currently coming into Lakewood from various foundations and grants. How to address and prevent this from happening.
  - b. Can the New Wellness foundation be a convener at first: advocacy, promote alignment of local organizations, build capacity all while allowing foundation funds to grow.
  - c. Can we require the New Wellness foundation to be proactive, determining what is needed from clinical services to social service?
  - d. Look at responsive v. strategic fundraising.
  - e. Retain counsel to help with some of these decisions.

There was consensus that it was not timely to select a structure until other aspects of the foundation were determined. The task force members were encouraged to read the Interview notes from Jeanine Gergel's interview of Deborah Vesey (Deaconess Foundation) and Denise Zeman (formerly with the St. Luke's Foundation)

Katie advised the group that the subcommittee had drafted an RFQ to solicit for counsel to assist the task force. The RFQ is to go out to counsel referred by the task force members. Please send all referrals to Shannon Strachan by noon on Friday, December 15, 2017. RFQ will be distributed on December 15, 2017.

6. The Chair next called upon Randy to resume the discussion on Mission/Vision. Randy asked the group to refer to the revised handout on sample mission and vision statements. These statements had been updated based on suggestions at the last meeting and recommendations from members provided directly to Randy. A discussion was held. Some of the comments were:
  - a. Like the aspirational aspect of mission statement #1 and the use of the words "strategic partners"
  - b. Several members liked mission statement #4. There was some concern over the use of the word "empower". Suggestion to substitute "provide opportunity to". Others also wanted to incorporate some use of the word "collaborate".
  - c. Many of the group members liked vision statement #4. After some discussion there was some agreement to broaden the statement by removing the reference to the various types of people.

General recommendation that some of the more specific statements might be better reflected in a set of "values" for the foundation.

It was agreed that a small group would get together and further refine a mission and vision statement based on the suggestions from this meeting and begin drafting some "value statements" for the foundation. Dan Cohn, Katie Collin, Michael Bentley, Phyllis Dykes, Martha Halko, Laura Rodriguez-Carbone, Erin Murphy and Randy McShepard expressed interest. The group agreed they would meet prior to the next full meeting of the task force and select a date that most of those interested could attend.

7. The Chair next asked for quick updates from the subcommittees. There were no updates other than to remind the task force that the FAQ answers and the glossary of terms had been added to the website. It was suggested that definitions for "perpetuity" and "spend down" (or "intended life") be added.
8. Finally, the Chair reminded the group that they needed to be viewed in the community as a unified voice. Making reference to your individual participation on the task force is fine, but when speaking make sure that you are not speaking on behalf of the task force in a manner that is not representative of the entire task force.
9. A review of the action items from this meeting are:
  - a. Mission and vision small group to meet and develop more concrete proposals for January 11, 2018 meeting.
  - b. Send any final attorney referrals to Shannon Strachan by noon Friday, December 15, 2017.
  - c. Look at the resource links provided by Dan Cohn which will be resent to the group.
10. Meeting was adjourned at approximately 8:15 p.m.



December 26, 2017

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Shannon Strachan, Secretary

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Date

**Foundation Planning Task Force**  
**December 14, 2017 - Meeting Documentation**

1. Meeting Agenda
2. Updated Tentative Timeline for the Foundation Planning Task Force Work (2017-18)
3. Second Draft of Possible Mission and Vision Statements
4. Structure Subcommittee PowerPoint Presentation
5. Interview notes from Jeanine Gergel's interview of Deborah Vesey, President and CEO of the Deaconess Foundation
6. Interview notes from Jeanine Gergel's interview of Denise San Antonio Zeman, former President/CEO of the St. Luke's Foundation.