

Agenda  
First Meeting- New Wellness Foundation  
Community of Lakewood  
January 18, 2017

1. Welcome
2. Your role
  - a. Master Agreement - Creation and Funding
  - b. This Planning Task Force's Objectives
    - i. Build the structure of the new foundation
    - ii. Do NOT do the work of the new foundation
3. Introductions
4. Binder Review & Website
5. Suggested Next Steps
  - a. Meeting frequency, Meeting time, Meeting day of the week
  - b. Leadership – Chair, Secretary
    - i. Sub Committees (Some possibilities)
      1. Governance – Articles, Bylaws and tax structure
      2. Mission – Community Impact and Engagement
      3. Foundation Management
      4. Programs
  - c. Task Force and Staff Support-
    - i. Hiring of professional advisor/consultant (legal, non-profit) (optional)
6. Education and Information required for Decision-making
  - a. Tax Structure, IRS Regulations
  - b. Mission of the new foundation – UPDATE GROUP ON LHF
    - i. Benchmarks – look at other foundations
    - ii. Nature of community support
    - iii. Scope of community support
    - iv. Name of Foundation
  - c. Governance - Structure, By-Laws
    - i. IRS approval and compliance
    - ii. Foundation Board Trustee composition and recruitment
    - iii. Community Health Advisory Committee – composition, recruitment and role. (Optional strategy)
  - d. Foundation Management
    - i. Grant processing administration, support, and oversight
    - ii. Financial management of assets (investments)
      1. Master Agreement – Funding of Foundation
      2. Project Staff & Administration Expenses – Explore Administration Options
      3. Project financial growth and annual distribution amounts
    - iii. Community and Regional Collaboration – organizations, non-profits & grants
      1. Build Capacity & Legitimacy
      2. Broaden ability to make change
7. Next Meeting