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