

MINUTES
Foundation Planning Task Force
Structure Sub-Committee
December 12, 2017, 6:00 p.m.
Mayor's Conference Room

The meeting began at approximately 6:05 p.m.

Sub-Committee Members Present

Katie Collin, Michael Bentley, Daniel Cohn, Chuck Garven,
Dawn Pyne

Not Present:

Laura Rodriguez-Carbone, George Hillow

Others Present

Shannon Strachan, Executive Assistant to Mayor

1. Katie Collin, Chair opened the meeting and asked Michael Bentley to present some financial reports he had prepared on expenses and funding for the New Wellness Foundation.
2. Michael presented three financial spreadsheets reflecting the funding of the foundation (LHA funding and CCF funding), various percentages of disbursements and payment of expenses. Discussions were had on how this affected views on “perpetuity” and “spend down”. Michael also presented a list of Lakewood nonprofits and posed the question as to whether the new wellness foundation might delay distribution and work with nonprofits to determine the immediate needs of the community. A discussion was had by the group.
3. The Chair next asked the group to look at the interviews that Jeanine Gergel had done with Deborah Vesey, Deaconess Foundation and Denise Zeman, St. Luke's Foundation. A discussion was had and the group felt the information from the interviews was helpful and should help guide their thoughts on structure and bylaws. Katie asked that the full task force be provided copies of these interviews at the meeting tomorrow.
4. Lastly Katie provided a draft of the RFP for counsel for the task force. The members reviewed the RFP and discussed other potential attorney recipients. The members agreed that an aggressive time-line was necessary and determined that the RFP would be sent out on December 15, 2017 with a requested submittal date of January 5, 2018. Shannon Strachan agreed to assist in the distribution of the RFP. Katie stated she would ask Erin Murphy to request that all task force members submit names for any potential counsel to receive the RFP to Shannon Strachan by noon on Friday, December 15, 2017.
5. Meeting was adjourned at approximately 7:35 p.m.



December 27, 2017

Shannon Strachan, Secretary

Date

August 10, 2017 Meeting Minutes
Documents Attached

1. First Set of Financials:
 - a. LHA Funds with Expenses PD at Depletion of CC Funds Spreadsheet
 - b. Cleveland Clinic Contribution Funds
 - c. Combined Community Impact
2. Second Set of Financials:
 - a. LHA Funds with Expenses PD
 - b. Combined Impact with LHA Paying Expenses
 - c. Cleveland Clinic Contribution Funds- Programming Only
3. Third Set of Financials:
 - a. Combined Community Impact – LHA pays Exps w/CCF Funding LHA by 2022
 - b. LHA Funds if Funding Changed to add 2024, 2026 to 2020 2022
4. List of Non-profits and proposed schematic for first year
5. Jeanine Gergel Interview with Deborah Vesey, President and CEO of Deaconess Foundation
6. Jeanine Gergel Interview Notes with Denise Zeman, former President and CEO of St. Luke's Foundation.
7. Draft New Lakewood Wellness Foundation – Request for Proposal – Attorney Services to Establish New Foundation