

Lewis Center Foundation

Meeting Minutes

November 28, 2016

1.0 CALL TO ORDER:

The meeting was called to order by Donna Siegel at 2:03 p.m.

2.0 ROLL CALL:

Members present: Donna Siegel and Kevin Crosson. Members absent: Marcia Vargas

Lisa Lamb, Pat Caldwell, Jim Quinn, Teresa Dowd, and Rena Payne were also in attendance.

3.0 PUBLIC COMMENTS: none

4.0 CONSENT ITEMS:

.01 Approve Minutes of November 2, 2016

On a motion by Kevin Crosson and seconded by Donna Siegel, vote 2-0 Consent Item 4.1 was approved.

5.0 DISCUSSION/ACTION ITEMS:

.01 Select Vice Chair

- The Lewis Center Foundation Board discussed the Vice Chair position. The Vice Chair would be selected by the Lewis Center Foundation Board, that name would be recommended to the Chair of the LCER Board whom would officially appoint that person as the Vice Chair of the Lewis Center Foundation Board. The Vice Chair is not required to be a member of the LCER Board. The Vice Chair of the Lewis Center Foundation Board would serve in an ex officio nonvoting capacity on the LCER Board, unless already a member.
- If the Chair position became vacant the Vice Chair may submit their name for nomination.

.02 Nominating procedures

- The board recommends that a policy for nominating procedures needs to be drafted by the Lewis Center Foundation Board.

.03 Lewis Center Foundation Bylaws update

- Enclosed in this meeting's board packet were copies of the Draft Bylaws of the Lewis Center Foundation for the board to review. The board read in detail the bylaws and discussed any questions and concerns. The board made changes throughout the bylaws, which Rena will update. Rena will email the Lewis Center Foundation board members with all of the new corrections for their final approval. The board will request approval of the Lewis Center Foundation Bylaws at the December 12, 2016 LCER Board Meeting.

.04 Review/approve/modify the Fundraising Committee job description.

- Enclosed in this meeting's board packet were copies of the Draft Fundraising Committee job description for the board to review. The board read in detail the job description and discussed any changes needed. Teresa Dowd will update the recommended changes for the Fundraising Committee job description. The board will request approval of the job description at the December 12, 2016 LCER Board Meeting.

6.0 FOUNDATION MEMBER AND STAFF COMMENTS: *(Foundation members and staff members may ask a question for clarification; make a brief announcement or a brief report on his or her own activities.)*

- The next Lewis Center Foundation meeting will be Monday, January 23, 2017 at 7:00 am.

7.0 RECOMMENDATIONS TO LCER BOARD: The board recommends that Donna Siegel present the Lewis Center Foundation Bylaws and the Lewis Center Foundation Job Description for approval at the next LCER Board meeting on December 12, 2016.

8.0 ADJOURNMENT: Donna Siegel, Fundraising Committee Chair adjourned the meeting at 4:09 pm.

Respectfully submitted,
Rena Payne
Executive Assistant to the CEO