

Notes from CNREF Teleconference 8:30 A.M. PDT May 19, 2009

Participants:

Peter B. Lewis, Chairman
Darrell Lewis, Treasurer
Debby Chenoweth
Dave Wahus
Marilyn Jones, Secretary

Debby provided a revision to the RFI instructions. Please get back to her with comments or changes as soon as possible and she will finalize the draft for the June meeting.

Selecting an Executive Director:

A. A job description should be developed first. Darrell will draft a 2 page description and forward to the Board for review and comment. He will have a final draft ready for the Board Meeting in June.

(1) As part of the description, since the Executive Director is technically not permitted to accept a commission from the funds they help raise, the description/summary should outline how compensation will be determined.

Business Plan:

Darrell volunteered to pull business plans from a couple of other organizations and will provide a draft plan to the Board for review. Provide comment and changes to Marilyn and she will finalize the draft for the Board Meeting in June.

Debby read a book that she believes would help the entire board and recommended everyone getting a copy and read it. She will send email with information. (Fundraising for Nonprofit Groups by Young, Wyman, and Swaigen. It is a paperback that costs \$16.95. Can order on line at www.self-counsel.com)

Renewals have begun and it has been suggested that a different type letter than the general membership letter should go to corporate members. This letter should highlight accomplishments and maybe include the photo of the check presentation. Corporate renewal is \$500.

Check the Engineer Update for CNREF Article. Debby and Marilyn will check.

Fiscal Year: Currently the Foundation's fiscal year is October through September. Peter has received the documents from the IRS to change the Foundation's fiscal year from October through September to January through December.

Agenda for June Meeting:

- A. Business Strategy/Plan.
- B. Roles and Responsibilities
- C. Executive Director job description/summary
- D. Development Committee
- E. Advisory Committee

F. Recruiting Board membership – Where does the Board want to recruit from, within the membership or outside of it? High level retirees?

TASKS:

- Debby will supply Board members with hotel information.
- Darrell will talk with Chris Gallagher about being the Liaison to the Foundation, as she is the Partnership Committee Chair for the Corps.
- Peter draft renewal letter for corporate members and provide for review and approval of Board.
- Need articles for newsletter ASAP. Send to Debby. Dave will send one on membership.

No teleconference will be held before the June Board meeting.

The meeting was adjourned at 9:00 A.M. PDT.

Respectfully submitted May 20th, 2009,
Marilyn K. Jones, Secretary

Revised and Approved for dissemination on May 21st, 2009
Peter Lewis