

Southfield Community Foundation
Minutes for Meeting of January 18, 2008

Southfield Public Schools – JWE Administrative Building
24661 Lahser Road, Southfield, Michigan
8:00 a.m. to 12:00 a.m.

Attending: M. Adams, M. Balloch, M. Benghiat, S. Dibble, G. Dudley, S. Griffin, M. Lesinski, K. Miller, W. Peal, J. Ralph, B. Rogers, W. Steffan, C. Thames, B. Rogers, M. Waring, M. Williams, [*W. Goodell, C. Johnson*]

Guests: Yasmin Atkins, 5/3 Bank, Ken Siver, SPS.

Not Attending: T. Allen, L. Beller, N. Cook, W. Cook-Robinson, J. Comer, T. Ewing, D. Gross, E. Powers, R. Saunders, J. Scharret, L. Wright, A. Wynn, D. Young.

- I. **Welcome and Introductions.** G. Dudley welcomed everyone to the Board's annual retreat and initiated brief introductions. **Overview and Tidbits.** W. Goodell gave an overview of the Retreat Agenda and initiated an extended opportunity for board members to share of items of interest, celebration or concern.

- II. **Getting to Know the FOUNDATION.** As part of the annual retreat, **the Board reviewed and reaffirmed the Foundation's mission statement.** After some discussion, W. Goodell was asked to draft an additional item regarding the Foundation's support for the concept of collaborative work as a key component of community building. The Board will review the draft at the February 7, 2008 Trustee meeting for inclusion in the mission statement.

The Board also performed its annual review and reaffirmation of its support for the following Foundation documents:

- A. **Conflict of Interest/Duality of Interest Policy**
- B. **Confidentiality Policy**
- C. **Donor Bill of Rights**
- D. **CMF Guiding Principles**
- E. **NCPG Model Standards of Practice for the Charitable Gift Planner**

Written confirmation of the acceptance of these policies from each Trustee and staff member is requested annually and kept on file in the Foundation office.

The Board reviewed and reaffirmed its support of the Foundation's "Statement of Investment Policy, Objectives and Guidelines" including the addition of a statement in section (IV)(F) that holdings in any single company or bond issuer, etc. shall not exceed 5% of total assets.

The Board reviewed a draft "Catalogue of Funds" document outlining the types of funds held by the Foundation, the specific funds included in under each fund type and recommendations from the Executive Director for the oversight of grants from each fund. There was discussion on the oversight recommendations and the rationale for various recommendations. Trustees were asked to review the document and forward thoughts and recommendation for revision to W. Goodell. The revised document will be presented for adoption at February 7 meeting of the Board.

- III. **Standards.** W. Goodell reviewed the Council on Foundation's Standards process with the Board and indicated that our application should be complete within the week and on its way to COF for review.

- IV. **Role of Trustees.** W. Goodell reviewed the basic roles and responsibilities of nonprofit Trustees. There was discussion on prospective nominees to the Board and what attributes the Nominating Committee thought would strengthen the Foundation, including prospective Trustees from the legal community, the professional advisor community and the financial community.
- V. **Grants.** B. Rogers presented a YAC grant request for Board approval. The motion was seconded by S. Griffin. Following discussion of the YAC's grant review process the Board approved a grant of \$2,000, without dissent, to the City of Southfield, in recognition of the City's 50th Anniversary. The grant is to be used to print and disseminate a coloring book of Southfield's Historic Sites as designed by Curtis Lewis.
- VI. **Strategic Goals.** The Board discussed the strategic goals outlined by W. Goodell and asked an ad hoc committee chaired by M. Balloch to review the results of past strategic planning sessions for additional materials. There was some discussion of the need for a review of how the Foundation might strengthen itself to better achieve its Goals.
- VII.

Respectfully submitted to the Board of Trustees on Thursday, January 24, 2008 by

Warren E. Goodell
Executive Director