



2025 INVESTMENT COMMITTEE ROSTER

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INVESTMENT COMMITTEE CHARTER

Type: Standing

Membership: The Board of Directors shall appoint an Investment Committee which shall consist of at least one (1) member of the Board and 5 additional members. In addition, the President & CEO and the CFO will serve as ex-officio members of the committee. Term of service is three years, renewable at the discretion of the Board of Directors. All Committee members will be required to sign a Confidentiality Policy and Conflict of Interest Disclosure.

Chairperson & Co-Chairperson: GTCF Board Member, appointed by the Board of Directors to a two-year term, renewable for an additional two-year term at the discretion of the Board of Directors.

Delegation of Authority: The Committee reports to the Board of Directors.

Standard Committee Procedures: The Committee shall meet at the call of the Chair of the Committee, typically 4x/year, or as deemed necessary, and shall maintain minutes of all meetings, which shall be regularly approved by the Committee and made available for distribution to the Board. A simple majority of the appointed members of the Committee shall constitute a quorum at any meeting of the Committee. Meetings may be conducted by teleconferencing where all persons participating in the meeting can hear each other at the same time. Participation by such means shall constitute presence in person at a meeting.

Purpose: The Investment Committee is responsible for review, oversight, and selection of the investments of The Greater Tacoma Community Foundation. In addition, the Investment Committee annually reviews the spending policy.

Specific Responsibilities:

1. Annually, review and approve the retention of the Investment Consultant.
2. At least every five years, consider requesting proposals for Investment Advisory Services.
3. Establish the Investment Policy Statement.
4. Annually review the underlying capital market assumptions used to form the asset allocation for the Investment Policy.
5. Establish procedures for monitoring the policy.
6. Annually review the investment policy to ensure that the goals and objectives are still valid. Any exception to the investment guidelines must be approved by the Investment Committee.
7. Select qualified investment managers or appropriate commingled funds.
8. Formally review the investment performance of the total endowment fund and its components at least quarterly to determine whether the fund's investment performance has met the performance objectives.
9. Formally review the investment performance of the deferred funds and other funds at least semiannually to determine whether the investment performance has met the performance objectives.
10. Annually review the investment performance of the endowed investment pool and recommend the spending policy percentage for the next fiscal year to the Board of Directors for their approval.

Chair's Responsibilities:

1. Chair all Investment Committee meetings.
2. Work with GTCF Staff to develop meeting agenda.
3. Assist in recruiting diverse committee members with the experience required to perform the work of the committee.

Timeline: The work of the committee is year-round.

GTCF COMMITTEE BEST PRACTICES

- Each committee works in coordination with the President & CEO of GTCF and their staff.
- Each standing or ad hoc committee is chaired by a member of the GTCF Board of Directors (BOD).
- Committee members will be provided a video or teleconference link for all committee meetings so that they may participate, even when not available to attend in person.
- Members of the GTCF BOD who are not an official committee member are welcome to attend any committee meeting, as a guest, with the understanding they are not voting members of the committee.
- Decisions/recommendations from the committees to the GTCF BOD or EC are made via consensus. When consensus is not possible, a majority vote of the committee members is reported for the Board or EC consideration.
- An agenda is developed prior to each meeting and distributed to all committee members in advance of the meeting. The chair ensures minutes are prepared and routed to committee members for review.
- Committee Minutes or reports are provided at BOD meetings to keep the Board informed of key committee decisions or actions.
- New Committee members are recruited and vetted by the Committee Chair and CFO.