



2025 FINANCE COMMITTEE ROSTER

NAME/TITLE/PHONE	EMAIL
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FINANCE COMMITTEE CHARTER

Type: Standing

Membership: Finance Committee members are designated annually by the Board Chair, subject to approval by the Board of Directors. The Committee is chaired by a Board Director. The Committee will consist of at least three members. In addition to the Committee Chair, one member will be a director or past director of the Community Foundation. All members must be free of any relationship that would interfere with the exercise of independent judgment. Members must have a strong financial background. The CFO will serve as an ex-officio member of the committee. Term of service is three years, renewable at the

discretion of the Board of Directors. Due to the nature of the committee's work, all committee members will be required to sign the Confidentiality Policy and Conflict of Interest Disclosure.

Chairperson & Co-Chairperson: GTCF Board Director, appointed by 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 Finance Committee is responsible for the review and oversight of the financial health of the Community Foundation.

Specific Responsibilities

1. Assist in the preparation and presentation of the annual budget to the Board of Directors.
2. Recommend any budget additions and or changes during the course of the year.
3. Review the financial statements on at least a quarterly basis.
4. Review the Community Foundation administrative fee schedule annually.
5. Alert the Board of Directors to any financial problems or significant deviations from the budget.
6. Review and recommend to the Board of Directors financial and governance policies, as appropriate.
7. The Committee shall periodically perform an evaluation of its performance to determine whether it is functioning effectively.
8. One member of the Finance Committee will serve on the Audit Committee

Chair's Responsibilities:

1. Chair all Finance 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.