



**Greater Tacoma Community Foundation
Executive Committee Agenda
Thursday, February 6, 2025, 2:00 - 3:00
GTCF Board Room**

Timeframe	Agenda Item	Document(s)
2:00 - 2:05 pm	Welcome & Check-in	
2:05 - 2:35 pm	Executive Committee Workplan <ul style="list-style-type: none">• Pop-up Interviews: what did we hear/how do we take feedback to action?• Coordination between Executive & Governance Committee workplans	
2:35-2:45 pm	February Board Retreat Agenda	Draft agenda
2:45-2:55 pm	New Business and/or Executive Session <ul style="list-style-type: none">• CEO 2024 Evaluation	
3:00 pm	Close and Adjournment	

Upcoming Dates:

- Board Retreat: Silver Cloud Pt Ruston; February 27 dinner & February 28 workshop 8:30 - 4:00pm

2025 Board Retreat AGENDA

Updated 1/16/25



<p>2025 GTCF Board Retreat</p> <p>GTCF Has Superpowers... Now What?</p>
<p>PURPOSE</p> <p>To engage Board expertise and imagination around the people, relationships, and resources that support continued progress on GTCF's strategic framework under current social, political, environmental conditions</p>
<p>WHEN</p> <p>Thursday, February 27, 2025: 5:00p-9:00p Friday, February 28, 2025: 8:00a-3:30p</p>
<p>WHERE</p> <p>SILVER CLOUD INN, POINT RUSTON, ONYX ROOM</p>

QUICK AGENDA

THURSDAY, February 27

TIME	CONTENT
5:00p-6:00p	February Board Meeting
6:00p-6:45p	Cocktails & Appetizers
6:45p-9:00p	GTCF Cafe: Three Courses, Three Conversations

FRIDAY, February 28

TIME	CONTENT
8:30a-9:00a	Breakfast
9:00a-10:00a	Superheroes for GTCF's Superpowers
10:00 am	PANEL: Stacey, Doug, & Dien Yuen & Mike Ray – Philanthropic Advising as Strategic Impact
11:30	BREAK
12:00 pm	Lunch CONVO: Kathi & Marilyn Strickland – Accelerating Government Funding to Community
1:30 pm	BREAK
1:45 pm	Strategic Framework Vision Revisit
3:00 pm	CLOSING Happy Half-Hour Offers & Requests – Building the Board as a Holistic Group
3:30 pm	FAREWELL

DETAILED AGENDA

THURSDAY, February 27

TIME	CONTENT	LEAD	GOAL
5:00	February Board Meeting	Wayne	Official Business Completed Before Retreat
6:00	Cocktail 3/4 Hour <i>Appetizers will be available</i>	Wayne	Transition from Meeting to Conversations
6:45	GTCF Cafe Three Courses, Three Conversations <i>Dinner will be served in three courses, buffet-style</i> <i>At each course, Board members will be encouraged to change tables</i> <i>Board members engage in three different conversations with different topics for each themed conversation.</i> <i>Facilitators will have conversation prompt guides to support keeping the conversation going.</i> TABLE FACILITATORS <i>Seth; Megan Sukys; Stacey; Joe; Megan Smedsrud</i>	Ted Lord	Board members share personal experiences, knowledge, and wisdom around GTCF's strategic framework
6:45	1st Course – Valuable Salad While enjoying salad... Take 3-5 minutes to share one of your animating practices,	Ted Lord	ANSWER: Why does this value, practice, or belief seem like the right one to share now?

	<p>values or beliefs that you see as aligned with GTCF. You can speak as the moment invites or bring a poem, prop, artifact as a third object to speak to.</p> <p>Difficult special effect requests and multimedia av needs encouraged.</p>		<p>What group or person embodies this approach or energy?</p> <p>Was there an event or time in your life that helped you come to this?</p>
7:15	<p>2nd Course – Mainly Context</p> <p>Over a hearty main course...</p> <p>Discuss a handbill-size list of external factors that affect GTCF’s strategic momentum and direction, from national to local, political to social, and the like</p>	Ted Lord	<p>ANSWER:</p> <p>What factors are in GTCF’s field of influence?</p> <p>What are in GTCF’s field of concern?</p> <p>How does GTCF prepare?</p>
8:00	<p>3rd Course – Sweet Visions</p> <p>Paired with dessert...</p> <p>Looking at the Vision GTCF adopted in 2022, discuss what’s different in 2025.</p>	Ted Lord	<p>ANSWER:</p> <p>How has GTCF’s vision changed since July 2022?</p>

FRIDAY, FEBRUARY 28

TIME	CONTENT	LEAD	GOAL
8:30	Breakfast		People have energy for the day
9:00	Superheroes for GTCF’s Superpowers	Ted Lord	

	<p>A powerful group practice is to imagine a spiritual circle around our work together made up of personal heroes and avatars. Who is one spirit whose presence you would invoke to guide our deliberations today and why.</p> <p>Does this person represent an energy or perspective you hope to see more of today?</p> <p>How and where in your body do any sensations show up as you think of them?</p> <p>What does this person shift in you when they come to mind? Is there a specific type of time or season you look for their voice and counsel?</p>		
10:00	<p>Philanthropic Advising as Strategic Impact</p> <p>PANEL: Stacey, Doug, Dien Yuen & Mike Ray</p>	Stacey	Board members learn how professional advisors and potential fund advisors can find value in GTCF's unique tools, services, and knowledge
10:45	<p>What? What? What?</p> <p>An engaging, dynamic exercise for the Board to integrate the learning from the Panel</p>	Ted Lord	

11:30	Break & Lunch Buffet		
12:00	Lunch Discussion Accelerating Government Funding to Community Convo: Kathi & Marilyn Strickland	Kathi	Board members get a federal government perspective on the ways funding and policy is moving for Pierce County
12:45	What? What? What? An engaging, dynamic exercise for the Board to integrate the learning from the conversation	Ted Lord	
1:30	Break		
1:45	Strategic Framework Revisit What do we need to know to know it's working? How do we have a clear perspective of aligned priorities for the strategic framework?	Ted Lord	Board sees the Strategic Framework as a dynamic guide for GTCF's work, one that can grow and evolve in pieces and parts
3:00	Closing Happy Half-Hour Offers & Requests to the Board as a Holistic Group	Ted Lord	Board members build their identity as a coherent and diverse governing group
3:30	FAREWELL		



2025 EXECUTIVE COMMITTEE ROSTER

NAME/TITLE/PHONE	EMAIL
M. Wayne Williams, Chair Community Leader 253.226.8880	mww11@juno.com
Richard Woo, Vice Chair Retired Non-Profit Leader 253.255.9006	Richardwoogle@gmail.com
Kitty-Ann van Doorninck, Secretary Retired Judge 253.882.6221	kavand@rainierconnect.com
Tory Green, Treasurer Retired Fire Chief 253.222.5631	toryonogreen@me.com
Ahlmahz Negash, At-Large City of Tacoma (sabbatical) 253.318.6611	ahmahzn@gmail.com
Lori Forte Harnick, Chair Emeritus Goodwill of the Olympic & Rainier Region 253.573.6500	lorifh@goodwillwa.org

EXECUTIVE COMMITTEE CHARTER

Type: Standing

Membership: The Executive Committee shall consist of the Board Chair, Vice Chair, Secretary, Treasurer, Chair Emeritus (when eligible) and one At-Large Member. The President & CEO will serve as an ex-officio member of the Committee. The Board of Directors by resolution may designate additional members to serve on the Executive Committee as either voting or non-voting members. All Committee members will be required to sign the Confidentiality Policy and Conflict of Interest Disclosure annually.

Terms of Service: Chair and Vice Chair will each serve 2-year terms. The Chair Emeritus is a 1-year term following service as Board Chair. The Secretary, Treasurer, and At-Large members will each serve 1-year terms that can be renewed annually. These 3 positions are candidates to move into the Vice Chair position, but prior service in these positions is not a requirement for the Vice Chair.

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 4-5 times per year, and shall maintain minutes of all meetings, which shall be regularly approved by the Committee and made available for distribution to the Board. The Chair shall preside at meetings as

the chairperson of the Executive Committee. 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 purpose of the Executive Committee is to exercise powers of the Board of Directors as to matters that arise and must be dealt with between regularly scheduled Board meetings, when it is not feasible to convene the Board, to conduct the annual performance review of the President & CEO and provide a sounding board for the President & CEO as appropriate.

Specific Responsibilities:

1. The Committee shall deal with matters that arise between Board meetings that require Board action and the Committee determines that it is not feasible to convene the entire Board in a special meeting to deal with the matter. It shall also be responsible for coordinating the annual review of the GTCF President. To the extent permitted by applicable law, the GTCF Articles of Incorporation, its Bylaws, and Washington law, the Committee is empowered to act for the full Board; however, the Committee shall not have power or authority as to the following matters:
 - a. Adopt, amend, or repeal any provisions of the GTCF Articles of Incorporation or Bylaws; or
 - b. Adopt a plan of merger or adopt a plan of consolidation with another corporation; or
 - c. Authorize the sale, lease, exchange, or mortgage of all or substantially all of the property and assets of the Foundation; or
 - d. Authorize the voluntary dissolution of the Foundation or invoice proceedings therefore; or
 - e. Adopt a plan for the distribution of the assets of the Foundation; or
 - f. Amend, alter, or repeal any resolution of the Board of Directors; or
 - g. Elect, appoint or remove any Director or Officer of the Foundation; or
 - h. Change the membership of, or filling vacancies in, any Board Committee; or making final determination of policy; or hiring or firing the President.
2. The Committee may call a special meeting of the Board.
3. The Committee shall report all action taken by it to the Board at its next regular meeting succeeding the taking of such action.

The President & CEO shall not participate in the activities of the Executive Committee relating to the review and approval of his or her performance and compensation.

Individual Roles

BOARD CHAIR

- General: Ensure the effective action of the Board in governing and supporting the organization and overseeing Board affairs. Acts as the representative of the Board, rather than as an individual supervisor to staff.
- Community: Speaks to the community on behalf of the organization (as does the President & CEO); represents the agency in the community.
- Meetings: Develops agendas for meetings in concert with the President & CEO. Presides at Board meetings.

- Committees: Determines whether executive meetings are necessary and convenes the committee accordingly.
- President & CEO: Establishes search and selection committee (usually acts as chair) for hiring a President & CEO. Convenes board discussions and process for annually evaluating the President & CEO including salary compensation per the President & CEO Salary Review Policy. Negotiates compensation and benefits package; conveys information to the President & CEO. In case of emergency succession situation, serves as point person for CFO and CSO in ensuring smooth implementation of normal operations until President & CEO can resume role.
- Board Affairs: Ensures that board matters are handled properly, including preparation of pre-meeting materials, committee functioning, and recruitment and orientation of new board members.

VICE CHAIR

- General: Acts as the chair in his or her absence; assists the chair on the above or other specific duties.
- Special Responsibilities: Typically chairs the Governance Committee. Typically succeeds the Board Chair to become the next Chair of the Board, subject to the board election process of officers. Works with the President & CEO to ensure Board has signed Conflict of Interest Disclosure annually.

TREASURER

- General: Ensures the effective action of the CFO and Board financial committees (Investment, Finance and Audit). Manages the board's review of, and action related to, the board's financial responsibilities. Ensures adequate director and officer insurance is in place to protect the board.
- Reports: Ensures that appropriate financial reports are made available to the board including annual report of how investments performed relative to investment policy. Ensures predictable and periodic financial reports prepared by Board Committees and CFO to board on key financial events, trends, concerns, and assessment of fiscal health.
- Auditor: Works with the CFO to meet annually with the auditor in conjunction with the Finance and/or Audit Committees. Ensures, through the Finance Committee and Investment Committee, sound management and maximization of cash and investments are reported to the full Board.

SECRETARY

Works with the President & CEO (or delegated staff) to ensure organization is adhering to Document Retention Policy including permanent retention of all board minutes, articles of incorporation and bylaws.

- Ensures all Board Resolutions are being recorded for future board reference.
- Works with Board Chair to ensure all decisions made by teleconference are in accordance with bylaws and applicable state laws.

AT-LARGE MEMBER

Overview: One of the important goals associated with the At-Large position is to assist in developing and sustaining a desired board culture. The selection and on-boarding of new board members is a critical component in achieving this goal. Identifying individuals that share GTCF's philosophy and values and cultivating relationships prior to becoming board members does not conclude our work. Providing them a greatest opportunity to acclimate, learn and contribute to the successful execution of board responsibilities is just as important. At-Large duties are intended to ensure the on-boarding process is carried out in a comprehensive, inclusive, individualized, and attentive manner.

In addition to all the Executive Committee functions, this position typically will serve to:

- Lead the new Board cohort onboarding process:
- *Specific responsibilities:*
- Ensure all new members attend board orientation
- Ensure all new board members have a copy of GTCF's on-boarding process, understand goals associated with it.
- Work with mentors to ensure an individualized quarterly/1-year plan is successfully completed for new members.
- Provide mentors a level of support that yields a best experience for new board members.

- Lead the Board Mentor process:
- *Specific responsibilities:*
- Follow up to ensure mentors understand and are comfortable with their duties.
- Provide support in researching or gathering information that might be requested.
- Encourage mentors to establish a schedule for meetings or communicating with their assigned new board member.

Acquire feedback from new members and mentors and annually provide the Governance Committee Chair and members recommendations on ways to improve the on-boarding process.

May lead any Board ad hoc committees (such as retreat planning), as appropriate. This position is also a candidate to move into the Vice Chair position subject to the board election process for officers.

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.