

**Mammoth Lakes Foundation
 Executive Committee Meeting Minutes
 Tuesday, April 17, 2018 @ 3pm
 Mammoth Lakes Foundation Library
 100 College Parkway, Mammoth Lakes, California 93546**

www.mammothlakesfoundation.org

(3pm) Call the Meeting to Order – Board Chair Gary Myers

(3:01pm) Executive Committee Member

Gary McCoy - President	Gary Myers – Board Chair	Shields Richardson - Secretary
Luan Mendel - Treasurer	Bonnie Colgan - Member	Evan Russell – MLF CEO

(3:32am) Administrative Items

1. Approve any additions to the Agenda
 - The review of the roof bids was added to the agenda
 - President McCoy was not in attendance and was excused from the meeting.
2. Approve the minutes of the February 24, 2018 Executive Committee Meeting
 - The minutes were approved as submitted. (Motion by Luan, Second by Gary, Approved 5-0)
3. Provide the Executive Committee with a status report on the National Wounded Warrior Center.
 - The CEO presented an updated on the possible locations for the Center with a recommendation forthcoming to the Executive Committee after the closure of the sale of the apartments between MLF and the SMHD.
4. Review and consider approving the updated Employee Handbook.
 - The employee handbook was approved as submitted. (Motion by Bonnie, Second by Gary, Approved 5-0)
5. Review and consider approving a Sponsorship Policy to increase the Foundation’s ability to deliver services to the community.
 - The Sponsorship Policy was approved as submitted with discussion about the need to define the tiers of sponsorship and naming rights as an element of the capital campaign. (Motion by Shields, Second by Gary, Approved 5-0)
6. Review and consider approving a Board Governance Model for the Mammoth Lakes Foundation. (Att #4)
 - The refinement of the roles and responsibilities of the board as related to policy and patrons was approved with discussion about the ability to organize the number of identified ambassadors and the need to create differentiated structures to include campaign chairs and team leaders with incentives that will actively engage people that will assist with closing the funding gap for the theater. (Motion by Gary, Second by Luan, Approved 5-0)
7. Provide a Capital Campaign Status Report to the Executive Committee
 - The timelines was reviewed with a reiteration about the need to provide greater structure to the patron model of ambassadors as the timeline was reviewed and a recommendation to share the Case for Support with the identified ambassadors. It was noted that until we have hard numbers about the cost of the theatre we need to be cautious about getting to far out in front of a capital campaign.

8. Provide the Executive Committee with a MACC Status Report
 - The environmental review documents were reviewed with the committee with the sense of urgency to obtain and complete this initial listing of required information due to the town staff by 04.30.18 in preparation for the Advisory Design Panel scheduled for 05.09.18.
9. Old Business
 - There was not old business.
10. New Business
 - The three roof bids were presented to the Executive Committee and took action to approve the Mike Kenney Roofing bid not exceed \$73,985 contingent upon the sale of the apartments between MLF and the SMHD. (Motion by Shields, second by Gary, approved 5-0)
11. Adjourn to Closed Session
 - Pending Litigation
 - i. The Executive Committee took action to approve the settlement agreement between MLF and Silver Sail Entertainment. (Motion by Gary, second by Luan, Approved 5-0)
 - Personnel Matters
 - i. There was no action taken in closed session.
 - Real Property
 - i. There was no action taken in closed session.
12. Attachments:
 - MLF Cash Report dated 04.10.18
 - MLF Exec Com Self-Assessment Data and Comments

The meeting was adjourned at 5:17pm to the next meeting of the MLF Foundation Board of Directors meeting scheduled for Saturday, April 28th, 2018 at 8:30am to be held in the Mammoth Lakes Foundation Library.

Respectfully submitted,

Rich Boccia, Executive Director

Supporting higher education and cultural enrichment in the Eastern Sierra