

**Corrections Foundation**  
**Board of Directors Meeting**  
**Monday, October 20, 2008**  
**James Moore and Company, CPA**  
**10:00 a.m.**

**Attendees:**

Mr. Louie L. Wainwright, President  
Mr. Tom Rush, Vice President  
Mr. Dave Mecusker, Treasurer  
Mr. Jim Williams, Finance and Membership Committees Chair  
Ms. Rosa McNaughton  
Ms. Mary Ellen Dayan-Varnum  
Col. Butch Redding  
Mr. Robert Woody

**Absent:**

Mr. Jason Clinger  
Mr. Dick Pearce  
Ms. Betty Bennett

**Special Guests:**

Secretary Walt McNeil  
Mr. Jack Wainwright, Woody Drake Advertising  
Mr. Ted Jeter, Asst. Warden of Programs, Madison CI

**Staff:**

Mr. Chris Akins  
Ms. Sheri Logue  
Mr. Nick Dawkins

President Louie Wainwright called the meeting to order at 10:00 a.m. Mr. Jim Williams gave the invocation. Vice President, Tom Rush took attendance and a quorum was established. Mr. Wainwright noted that Secretary McNeil had planned on attending our meeting today and should join us around 11:00. He expressed our appreciation to James Moore and Company, CPA for the use of their room for our board meeting today. He asked the board if they would like to continue meeting at this location or meet at Central Office. Mr. Williams asked if we were required to make notice of our meetings to the public. To our knowledge we do not but it may help our cause if we could invite others to attend and make our board meetings open to any DC employee or others who wish to attend.

Parking at Central Office has been problematic in the past and we could start meeting there again and reserve parking places for our board members. Traveling board meetings have also been

enjoyable and it is always a good opportunity to have our meetings out in the field where we can invite different institutions or circuits to join us.

Mr. Williams recommended that we schedule our next board meeting in South Florida to kick off our membership campaign in February 2009. When we meet in Tallahassee from here forward we will reserve a room at Central Office.

Mr. Wainwright introduced the last meetings board minutes for review and discussion. A motion was made by Mr. Williams and seconded by Col. Redding to approve the board minutes from April 2008. The motion passed unanimously.

The Finance Committee minutes from 7/30/08 were introduced for review and discussion. These minutes authorized the transfer of funds from Tallahassee State Bank to a CD so that we will earn interest and have FDIC protection. Motion made by Mr. Williams to accept the minutes, seconded by Warden Dayan-Varnum. Motion passed unanimously.

### **Treasurer Report**

Mr. Mecusker gave the finance report highlighting that fiscal year to date our expenses have outpaced our income. Ms. Logue expanded on this by mentioning that the large donation we received for the K-9 unit of \$27,000 makes our bottom line actually look better than it is. This donation is restricted funding that is not available for operating expenses with the exception of a 5% administration fee. The bank balances were then reviewed and the finance report by account was reviewed. Since the bank balance showed fewer funds than were actually available, through multiple accounts, for the operating account, Ms. Logue was asked to move funds if necessary but to have the funding reflected on this report in the bank account that supports operating functions. Ms. Logue explained that our accounting software, QuickBooks, lumps all of our money even though it is a 5 different banks together in the software. So she creates a report from the QuickBooks class report to reflect where the money in our accounts belongs. Funds that are in Tallahassee State Bank need to be moved to the Operating account to reflect expenses for the Employee Assistance Program, however this has not yet been done because the funds earn interest in Tallahassee State Bank but do not in the Operating account. She agreed to create another report that shows clearer where the funds within our bank accounts and the designations of the funds for programs and operating purposes. QuickBooks shows these designations very clearly but translating them to a report has been more difficult. She will ask our CPA's for their advice on the best reports to provide to the board.

Mr. Williams asked if we have received any complaints about our 5-10% administration fee. We currently use 5% of membership dues and 10% of grant funding for administration. We have not received complaints but we were asked if we could charge 5% instead of 10% for the recent program donation the Inspector General's K-9 Unit donation. Mr. Williams noted that we need to stick to 10% across the board. Mr. Mecusker noted that in the FSECC book each organization lists their administrative fee and that 10% is very low for most. High overhead is very common.

Mr. Rush mentioned that if we do not need 10% for administration we could put it back. But then it was agreed that the money would definitely be used. Mr. Akins noted that in the past 5% of membership dues have been moved over to administration on July 1<sup>st</sup> of each new fiscal year. So at the beginning of each fiscal year the amount of administration is calculated based on the total amount received for membership during the last year.

Ms. McNaughton asked if we have looked into what is considered a proper administrative fee. Mr. Akins has investigated this in the past and most organizations have a higher administrative fee than 10%. Ten percent is not excessive if we keep in line with what it takes others to operate.

Mr. Rush mentioned that the Dept. of Agriculture administers charitable solicitation and that he can look at records to see what the average administrative fee is.

Mr. Williams noted that have to be realistic about what it costs to run the organization. For 5 years we have operated a bear bones budget with 4 part time staff. No one should complain about us using 10% of membership in order to provide better service to DC. Our purpose is not to make more money but to maintain our level of support to our customers, which we cannot continue to do on a 5% administrative fee.

Motion passed to increase our administrative fee to 10% for both membership and any grant funds for which we serve as the fiduciary.

### **Specialty License Plate**

To date we have sold 252 tags and we need to sell 1,000 to avoid our tag being canceled. So far we have used the following marketing tactics to get the word of our tag out to the 27,000 DC employees who would support it. We have purchased billboards in both Starke, FL and between Quincy and Tallahassee, FL. We have emailed our new members who are expecting a birthday for months September – November and we have posted flyers at each institution and circuit. We have also displayed banners featuring Major Wailon Haston of Lawtey CI and Crystal Sumerlin of Tallahassee P&P at 9 locations in Region I and II where we have had the most membership support. The response we have received from the field is that staff is concerned about vandalism to their cars if they show that they are associated with Corrections.

Mr. Jack Wainwright joins us today representing Woody Drake Advertising. He has donated the space for our billboard on Interstate 10 between Quincy and Tallahassee until further notice. The value of his donation is \$400 a month and we are currently in our 3<sup>rd</sup> month of his donation.

Mr. Wainwright addressed the issue of vandalism noting that the PBA and many other police associated organizations have tags and have not experienced vandalism. It is a matter of pride in Corrections and the employees of DC should be proud of the service they provide to our state.

It is believed that if DC regional directors, circuit administrators and wardens support the tag that employees will too. If they want to be considered the same level of other law enforcement, which is our goal in this endeavor, they need to be proud to be a part of Corrections. The amount of money we've given back to employees shows that when employees get behind an effort great things can and do happen. We can tell the legislature that we have given \$2.7 million back to DC employees and families in need however we can not be the voice of 27,000 DC employees when we can not even show the legislature that we can sell 1,000 tags a year. We need staff to take pride in the tag in order to show legislators that there is enough support to keep it. If we can not get the commitment from DC staff we will be faced with the decision to drop the tag project and lose the funds, \$75,000, that was borrowed to support the tag effort. Mr. Wainwright asked the board what else we could do to encourage participation.

Mr. Rush noted that DC currently runs PSA's on the radio promoting Corrections as a Career of Courage and listing a 1-800 number to increase recruitment. He asked how many tags are at Central Office and whether or not we felt that vocal support from Secretary McNeil would help. They're at 6 tags in the parking lot at Central Office. Mr. Wainwright mentioned that he thought that if the Regional Directors would support the effort that they could start sales in the right direction. He felt it would be asking too much to have the Secretary push this effort strongly since it does require employees to spend money in these tight economic times.

Mr. Williams recommended speaking to Secretary McNeil so that he is aware of the difficulty we are having and let him know that we went out on a limb, \$75,000 worth, because DC staff told us they wanted the tag and now it appears that they do not want it.

Ms. McNaughton asked if we have gone to any of the Regional Directors and Warden's meetings to speak about the tag and yes we spoke to both Regions I and II for about a year and a half and during the membership campaign but we have not specifically told them that if we are close to losing the tag since sales are not near the 1,000 tags required for the year.

Mr. Wainwright clarified that we must sell 1,000 tags before November 9<sup>th</sup>. After that we will receive a notice from the Department of Motor Vehicles and a certain time period to increase sales, after this amount of time they will stop selling the tags but allow anyone who has a tag to keep it for the next 5 years.

If we can reach our goal in the next 12 months we will ask to keep the tag. If we cannot increase sales then perhaps we should give up our efforts.

Ms. McNaughton asked if there was a website order form or an easy way for people to renew their tags online. Mr. Akins noted that there is a form on our website that staff can include with their mail in renewal to ask for the Corrections Foundation tag. The tag costs a \$25 administration fee and another \$10 if it is not time for a person to have a new tag plus registration fees. Most people who have purchased the tag have paid \$80 or more.

Col. Redding mentioned that he really thought the tags would sell and he doesn't understand the opposition to the tag.

Our guest, Mr. Jeter, Assistant Warden from Madison CI, joined us today to speak about how Madison CI encouraged membership during the last campaign. Madison CI has been recognized for taking participation from 62% to 92% in one short week. Mr. Jeter explained that they asked a CO who was well liked and knew about the Corrections Foundation to speak to staff on every shift. The membership forms were preprinted with each employee's name and people first id number to help make it easy to sign up. Everyone returned the form even if they declined to join and there was no pressure or intimidation to join. He noted that most staff has seen their coworkers helped by the Foundation and they have learned first hand how we can assist in times of need.

Mr. Williams noted that Madison's warden Mr. Wellhausen was struck with a tragedy earlier in the year in which his son was in an accident and spent a long time in ICU. It is a miracle today that he is alive and we were fortunate enough to help his family financially during this long period of recovery.

Ms. Logue asked if it would be easy to ask wardens across the state to assign a well-liked correctional officer to act as our liaison for the Foundation and the membership campaign. Warden Dayan-Varnum thought that it was a great idea and that she would be able to implement it at Calhoun CI. It will be the goal of staff to preprint membership forms and have a point person at each location prior to the next membership campaign in order to strive for 100% participation during the next year.

Secretary McNeil joined us and was introduced to the Board, staff and visitors. Mr. Wainwright recognized Secretary McNeil for his support of our golf tournament and troop project and thanked him for the emails he has sent to staff in support of the Corrections Foundation.

Secretary McNeil thanked the board for the invitation to attend today's board meeting. He apologized in advance that his time is limited as he has another engagement at 11:30 a.m. He noted that he recognizes and appreciates the work the Foundation does in the lives of DC employees. He is eternally grateful to Mr. Wainwright for making inroads and he is compelled to do what ever he can to support our organization as we serve DC. He recognized hurdles we must overcome to gain success specifically regarding the specialty license plate. He understands there is staff hesitation due to officers not wanting their personal vehicle to be associated with corrections. He noted that he would talk to staff to see how we can best increase support of this project.

Secretary McNeil commented that the Foundation is a tremendous asset to the Department and that we are underutilized and that there are a great deal of things we could do to raise funds together and benefit the programs of the Department as well of ways we can be engaged to assist employees more. He recognized that as our economic times worsen there may be further budget cuts and staff

as well as the Department face an uphill battle but he asked for us to be encouraged and know that the work we are doing is appreciated. He noted that he has sat on many foundation boards and he knows that it is not easy but he believes it is worthwhile service and he gives his full support of the Corrections Foundation and Board.

Mr. Wainwright asked if any board members have questions they would like to ask Secretary McNeil. Mr. Williams discussed the Computers for Florida's Kids program that was closed in October 2006. The program refurbished more than 7,000 computers, 20% of which were available for DC's use. He mentioned that recently he, the instructor of the program at Cross City CI, and Mr. Wainwright had met with the Chief of the Office of Technology, Gene Hatcher to ask if the program could be reinstated. He asked if there was an update on the status of our request.

Secretary McNeil noted that he had no problem with the program; however he asked what the security concern was that closed the program. Mr. Mecusker explained that there was an internal audit of the program when he was the chief of internal audit and that the auditor was impressed by the program and found nothing that could not be corrected with minor tweak to fix any security risks. However the chief of OIT at the time wanted to close the program so he advised the Secretary to do so. In 7 years there had been no security breach in the program and there were only 15 offenders involved in the program at 3 sites. These individuals had to graduate to the Computers for Kids Program and were hand selected by their vocational instructors for placement in the program. There were no evident security risks, however there was worry about what "might happen or could happen".

Secretary McNeil asked Mr. Dawkins to send him an email to remind him to follow up on the possibility of reinstating the program. It is a win-win program for the community, offenders and for DC, especially in a tight budget year.

Mr. Wainwright recognized Mr. Jack Wainwright for his support of the Specialty License Plate Project. Mr. Wainwright's company Woody Drake Advertising has donated billboard space on I-10 between Tallahassee and Quincy, a value of \$400 a month, to the Corrections Foundation. Secretary McNeil thanked Mr. Wainwright for his support and presented him with a plaque from the Corrections Foundation recognizing Woody Drake Advertising as an honorable member.

Mr. Wainwright thanked the Board and Secretary McNeil for their recognition and noted that he would like to stay the course and commit to another year of displaying our billboard at various sites in Leon and Gadsden counties.

Secretary McNeil exited the meeting.

### **Specialty Plate Discussion**

The board discussed the possibility of increasing tag sales by offering reserved parking spaces for tag holders. It was recommended that we look into providing reserved parking spaces for those

who purchase the specialty license plate and that we pilot the project at Central Office and then identify spots at all locations for those who purchase the tag.

Ms. McNaughton – DMV recommended that we amend our articles of incorporation to address the specialty license plate and to include marketing and administration percentages. Currently our statute does not specifically state how funds we raise can be used. Mr. Akins explained that there is nothing in our statute that allows us to utilize funds from tag sales, but it states that we may use the funds to support our bylaws and articles of incorporation. The purpose of revising our articles would be to incorporate marketing and staffing expenses that are part of the project. Two versions are available for review. The first version is more detailed and explicitly defines the percentages that will be used for marketing, administration, employee assistance, disaster relief and a scholarship fund. See below:

### **Proposed Changes to Articles of Incorporation Version I**

#### **Article X: Specialty License Plate**

The Corrections Foundation may pursue and implement, through legislative approval, a specialty license plate, the purpose of which will be to support and promote the officers and staff of the Florida Department of Corrections.

The funds collected from the license plate shall be distributed as follows:

1. The first \$75,000 collected from the user fees of the specialty license plate may be used to recoup the costs of the Department of Highway Safety and Motor Vehicles application fee, scientific survey fee, and fees associated with developing the specialty license plate.
2. Thereafter the user fees shall be distributed in the following manner:
  - a. 5% shall be used for administration;
  - b. 15% shall be used for marketing for the purpose of promoting the license plate and promoting Correctional Officers and Probation and Parole Officers;
  - c. 60% shall be used for the Employee Assistance Fund;
  - d. 5% shall be used for a special scholarship fund for the children of officers and employees killed or injured in the line of duty,
  - e. 15% shall be used for a special disaster relief fund to assist officers and employees.

The second version is more general and is below:  
**Proposed Changes to Articles of Incorporation Version II**

#### **Article X: Specialty License Plate**

The Corrections Foundation may pursue and implement, through legislative approval, a specialty license plate issued pursuant to section 320.08058, Florida Statutes, to generate fees to continue and expand the Foundation's programs and projects for the benefit of and in support of Florida Department of Corrections employees. User fees received by the Foundation from the specialty license plate shall be used primarily to support Foundation programs and projects and may be used to pay Foundation administrative costs, specialty license plate audit or compliance affidavit costs and specialty license plate marking and promotional cost.

The board recommended revising our articles at this time using the second version above and specifically stating percentages of use in our Bylaws so that they can be changed by a board vote as time goes on and needs change. If we specify percentages in our articles of incorporation it will be more cumbersome to change them if the need arises in the future.

Ms. McNaughton explained that the rules that govern specialty license plates state that expenses have to be defined in our statute in order to be permitted but the person Chris has spoken to at the DMV has advised that just changing our articles of incorporation will suffice because our statute mentions our articles of incorporation. She advised that there is no penalty for going this route now and if we find that we need to change our statute in the future we can.

Mr. Mecusker made a motion to accept the board recommendation, less specific version of the new articles of incorporation. Mr. Akins was asked to verify with the Dept. of Motor Vehicles that this change to our articles would suffice and meet their requirements so that we can support our expenses for this project in the future.

### **Membership Report**

Mr. Williams presented the membership report noting it is a good representation of how successful our campaign was this past March and April. We had great results from Mr. Whitehurst in Region I and Mr. Redd Region II, Region III is at about 50% and Region IV is in poor shape. A total of 58% of the Department's employees are members of the organization which is a long way from 100% participation so we have some work to do. He recommended that we have our next meeting in Region IV and speak about our next membership campaign since we have not focused heavily on recruitment in this area. They have their issues with employee turnover that makes recruitment more difficult but with an added effort in the area we can have an impact.

Mr. Wainwright addressed his concern about the Correctional Peace Officers Foundation being promoted to Florida Corrections personnel. They were introduced to Florida DC employees when Michael Moore was Secretary. The CPOF is the national organization out of California and they currently have 3420 members in Florida and their minimum membership dues are \$2.31 a pay period. Compared with our membership dues of \$1 a pay period their organization takes a lot from Florida and it is not yet known how much they return to the employees of Florida. Mr. Wainwright would like to see their payroll deduction option stopped for DC staff and for the clarification to be made that the Corrections Foundation is the local foundation and that the CPOF is not us. Many employees are confused about which organization they belong to and it is time to clarify the differences between us. Mr. Wainwright has recently spoken to Ralph Kiessig, Director of Personnel, about the possibility of disallowing further payroll deductions for the CPOF. The members they currently have would remain until the employees canceled but the organization would stop being promoted to Florida DC staff to help to end the confusion between our organizations. He advised that he would speak to Secretary McNeil about this possibility. On another note the Florida Peace Officers Foundation, a valuable organization that does not compete with the Corrections Foundation, has been trying to gain a payroll deduction code for some time

and they have been told there are already too many organizations offered however they are a Florida based organization and should be available before the California based organization is promoted to DC staff.

Warden Dayan-Varnum noted that the Corrections Foundation is different than the CPOF and asked if there is a way we can better educate staff about the differences. There are many employees who believe they are members of the Corrections Foundation when they are members of the CPOF. She advised that we educate staff about the amount of money the CPOF gains from Florida and the amount they give back to Florida employees. Mr. Rush agreed that we need an educational program to inform members. He also recommended that we ask a member of the CPOF to ask them how much they give back to Florida and see if they respond. We could also do a public records request to ask how much they have given to DC employees.

Ms. Logue reviewed the membership report highlighting how much the Corrections Foundation has provided to each Region since our database began in 2005. In order to have an impact in Region IV Ted Jeter recommended making an effort to sign up new members all year long. The region's turnover is so high that recruiting just once a year misses a lot of new employees. Madison CI recruits throughout the year and the recruitment sergeant speaks to new recruits one on one about the Corrections Foundation and the benefits of joining. He felt that the one on one atmosphere works better than a classroom approach.

Mr. Woody asked if Central Office still promotes the Corrections Foundation during orientation. Central Office does offer this support during orientation but new employees are few and far between since the budget cuts were announced in July. Staff was asked to inquire about how the regional personnel offices promote us to new employees. They were also asked to look into providing reserved parking spaces for staff who purchase a specialty license plate and start this initiative at Central Office to see how it affects tag sales.

### **Golf Tournament**

Mr. Dawkins presented the golf tournament report and noted that we started solicitation early this year and that the event was proceeding as planned. The tournament will be held this Thursday at SouthWood Golf Club in Tallahassee. Support and registration for the tournament were both increased by Secretary McNeil's email of support. We have many new sponsors this year and our Platinum level sponsor is Dr. Robert Mouradian of Jacksonville. It was recommended that we provide him with a nice plaque recognizing his support. Nearly \$20,000 has been raised for the golf tournament to date. Door prize donations have been scarce this year but we have invited Interactive Golf to join our tournament this year and they will be providing door prizes that will help us make the tournament a nice event for all participants. We have also added a prize to our grand prize hole that ensures anyone coming within 12 inches of the hole will win \$1,000. A hole in one on this prize hole will win a 2008 Mustang.

Mr. Wainwright mentioned that Secretary McNeil has offered his full support and has said that he will try to attend the beginning of the tournament. We appreciate his support and recognize the impact it has had on our success this year.

### **Other Fundraisers**

Col. Redding reported on two events that he and Ms. Bennett have discussed with local entrepreneurs in the Starke area. One is a sporting clay tournament at which we would ask Corrections to help us cook a meal and we serve plates as a fundraiser. He also advised that many locals would be interested in a golf tournament in Starke, which will offer an opportunity for staff to support us with a lower registration fee than our other two tournaments. He advised that he and Ms. Bennett would follow up and report back to the board. It was agreed by the board that this was a good idea to explore.

### **Troop Project**

Col. Redding, Ms. Bennett and staff have spoken to many families of our deployed troops and they are very excited that we are recognizing their loved ones. Collections of items to send overseas have been great from all over DC. Employees from every institution, circuit and corner of DC have come together to support our DC employees who are serving overseas. We currently have 3 offices full of supplies to send to our troops.

There were 95 employees on our original list that we received from Personnel. After calling the families of these employees we have found that many of them are on active duty stateside, or they have returned to work. Only 22 overseas addresses of the 95 employees have been secured. Secretary McNeil's supportive email to staff spurred overwhelming support and we also have nearly sold out of troop pins in support of this effort.

Col. Redding noted that securing addresses from the families has been difficult because not many of them are answering the phone or returning our phone calls. He advised that it might be easier for the warden's or supervisors to provide us with an overseas mailing address since they may keep in touch with the soldiers via email. Ms. Logue noted that Ms. Sheila Logue has been in touch with each supervisor and warden to request their assistance and that they have been helpful.

Mr. Rush updated the board on our idea to fly a flag over the Capital and send it to the families of our troops serving. The Secretary of State used to provide this service for free however it is now \$40 a flag which is too expensive for us to undertake. Warden Dayan-Varnum asked if the Employee Benefit Trust Funds could make a charitable donation for a flag to be flown over the Capital in order to help fund this project. This is probably possible and if we decide to pursue this part of the project we may look into how the Employee Benefit Trust Fund (EBTF) can assist.

Mr. Rush asked if the Foundation has a policy for assisting employees in the recent layoffs. It was noted that we do not and that in order for us to assist an employee they must be a current employee of the Department of Corrections. Also our criteria does not afford benefits to employees for

financial hardships and this would apply to so many recently laid off employees that it would not be feasible for us to offer assistance to them.

### **Ford Motor Company**

Mr. Akins updated the board on what has transpired since our last board meeting. Rusty McLaughlin was asked by Ms. Hayes to work with the Office of Program, specifically Eric Gaines and Mac Crockett to see what his unit, the Office of Transition, could do to assist them in making the Ford program a success. He and fellow colleague John Becker ran a list of inmates eligible for the program and checked for charges against the offender. Some who are currently in the program were found to be ineligible for the program. For instance one offender will not be eligible for release until 2030 however she is in the Ford Program which is best designed to help those with 2-5 years remaining on their sentences. Rusty offered that the Office of Transition could place the correct inmates in the program if Programs would like their help, the Office of Programs declined. We were then told by Ford's Representative, Marsha Saafir that she did not feel comfortable speaking the Foundation staff and that all correspondence should take place through Mac Crockett as the program's administrator.

It has been discovered that there is not a contract between Ford, the Department and the Corrections Foundation but rather a memo from Richard Nimer, then the Department's Assistant Secretary of Programs and Ford that a partnership would be formed and that the Corrections Foundation would serve as the easiest avenue for the funds to be administered.

A few weeks ago an employee from the Office of Programs, Gwen Thompson, came down to speak to Sheri and told her that they had gained approval to move the remaining Ford money from the Corrections Foundation to the Department of Corrections general fund. She asked what was needed in order for Sheri to write a check for the balance of the funds to the Department of Corrections. Sheri advised that she would first need a letter from Ford Motor Company asking us to issue the funds to the Department of Corrections and that our Board of Directors would have to meet and approve the issuance of a check as well. Since this discussion we have not had further correspondence with the Program Office but it has come to our attention that a memo was written to Ms. Barber requesting that the funds be moved to the Department's General Fund.

Mr. Rush asked if the funds could be returned to Ford for them to proceed as they see fit. We would return the funds and go on record that the proper administration of the program is important to us and the fact that we have been asked to stay out of the program's administration is not acceptable to our board of directors. He added that we must look at protecting our name and if they "take" a program away from us it will not look good.

Warden Dayan-Varnum agreed that she wants the Foundation to be protected and added that we have done nothing wrong, but advise that we wanted to help ensure the success of the program, but she sees this as a deeper issue within the Department and the Office of Programs and it is important for us to see that this issue is resolved so that we can better serve the Department of Corrections.

There are leaders within the Department who believe in what the Corrections Foundation does and stands for and in this case it may be necessary to reach above the Bureau Chief level and resolve the issue from the top down.

It was noted that our attempt to help has put certain employees in the Office of Program on the defensive and that if we approach the issue differently and make them being part of the solution and not the problem we may have greater success. It was asked if we could involve Eric Gaines in some way on the board, perhaps as a program liaison so that he sees we are not a threat but a very real resource to the Program Department. Problems are so evident that you would think they would be open to suggestions and assistance. If we make an effort to make Eric Gaines or Fran Barber a part of the program portion of the organization we will be more successful. We must overcome the rift between Programs and the Foundation because there are too many good partnerships and programs in our past that we could successfully implement again but not if there is not a good working partnership between us.

Ms. McNaughton noted that if we keep talking about program failures and errors that the staff in Programs will not open up. She added that Mr. Gaines is very competent and it is not characteristic of him to not be cooperative. The right person needs to go and speak to him and find out where we stand. Mr. Wainwright agreed to speak to Ms. Barber about our partnership or lack thereof and report back to the board. Ms. Logue added that it isn't necessarily what has been said between the two parties but there is a lack of communication that has led to assumptions that may or may not be true and that it is time for that line of communication to be opened. We are not the enemy or the bad guy, we are here to help DC in any way we can. Mr. Wainwright and Ms. McNaughton will discuss which steps to take next.

### **Other Business**

Mr. Williams asked for clarification or whether or not there was a motion for the increase in administrative fee from 5% to 10%. Ms. Logue double checked the minutes and found that there was a motion made which passed unanimously to increase the administrative fee for membership dues and to have a 10% administrative fee across the board for membership and grant administration.

With there being no further business the meeting was adjourned at 1:37 p.m.

Respectfully submitted by Sheri Logue, November 25, 2008.

