

Board of Trustee Meetings

As stated in the A. D. Henderson Foundation (Foundation) By-Laws, the Foundation's Board of Trustees (Board) manages the property, business, and affairs of the Foundation. The Board meets quarterly, either in person or by conference call, for various financial, governance, and administrative activities.

Items discussed at all board meetings include:

- Review and approval of prior board meeting minutes
- Financial review of grant making
- Review distribution requirements
- Review individual investment manager reports
- Review the status of the endowment and equity ratio
- Formal grant applications (when applicable)
- Various committee reports (when applicable)
- Report from program directors
- Review and approval of various governance documents and/or procedures
- Open forum – issues and answers
- Discussion of future meeting dates

The fall meeting is the annual meeting and covers:

- Annual meeting of the members, including election of new trustees and/or those whose terms are expiring
- Annual meeting of the board of trustees, including election of Members whose terms are expiring
- Review performance of officers
- Election of officers
- Appointment of committee members and chairpersons
- Review and approve conflict of interest policy
- Review and approve confidentiality agreement
- Review and approve small grants procedure
- Presentation by program directors of prior year grant making
- Review prior year organization budget variance from budgeted amounts
- Review current year organization budget and compare to prior years

The winter meeting covers:

- Review and approve legal counsel, accounting firm, and investment managers
- Review and approve personnel and compensation committee recommendations
- Review and approve Form 990-PF tax return for filing with the IRS
- Annual presentation by the investment managers

The spring meeting covers:

- Review organization budget for the first six months of the fiscal year

The summer meeting (held via conference call) covers:

- Review and approve organization budget for the next fiscal year
- Review and approve annual unsolicited grants

REVISION HISTORY:

Revision	Discussion	Meeting Type	Date