

Executive Committee Meetings

The Executive Committee (EC) meets quarterly (approximately six weeks prior to the next Board of Trustees meeting) for the primary purpose of reviewing grant proposals. The EC makes funding recommendations to the Board of Trustees through either a formal grant application (FGA) or the small grant procedure (SGP). FGA requires complete review by the Board of Trustees to make a decision on funding. The SGP recommends funding to the Board of Trustees through a Consent Agenda. The Consent Agenda contains all the proposals that were approved by the EC. It does not include those that are denied, deferred, or changed to Formal Grants. The Consent Agenda file is sent to each Board Member within 20 business days after the EC meeting. Board Members have ten business days to review and/or ask questions. If there is no response from any Board Members, the Consent Agenda is approved. Once the Consent Agenda is approved, an approval letter and grant agreement are sent to the grantee.

The EC is comprised of two or more trustees and the program directors. The program directors are non-voting members. The Foundation Secretary attends all EC meetings to present a financial report, have file documents available when needed, and to create detailed minutes of the meeting.

The specific items discussed at all Executive Committee (EC) meetings are:

- Review and approval of prior EC meeting minutes
- Financial review – grant making
- Review distribution requirements
- Review grant proposals
- Determine grant proposals to be recommended under SGP
- Determine grant proposals to be presented to the Board of Trustees under FGA
- Discuss the agenda for the next Board of Trustees meeting
- Schedule future meeting dates

REVISION HISTORY:

Revision	Discussion	Meeting Type	Date