

**ROCKY MOUNTAIN CONFERENCE UNITED METHODIST FOUNDATION**

**EXECUTIVE COMMITTEE OF THE BOARD OF DIRECTORS**

**MINUTES OF December 4, 2009 MEETING**

**Present: Directors:** Charlie Miller, Peg Newell, Martha Swanson, Richard Spong, Keith Watson and Bill Gamble (by phone).

**Staff/Consultants:** Jackie Norris, Marilyn Bierbach, Martha Friedrich, Linda Gardner

**Absent:** Jan Hazlett, Vicki Rapp

**Call to Order:** Spong called us to order at 12:35 pm at the Conference office, Asbury Room..

**Minutes of the Last Meeting:** September 25, 2009 minutes approved as presented.

**Consultant Report:** Norris reported no new business. Will have more in January.

**President Comments:** Spong reported the Bishop would like to meet with the Committee later in January or February to discuss a Conference Capital Campaign. Marilyn will check into dates to include Bishop for next meeting. Discussion followed about Foundation's involvement with Conference Capital Campaigns. Gamble suggested perhaps listing Pros and Cons. Consensus was that although we are supportive it is important that Foundation maintains its separateness and true to its mission.

**Review November Board Meeting:** Spong again recognized and thanked Miller and Newell for their years of service. He commented on the success of the General Board meeting. Several commented on and thanked Jan Hazlett again for her work in bringing on the four highly qualified board members.

**Finance Committee:** Swanson reported that she and Noreen Keleshian conducted a board internal audit in the office on November 24h. Her checklist is attached.

**Executive Director's Report:** Bierbach presented the following for the Committee's confirmation and/or approval since her spending limit is \$350. Watson motioned, Miller seconded and committee approved all expenditures.

1. New computer & installation, approx. \$950, approved earlier via email.
2. New Admin hired for 15 hours per week (currently budget allows for 10 hours), increase up to \$1800 per year.
3. Redesign of web page will cost \$675. (New web hosting site will cost \$60 per year, previous host cost \$450 per year.)

She announced a new contract CPA, through L.R. Compton, LLC, CPA's has been hired to work with herself and Friedrich on accounting and audit prep matters. This is already budgeted for 3-5 hours per month. Also, it was announced the new Gift Admin program for gift annuities has been implemented. A sample report was presented and discussed.

Bierbach asked for clarification and direction in regard to the current Strategic Plan. All agreed on the need to have and keep current Strategic Plan alive and to add to January meeting agenda. Norris indicated she would integrate key points from the February visioning session. Gamble agreed to help. Bierbach report attached.

**Tentative Meeting Schedules 2010:**

**Executive Committee:** Fourth Fridays-Jan. 29th, April 30th, May 28th, Aug. 27th, Sept. 24th, Dec 10th.

**MHM Loan Fund Committee:** Third Wednesdays-Jan 20th, Feb. 17th, March 17th, April 21st, May 19th, June 16th, July 21st, Aug. 18th, Sept. 15th, Oct. 20th, Nov. 17th, Dec. 15th.

**General Board Meeting:** Fridays-Feb. 26th, June 25th, Oct. 29th.

Respectfully submitted,

Cassandra DePlato  
Administrative Assistant