

SUMMARY OF 2013 PLANNING MEETING DISCUSSION AND ACTIONS

Area	Overview	Action	Responsible	By Date	Status Update
Public Relations	Need to increase PR. FEF currently does not have an identity. Committee is most obvious short-term solution. Could be partially solved by contract staff.	Short-term create a benefit statement. As part of that action try determine outcome of scholarship winners. Maximize communication avenues currently available with partner organizations.	Horton will draft benefit statement for Davis' initial review, then share with BOT. Horton in the short-term will explore contacts with partner organizations. Follow through on John Davis idea of putting FEF Fast Fact in Engineers.	01/10/14 for initial draft to share with BOT.	
	Public Relations Specific Actions	Benefit Statement ASCE SWE National MATHCOUNTS Contact FES / FICE	Horton Horton Horton Johnson Horton		Draft to Davis 01-12-14
Add Contract Staff	Likely we have seen the general level of activity from BOT that should be expected. Activity level will go up and down with new members but to get to the next level need part-time dedicated staff. The hope would be that this role could be both PR and Fund Raising assistance. Fermin Diaz may have prepared a report addressing the possibility of adding staff. The hope is that FEF could find independent contractor on a part-time basis. As a reference, a cost of \$20,000 was set as a benchmark for a quarter-time person on a contract basis.	Angelina will contact an acquaintance that may be a candidate or have insight into possible sources. Scott will ask for any references of independent contractors that RS&H PR staff may have. Horton / Goodeau will research the existence of the Diaz report. Horton will convene an ad hoc group to monitor progress of this action.	Fairchild / Johnson / Horton / Goddeau	01/31/14 for initial steps	
	Contract Staff Specific Actions	Angelina Fairchild Contact Scott Johnson Contact Diaz Report Research Ad Hoc Steering Group	Fairchild Johnson Goddeau / Horton Horton		Mtg - conf call scheduled for 01/15/14 Received input from Diaz 01-09-14
Governance - Committee Structure	Acknowledged existing functioning committees - Nominating, Budget and Investment. Recognized that By-Laws note a Finance Committee chaired by the Treasurer and a Fund Raising Committee chaired by the Vice Chairman. Discussion identified need for a Membership Committee. Ed Davis felt that assistance for the Poker Tournament (aka a Poker Committee could enhance fund raising). Term Limits were discussed but no one could recall any instance of a 3-year term being prohibitive in having Trustee acceptance of nomination. It was stated that it was important that leadership recognize and take action when Trustees were not contributing. It was felt that a total By-Laws review was not necessary, but some modification would be helpful. Ed Davis noted that the lack of a non-discrimination policy resulted in a denial of a contribution from the CH2M Hill Foundation.	Horton will convene Nominating Committee ahead of schedule due to two vacancies. Ed Davis will formalize the Finance Committee. Don Goddeau will help. Ed will reach out to FELI for a committee representative. Don Goddeau will send Word document copy of By-Laws. Horton will propose structure for a Membership Committee.	Horton / Davis / Goddeau	01/31/14 for initial steps	
	Committee Specific Actions	Nominating Committee Finance Committee By-Laws Word Document and Review Membership Committee	Horton Davis / Goddeau Goodeau / Horton Horton		
Fund Raising	Goes to the core of Foundation. Without fund raising, growth and program support cannot be achieved. Part of the solution may be with the part-time staff initiative but things can be improved in the meantime. The concept of a 50-50 raffle at each Chapter E-Week and at all Chapter meetings. Need to tie a facilitator to each Chapter. May be able to tap into the FELI Alumni for local 50-50 Champion. Horton / Davis to present the Foundation story to the January FELI Class in an attempt to generate interest in a class project to support the Foundation.	Angelina and Don G. will work on identifying the Chapter Presidents and Eweek Committees - send to Horton for communication about conducting 50-50 Raffles.	Horton / Goddeau / Fairchild	01/15/14 for initial steps	
		Identification of Chapter Contact List Contact with Chapters for Designation of Champion Guideline for 50-50 Raffle Effort BOT Coordinator of 50-50 Raffle statewide FELI Class Presentation Consideration of a BOT Champion	Fairchild / Goddeau Horton TBD TBD Davis / Horton Fairchild / Horton		Initial contact made 12/19/13 with potential new Trustee