

**FRIENDS OF MENUCHA FOUNDATION**  
**MINUTES OF MEETING OF THE BOARD OF STEWARDS**  
**JANUARY 21, 2019**

A meeting of the Board of Stewards (the "Board") of Friends of Menucha Foundation, an Oregon nonprofit corporation ("FoMF"), was held on Monday, January 21, 2019, beginning at approximately 6:20 pm at Erich's house.

*Stewards Present:* Derek Foote, Susan Hedlund, Rick Lee, Erich Merrill.

*Stewards Absent:* Gerry Foote, Kristin Solomon.

*Menucha Staff:* Donna Leamy, Spencer Parks.

**Opening; Agenda**

Spencer opened the meeting with prayer. Susan read a passage by Dr. Martin Luther King, Jr.

The agenda was approved as presented.

**Minutes**

The minutes of the December 9, 2018 meeting were approved.

**Financial Report**

Derek gave the treasurer's report, distributing financial statements for calendar year 2018. Funds on hand as of year-end were 182,372.35. Derek has begun talking with Gary McGee & Co. about the 2018 tax returns.

**Other Matters**

Spencer has circulated a revised job description for the development director. He noted that benchmarks are noted as an important part of the job requirements. The consulting firm engaged to assist with recruiting the development director, Nonprofit Professionals Now, has been more responsive recently.

*Action Taken:* The board unanimously approved the Development Director job description as last circulated by Spencer.

Spencer believes that the Development Director will be hired by May 2019.

The Board discussed the summer fund-raising festival. The date set is the only one available, so the festival cannot be moved. Spencer pointed out that the Development Director will be available to help with the festival. Spencer recommended reviewing planned festival activities at our next meeting.

The annual fundraising dinner is set for September 8. Donna suggested refurbishing rooms at Menucha as a theme for the dinner. The Board discussed possible speakers.

Donna distributed the list of groups using Menucha in January and February.

**Donations Activity**

Donna reported that the Board raised \$114,000 in 2018, exceeding the \$100,000 goal for the year. Donna that gifts totaling \$3,721 have been given in memory of John Morris to date.

**Executive Director's Report**

Spencer invited all stewards to attend the annual retreat of the Menucha Commission.

Spencer described a recent meeting with the finance committee of First Presbyterian Church to discuss the structure of Menucha and FoMF. An outgrowth of the meeting was that a task force has been appointed to investigate the legal structure of Menucha, with which Spencer has met. Spencer educated the task force on historical matters involving personnel policies, and differences in needs as to financial statements. The task force may recommend that Menucha become a separate legal entity, with separation of policies and governance structures. Spencer outlined benefits of separation from First Presbyterian Church. The board had an extended discussion of possible impact of the creation of separate legal entities for the two organizations.

**Next Meeting**

The next meeting was scheduled for February 18 at Spencer's house.

There being no further business, Erich closed the meeting with prayer at approximately 7:55 pm.

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Erich Merrill, Secretary