



Endowment for Equal Justice Board Meeting

Wednesday December 12, 2018

John and Carol Hoerster's Home

MINUTES

Board Members present: Rima Alaily, Bruce Brooks, Kay Frank, Ele Hamburger, John Hoerster (President), Mark Hutcheson, Nancy Isserlis, Dick Manning, Michelle Moersfelder, Margaret Niles, Judge Mike Schwab

Absent: Carolyn Cairns, Ellen Dial, Mark Kamitomo, Sal Mungia

Staff: Caitlin Davis, Brendan Hennessey, Melinda Mann, Nancy Smith

Guest: Jen Manning

Approval of Minutes:

It was moved and seconded that the Board's September 19, 2018 minutes be approved. Motion carried.

Presidents Report:

2019 Board Meeting Schedule: Board Members reviewed and approved the proposed meeting dates, except that staff was asked to check if the proposed February meeting occurs during Seattle and Bellevue public school's winter break [as a result of which, the February meeting has been moved to February 27]. The Board will be meeting in 2019 on February 27, April 17, July 17, September 11, November 6, and December 18.

MOA Meeting: John reported on the recent MOA meeting with the LFW Executive Committee, noting they discussed cy pres awards, the Endowment's spending policy, and possibly holding more joint meetings between members of the Endowment and LFW Boards. Based on the suggestion of LFW's Board Chair, it is anticipated that the MOA meeting to discuss budget and cy pres will be moved forward to August so that cy pres can be discussed prior to LFW's consideration of provider grants for the coming year.

The Board next discussed and approved the following description of the LFW/Endowment liaison position:

LFW/ENDOWMENT LIAISON ROLE

The Boards of LFW and the Endowment are committed to a close, mutually supportive partnership and believe it may be helpful from time to time to designate a liaison who will act as a link to assist with communication and cooperation between the Boards. The liaison may come

from either Board and is appointed by both Boards, with any associated costs being shared equally by LFW and the Endowment. It is anticipated that the liaison will attend the Board meetings of both organizations and will report to each organization about activities and issues facing the other. The liaison will place special focus on helping the Boards fulfill their Statement of Shared Principles. Nancy Isserlis is currently serving as liaison, with the expectation that she will do so through the end of 2019.

John will present the description to the LFW Board Chair for confirmation that the LFW Board is in agreement with the liaison description.

LFW Matching Gift: John discussed the good news that LFW is providing a \$500,000 matching challenge to assist Reach 20 fundraising in 2019. He noted the Reach 20 Co-Chairs will strategize how to best utilize the matching funds.

Advisory Council Event: The Advisory Council will be meeting with representatives of the Endowment Board on January 15. Council members will be updated regarding Endowment and Reach 20 progress to date, and then will provide input and ideas about how to advance the goals of Reach 20 in 2019. They also will be briefed about the proposal to develop individual plans for each Advisory Council Member to engage with the Endowment.

Justice Society Recruiting: John encouraged all Board Members to join the Justice Society if they have not already done so, and emphasized that adding Justice Society members will be a key part of Reach 20 in 2019.

Committee and Officers: The Board discussed John's proposal that, based on the results of the Board survey, the Board should (1) elect officers, (2) approve the Reach 20 Co-Chairs for 2019-2020, (3) tentatively approve the chairs, members, and goals of the Operations & Investment Committee, Board Support Committee, and Communications Committee, (4) get feedback from Board members in the one-on-one meetings early next year, and then (5) finalize the overall annual plan for the Board at the February Board meeting.

After discussion, the Board took the following action:

1. The Board elected the following officers for 2019: President, John; Vice President, Ellen; Treasurer, Bruce; and, Secretary, Margaret.
2. The Board approved John, Michelle, and Rima as 2019-2020 Reach 20 Co-Chairs and tentatively approved the recommendation that there not be a separate Reach 20 Committee in 2019 and, instead, that the Co-Chairs would carry out the goals that were set for the Reach 20 Committee in 2018.
3. The Board tentatively approved the following committee members, chairs, and goals for the Operations & Investment Committee, Board Support Committee, and Communications Committee, subject to final approval at the February Board meeting:

2019 Committees

Operations and Investment	GOALS
Bruce Brooks, Chair Ellen Dial John Hoerster Nancy Isserlis Margaret Niles	<ul style="list-style-type: none"> • Conduct annual review of investment strategies and provide guidance based on internal goals • Meet with Canterbury to review returns and report to Endowment Board • Work with Canterbury and make recommendations to Board re spending policy • Review MOA with LFW as needed, and assure effective implementation including participation in MOA joint meetings with LFW • Work to fulfill the LFW/Endowment Statement of Shared Principles • Review and help craft annual Endowment budget and periodically review performance against budget • Review annual audit and Form 990 • Review and update policies as needed
Board Support	GOALS
Kay Frank, Chair Mark Hutcheson Mark Kamitomo Dick Manning Sal Mungia	<ul style="list-style-type: none"> • Increase Board size to 18, with a focus on increasing the Board’s diversity • Increase Advisory Council diversity • Review Board member and Advisory Council job descriptions as needed • Lead the board in identifying and recruiting candidates • Outline onboarding procedures and plan orientation for new members • Develop recommendations and goals toward efficient board functioning • Develop a protocol for participation in meetings by telephone • Facilitate biennial Board self-evaluation in December 2019
Communications	GOALS
Ellen Dial, Chair Kay Frank Mark Hutcheson Nancy Isserlis Michelle Moersfelder Margaret Niles Michael Schwab	<ul style="list-style-type: none"> • Oversee adoption and implementation of marketing and communications plan to help achieve the Reach 20 fundraising goals, to increase the visibility of the Endowment and Reach 20, and to reduce confusion about the Endowment’s unique role in supporting civil legal services. • Explore opportunities for co-branding with LFW and the Campaign for Equal Justice

4. The Board will consider at the February Board meeting the other ideas discussed in John's 12/12/18 memo to the Board, including (a) whether to have a Donor Engagement Committee chaired by Sal Mungia and (b) whether to take a different approach in 2019 than having Board committees to address cy pres and the Justice Society.

Committee Updates:

Board Support: Kay reported on the Committee’s recent activity, announcing they hope to nominate three or four Board candidates in the coming months. She added that Lucy Lee Helm expressed interest in joining the Advisory Council, and former LFW Board Member Gerry Schley

expressed interest in joining the Board in 2020. Kay moved election of Lucy to the Advisory Council effective immediately and Gerry to the Board effective 1/1/2020 (or earlier at his election), and the motion was seconded and unanimously approved.

Operations and Investment: The Board discussed the 2018 distribution, and approved a distribution for \$794,020 to LFW. Nancy Smith then guided the Board through the Endowment's financial statements YTD November 2018. She noted that the decrease in investments is due to market volatility, and that pledges receivable are up due to recent fundraising. Board Members next discussed the 2019 budget. Michelle noted the communications budget may be too low, but it was determined not to change the budget unless this proved necessary after completion of the RFP process. John proposed that the forecasted contributions should be increased from \$1M to \$1.5M to include the LFW match. Melinda noted that an additional expense item of approximately \$900 needs to be included for Bruce to attend a Canterbury seminar. Subject to those two changes, it was moved and seconded that the 2019 budget be approved, and the motion carried.

Reach 20: Mark and Melinda provided a Reach 20 overview, noting that including the 2018 distribution, the Endowment has contributed \$3.2M to legal aid in Washington over the last five years. Mark reported that Reach 20 has raised \$1.95M to date, and Melinda gave an overview of Reach 20 events hosted in 2018.

LFW/Endowment Liaison Report:

Nancy Isserlis reported that she has attended the two most recent LFW Board Meetings, adding that she looks forward to serving in this role. She noted the spike in IOLTA funding in recent months, and noted LFW was able to increase grants by ten percent as a result.

Mission Moment:

Anne Daly, Director of Pro Bono Service at the King County Bar Association provided an extensive overview of their services.

The meeting adjourned at 4:50PM.

Respectfully submitted,

Margaret Niles
Secretary, Endowment Board of Directors