



**TO: Endowment Board**  
**FROM: John Hoerster and Melinda Mann**  
**DATE: April 6, 2020**  
**RE: Committees and Other Assignments Through October 2020**

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The “Moving Forward” plan that is under consideration by the Board today says we will reactivate 2019 committees and liaisons and return to normal Board operations for now rather than focusing exclusively on *Reach 20*. This memo lays out more specifically what we envision for the period between now and October 31, at which point a new Board plan will take effect through the end of 2021.

1. Operations and Investment Committee (Bruce Brooks, Chair, Ellen Dial, John Hoerster, Nancy Isserlis, Margaret Niles, Gerry Schley). This committee will meet regularly to (a) review returns with Canterbury, monitor investment strategies, and report to the Board, (b) assure effective implementation of the MOA and of the LFW/Endowment Statement of Shared Principles, including participation in a joint meeting with LFW, (c) periodically review financial performance against budget, and (d) review the annual audit and Form 990. (It is anticipated that any changes to the spending policy will be considered in 2021).
2. Board Support Committee (Kay Frank, Chair, John Hoerster, Mark Hutcheson, Mark Kamitomo, Dick Manning, Sal Mungia). In preparation for the September Board retreat, this committee will meet in August to assess results of the December 2019 Board self-evaluation and provide input about the 2020-2021 Board plan. (No recruiting of new Board or Advisory Council members is contemplated, and there is no need to update onboarding procedures during this interim period.)
3. Communications (Ellen Dial, Chair, Beth Bloom, Kay Frank, Mark Hutcheson, Nancy Isserlis, Michelle Moersfelder, Margaret Niles, Michael Schwab). This committee will meet as needed to help (a) develop and implement a marketing and communications plan during this challenging interim period, (b) promote the Voices for Justice Concert, (c) market the Justice Society program, working with the Reach 20 Co-Chairs and the Justice Society Committee, and (d) lay the communications groundwork for resumption of Reach 20 events in 2021.
4. Donor Engagement (Sal Mungia, Chair, Ele Hamburger, John Hoerster, Dick Manning, Michael Schwab). This Committee will not be meeting, but donor engagement by all Board members will be very active. The “Moving Forward” Plan calls for every Board member to undertake specific donor engagement activities between now and November. Guidance and support for these activities will be staff driven, but the Committee will support staff in assuring that all Board members engage with donors and prospects, and especially those who are on that Board member’s personal prospect list.
5. Justice Society (Dick Manning and Gail Mautner, Co-Chairs, John Hoerster, Gerry Schley). This committee will meet regularly to (a) develop and help implement a plan to achieve the Reach 20 goal of growing the Justice Society to at least 100 members and (b) identify prospects and strategies to approach them. The committee will recommend whether to form a Justice Society Advisory Council in 2021 and, if so, what its charter and membership composition should be.

6. Reach 20 Co-Chairs: (Rima Alaily, Michelle Moersfelder, and John Hoerster). The Co-Chairs will meet regularly with Melinda Mann and Jessica Niewohner to (a) assure successful implementation of the “Moving Forward” Plan and lay the groundwork for Reach 20 activities between November and the end of 2021, (b) coordinate with the Communications Committee to assure effective marketing of and communication about Reach 20, and (c) incorporate Justice Society goals as part of Reach 20. The Co-Chairs also serve as the Board's liaisons to the Advisory Council.

7. Reach 20 Teams:

**The Green Machine**

John Hoerster  
Kay Frank  
Mark Kamitomo  
Ron Knox  
Dick Manning  
Mike Schwab  
Gerry Alexander  
Joel Benoliel  
Jim Degel  
John McKay  
Steve Rovig  
Robert Taylor

**Chili Verde**

Rima Alaily  
Ele Hamburger  
Nancy Isserlis  
Gail Mautner  
Sal Mungia  
Gerry Schley  
Paula Boggs  
Lucy Helm  
Dave Savage  
Ada Shen-Jaffe  
Linda Strout

**20/20 Vision**

Michelle Moersfelder  
Beth Bloom  
Bruce Brooks  
Ellen Dial  
Mark Hutcheson  
Margaret Niles  
Greg Dallaire  
Don Horowitz  
Pat McIntyre  
Jimmy Rogers  
Gordon Wilcox

While individual team members will be active, team activity will be limited and the teams will not be meeting during this interim period. We anticipate the teams will become active again in the Fall when planning for events resumes.

8. LFW/Endowment Liaison: Nancy Isserlis will continue to serve as LFW/Endowment liaison: 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.

9. Cy Pres: Ele Hamburger will continue to explore strategies to increase cy pres awards for the benefit of both LFW and the Endowment.

10. REJI Liaisons: Ele Hamburger and Mike Schwab will continue to serve as liaisons between the Endowment Board and the Washington Race Equity and Justice Initiative. The Endowment Board voted in April of 2019 to be a REJI partner, working together with people, communities and organizations for racial fairness and justice in the law, legal profession, and justice systems.