Lewis and Clark Trail Heritage Foundation Committee Priorities for FY 2014
Ongoing Draft (as of 10/5/2013)

Chair Duties:
- Committee Chair Conference calls @once per quarter to coordinate across all committees and to report progress. Occurs @ the first Saturday of every 3 months effective 10/5/2013 until 10/1/2014 from 11:00 AM to 12:00 PM: January 4, March 5, and June 28.
- Recommends committee priorities based on Board Input and interest and skills of committee members.
- Provides brief bulleted action and progress report statements to President ahead of Board Meetings currently tentatively scheduled Nov. 21, Jan 11, March 14-15, May 31, and Aug. 1-2.
- Consults with President on issues.
- Keeps eye out for new members to be added to committees
- Recommends new Board members from your committee
- Keeps track of volunteer hours and costs.
- Requests support funding to assist with Committee work.
- Submit Budget Requests to the Finance Committee (end of spring) to be considered in the out year budget.

LIST OF COMMITTEES

Standing Committees as Dictated by the Bylaws
(6.2) Governance Committee
(6.3) Financial Affairs Committee
(6.4) Bicentennial Trail Stewardship Committee

Additional Committees
(6.5 and 6.6) Additional Committees and Authority
Editorial Advisory Board: WPO
Library and Archives Committee
Education and Scholarship Committee
Membership Committee
Friends and Partners Committee
Living History Committee
Outreach Committee
Technology Committee
Meetings Committee
Awards Committee
“Completion of the Trail” Lewis and Clark Trust Liaison Committee
LCTHF Eastern Legacy Committee
50th Anniversary Committee
Past Presidents Advice and Council
Wellness Challenge
Standing Committees as Dictated by the Bylaws

(6.2) Governance Committee
Jane Weber, Chair
Della Bauer
Jay Buckley
Jerry Wilson
Mike Loesch
Tony Turnbow

Committee Purpose:
Solicit from the membership suggestions for amendments to the bylaws, consider proposals made for changes to the Bylaws, and make recommendations to the Board of Directors for changes to the Bylaws.

2014 Goals:
- Solicit Changes to Bylaws that need to be changed due to the changes from the last update:
- Number of Members to sit on Trail Stewardship Committee
- Timing of when the Old Board Seats the New Board. Is it at the close of the Annual Meeting or October 1?
- Evaluate number of In-Person Board meetings.
- Provide recommendations during Strategic Action Planning for actions needed for Board Development
(6.3) Financial Affairs Committee
Steve Lee, Chair
Rob Barg
Mark Nelezen
Dan Sturdevant
Clay Smith (Exofficio)
Lindy Hatcher, Exofficio
Cathie Erickson Exofficio)

Committee Purpose:
The Financial Affairs Committee shall monitor all Foundation financial matters, policies and funds, and shall make appropriate reports and recommendations to the Board of Directors. The Financial Affairs Committee shall: 1) Select an auditor to perform the annual audit of the books and financial reports of the Foundation. 2) Receive and present the Auditor’s report to the Executive Committee and the Board of Directors. 3) Monitor compliance of the Foundation with all financially related agreements: 1) Review, monitor, and report to the board the status of Endowment funds: 2) Make an annual recommendation to the Board of Directors of the proper allocation of an appropriate percentage of the fair market value of the endowment’s various restricted funds, which must be considered by the Board of Directors prior to making any charitable distribution from the Endowment: and 3) Perform such other duties as designated by the President from time to time.

2014 Goals:
Work closely with Lindy and Clay to:
- Continue to improve Financial Reporting documents to clearly distinguish income sources between membership dues, donations, and support from the endowed funds in DA Davidson.
- Recommend procedures to ensure that donations to Endowed Funds actually get deposited into the Endowed Funds at DA Davidson.
- “Oversee” or Ensure a full audit is conducted this FY and a review of office accounting systems.
- Assist with improving the Annual Report to the Membership
- Assist the Financial Affairs Committee with launching the “Double the DAR” Fund Raising Initiative
- Institute an “In Honor of” and “in Memory Of” acknowledgement Program.
- Are we tracking three year membership revenues properly?
- Recommend fund-raising/solicitation schedule (“appeal calendar”) to track with budget revenue assumptions.
(6.4) Bicentennial Trail Stewardship Committee
Margaret Gorski, Chair
Steve Lee
Jane Henley
Committee Consultants:
Dick Williams
Dee Roche
Mike Loesch

Committee Purpose:
The Bicentennial Trail Stewardship Advisory Committee shall make recommendations to the Board of Directors for distributions from the Bicentennial Trail Stewardship Endowment, in accordance with the Fund Agreement dated December 26, 2006.

FY 2014 Goals:
• Continue to Refine the Grant Rating Process
• Recommend FY 14 Grant Recipients
• Develop new ways to promote the program: WPO; Trail Partnership; OR
• Establish a trail “resources at risk” and “trail issues” advisory Board
The President, with the consent of the Board of Directors, may appoint additional committees during such President’s term. The resolution creating a committee shall state the function, goals and objectives of the committee, the number of members, any quorum requirements and other limitations or requirements determined by the Board of Directors. The President may either appoint the Chair of the committee who shall then form a committee or the President may, in the sole discretion of the President, appoint the entire committee and appoint a Chair. The committee Chair shall report to the President. The President may extend the term of any existing committees and retain the Chair or appoint a new Chair.

(6.5) Limitation of Authority: No committee of the Foundation shall have the authority to commit the Foundation by agreement or contract, nor to solicit income or expend funds or to engage in any independent financial activity except as pre-approved in the operating budget duly approved and adopted by the Board of Directors. All such actions or intents on behalf of the requesting committee shall be undertaken or approved by the Board of Directors, in advance, on behalf of the Foundation. Committees shall have no authority to direct the actions of a Foundation employee.
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Editorial Advisory Board: WPO
Wendy Raney, Chair
Barb Kubik
Carolyn Gilman
Dr. Gary Moulton
Glen Lindeman
Dr. H. Carl Camp
James J. Holmberg
Dr. Jay Buckley
Jim I. Merritt
Dr. Phillipa Newfield
Robert Carriker
Robert Moore

Committee Purpose:
1.
2.
3.

FY 2014 Goals:
• Recruit new Scholars for the Board
• Institute an “In Honor of” and “in Memory Of” gift giving acknowledgement standard for WPO
Committee Purpose:
1. Provides Policy guidance that ensures accountability and accessibility
2. Promotes appropriate use of the LCTHF’s collections
3. Helps Preserve LCTHF institutional memory through retention and addition of archives
4. Ensures the WM. P Sherman Library’s holding represent solid and current scholarship.
5. Promotes the use of the library by scholars and the general public.

FY 2014 Goals

- Work with Meetings Committee on Instituting an Oral History Recording Protocol for Annual
- Begin RFP Process to write Administrative History of LCYHF. Coordinate effort with NPS.
- Develop protocols for how to handle materials coming into the Archives.
- Send Work with Education Committee on Developing a new Scholar in Residence Program
Lewis and Clark Trail Heritage Foundation Committee Priorities for FY 2014
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Education and Scholarship Committee
Barb Kubik, Chair
Chris Rose
Phillipa Newfield
Carl C. Kramer
Brad Tennant
Alexandria Searls

Committee Purpose:
1.
2.
3.

FY 2014 Goals:
● Develop a Granting Process for Burroughs Fund to support both “education” and “scholarship”.
● Assist the Financial Affairs Committee to launch a “Double the DAR” Fund Raising Initiative to build up the ability to grant educational grants.
● Work with Library/Archives Committee on RFP for starting Administrative History.
● Continue support to Meriwether Video Game
● Work with Living History Committee to make recommendation on how to expand and institutionalize the BSA patch program?
● Recommend Re-establishing a Scholar in Residence Program
● Coordinate with LCIC LC Foundation Educational Field Investigation Project to determine status and opportunity to assist?
● Make recommendation to split out Scholarship from this Committee. What does that mean? Who does what?
Membership Committee

Lynn Davis, Chair
Della Bauer
Jim Rosenberger
Bill Stevens
Beverly Lewis

Committee Purpose:
1. Membership Committee will continue to identify and attract potential members and keeping current members. The membership committee should encourage all members to ask friends, family, business associates, and other community members to join.
2. Communicate with other committees and the board of directors to achieve common goals.
3. Generate new and creative ideas for maintaining and gaining new members.

FY 2014 Goals:
- Ensure processes for contacting memberships to renew are continued; end the year with 75 new members.
- Work with Lindy and Ken to ensure the automated gift acknowledgement and receipting capability of DPO is working.
- Evaluate current membership fee structure and recommend simplifying measures?
- Work with Finance Committee to institute an “In Honor of” and “in Memory Of” gift giving acknowledgement Program
- Help Lindy keep the email list complete in DPO
- How to get TOR to all members?
Committee Purpose:
Re-establish and maintain positive relationships with organizations who share similar mission to educate about Lewis and Clark or Protect the Trails, ie, National Park Service, Federal Agencies, Interpretive Centers, etc.

FY 2014 Goals:
- **Formalize working relationships with the Federal agencies, via MOU's or MOA's**
- **Continue developing the Interpretive Center and Museum Network**
- **Develop an Inventory of Existing Organizations whose mission is to provide services to or manage the Lewis and Clark NH Trail or promote the story.**
- **Work with the ED on public relations opportunities.**
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Living History Committee
Norman Anderson, Chair
Scotty Stickels
Kris Townsend
Bill Brecht?
(Mike Wallace?)

Committee Purpose:
1.
2.
3.

FY 2014 Goals:
• Re-establish Inventory of Living History Organizations and Post them on the Web
• Recruit at least one member of each Living History Organization to serve on the Committee
• Make Recommendation to the Meeting Committee on how to provide opportunity for all Living History groups who may want to participate in the Annual Meeting have an opportunity to do so.
• Recommend how the LCTHF might help Living History Organizations receive interpretive training for LC Living History Presenters.
• How to “Institutionalize” the BSA Program with BSA National and the LCTHF Chapters.
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Outreach Committee
Sue Buchel, Chair
Anne Schorzman
Lynn Davis
Tom Burge
(still looking for another)
Lindy Hatcher (exofficio)

Committee Purpose:
1. Serve as a “Public Relations” Arm of the LCTHF.
2. Enhance the Visibility of the Foundation

FY 2014 Goals:
Work with Lindy and other Committees to:
• Develop Criteria to assist with deciding on what PR actions are most effective and that we should spend time on.
• Enhance public exposure in their selected projects.
• Evaluate the utility of continuing with financial support to J Greg Smith Marketing Campaign? Recommend a metric to measure cost/benefit of project to the Foundation.
• Develop strategy and take steps to increase our exposure to /contact with the media.
• Find ways to assist Chapters in their PR efforts.
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Technology Committee
John Toenyes, Chair
Carlos Hernandez
Josh Debonis
Phyllis Yeager
Kris Townsend
Ken Jutzi
Phil Scriver
Lindy Hatcher, Ex Officio

Committee Purpose:
1.
2.
3.

FY 2014 Goals:
- Work with Outreach Committee on Developing Protocol for Next Exit History iphone Apps
- Develop protocol for new Website and Facebook page. Work with board to identify the wants and musts and recommend which media to be used to fulfill those objectives.
- Provide inspiration and training to the Board on incorporating new technologies to help us conduct our business remotely.
- Develop a QR code for possible posting at LCTHF supported sign sites?
- Continue providing office computer backup oversite.
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Meetings Committee
Phillipa Newfield, Chair
Barb Kubik
Mary Langhorst
Ron Laycock
Trent Strickland
Jerry Wilson
Lou Ritten
Paige Cruz

Committee Purpose:
Assist and oversee local meeting planners to ensure things are on track and according to LCTHF policy, update annual meeting handbook; site selection for annual and regional meetings.

FY 2014 Goals:

- Provide an analysis of 2016 Meeting to the Board for a go-no-go decision to put it on without a local chapter sponsor.
- Re-write the Annual Meeting Handbook (should be a high priority)
- Develop a Meeting Contract to be used to guide financial agreements between Chapter and Foundation and requirements for close-out reporting.
- Recommend changes to Annual Meeting Model. (Need to add time into meeting agendas so that committees can meet.)
- Evaluate chapter dues and confusions created by multiple organizations in same locations. Explore ways to combine Chapter dues with National dues?
Awards Committee
Vacant, Chair
Barb Kubik
Gary Moulton
Phillipa Newfield
Wendy Raney

Committee Purpose:
Recruit award nominees, select awardees for foundation awards (Chapter, group and those associated individuals), develop presentation and present awards at annual meeting

FY 14 Goals:
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•
•
“Completion of the Trail” Lewis and Clark Trust Liaison Committee
Jim Mallory, Chair
Lorna Hainsworth (Co-Chair?)
Paige Cruz
Phyllis Yeager
Lindy Hatcher, Ex-Officio

Committee Purpose:
Provides communication between the Lewis and Clark Trust and the LCTHF on the progression of legislation to add Eastern Legacy States to the Lewis and Clark National Historic Trail
Coordinate efforts where possible to avoid duplication or countervailing efforts.

LCTHF Eastern Legacy Committee (To be approved by the Board)
Paige Cruz, Chair?
Phyllis Yeager ?
Lindy Hatcher, Ex-Officio ?

Committee Purpose:
Work with Eastern Chapters to promote the visibility of the Lewis and Clark Story in Eastern Legacy States.
FY 2014 Goals:
• Recruit Additional LCTHF Eastern Legacy Members
• Continue relationship building with Travel and Tourism Sector to assist with Implementation of an Eastern Legacy Auto Tour Route.
• Assist the Board with reviewing the NPS’s Recommended Alternative and to help the Board in the future to develop the official LCTHF Board Resolution Statement of Support for the LCTHF’s preferred alternative for the Proposed Extension of the Trail Legislation.
50th Anniversary Committee (To be approved by the Board)

Chair?
Members?:
Jerry Garrett?
Bev Hinds?
Jim Fazio?
Barb Kubik?
Frank Muhly?
Jane Henley?
Bob Gatten?

Committee Purpose:
To review history of LCTHF and provide guidance and overview to the Board on what the tone and substance should of our 50th Anniversary Commemoration.

FY 2014 Goals:
• Develop Recommended Approach for what we “should do” to commemorate the LCTHF’s 50th Anniversary.

Past Presidents Advice and Council
Dan Sturdevant (2012f 2013); Chair

FY 2014 Goals:
• Develop a Vision Statement for the 50th Anniversary to guide the plan for the 50th Committee

Wellness Challenge
Jerry Wilson
Janie Wilson

FY 2014 Goal:
• Keep Us Healthy!