

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](#)

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

Standing Committees as Dictated by the Bylaws

(6.2) Governance Committee

[Back to List](#)

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 October1?*
- *Evaluate number of In-Person Board meetings.*
- *Provide recommendations during Strategic Action Planning for actions needed for Board Development*

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

(6.3) Financial Affairs Committee

[Back to List](#)

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.*

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

(6.4) Bicentennial Trail Stewardship Committee

[Back to List](#)

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*

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

Additional Committees

(6.5 and 6.6) Additional Committees and Authority

[Back to List](#)

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.

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

Editorial Advisory Board: WPO

[Back to List](#)

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*

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

Library and Archives Committee

[Back to List](#)

Sue Buchel, Chair

Dr. Gary E. Moulton

Ron Laycock

Beverly Lewis

Tim Roberts

Lynettef Scriver Colburn

Jeremy Skinner

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
Ongoing Draft (as of 10/5/2013)

Education and Scholarship Committee

[Back to List](#)

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?*

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

Membership Committee

[Back to List](#)

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?*

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

Friends and Partners Committee

[Back to List](#)

Dick Fichtler, Chair
David Borlaug
Bill Stevens
Dick Basch
Doug Davis
Jane Henley
Lynn Davis
Dick Williams

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.*

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

Living History Committee

[Back to List](#)

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.*

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

Outreach Committee

[Back to List](#)

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.*

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

Technology Committee

[Back to List](#)

John Toenyas, Chair

Carlos Hernandez

Josh Debonis

Phyllis Yeager

Kris Townsend

Ken Jutzi

Phil Sriver

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 oversight.*

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

Meetings Committee

[Back to List](#)

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?*

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

Awards Committee

[Back to List](#)

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:

-
-
-

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

“Completion of the Trail” Lewis and Clark Trust Liaison Committee

[Back to List](#)

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)

[Back to List](#)

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.*

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

50th Anniversary Committee (To be approved by the Board)

[Back to List](#)

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

[Back to List](#)

Dan Sturdevant (2012f 2013); Chair

John Montague (1987-1988) ; Jim Fazio (1992-1993); Bob Gatten (1994-1996); Jim Peterson (1997-1998); Barb Kubik (2000-2001); Jane Henley (2001-2002); Larry Epstein (2002-2003); Ron Laycock (2003-2004); David Borlaug (1998-1999); Cindy Orlando (1999-2000); Gordon Julich (2004-2005); Patti Thomsen/Jim Gramentine (2005-2006); Jim Gramentine (2006-2007); Karen Seaberg/James Brooke/Chris Howell (2007f 2008); Clay Smith (2008); Jim Mallory (2009f 2010); Stephanie Ambrosef Tubbs (2010f 2011); Jay Buckley (2011-2012)

FY 2014 Goals:

- *Develop a Vision Statement for the 50th Anniversary to guide the plan for the 50th Committee*

Wellness Challenge

[Back to List](#)

Jerry Wilson

Janie Wilson

FY 2014 Goal:

- *Keep Us Healthy!*