

**A MEETING OF THE FINANCE/INVESTMENT COMMITTEE
OF THE LIVING WELL FOUNDATION
ON THURSDAY, JULY 25, 2019, AT 7:30 A.M.
AT THE FOUNDATION OFFICE,
3711 CYPRESS STREET, SUITE 2,
WEST MONROE, LOUISIANA 71291**

MINUTES

Members Present:

A. Whitfield “Whitty” Hood, Jr. ,Vice Chair
Jim Allbritton
Dr. Jacquelyn Carter
Major Jason Pleasant

Staff Present:

Alice M. Proffit, President/CEO
Janet Rutledge, Executive Assistant,
Secretary/Treasurer

Members Absent:

Courtney Hornsby

Others Present:

none

Whitty Hood called the meeting to order, and the presence of a quorum was verified.

Minutes – The minutes from the January 24, 2019, meeting were reviewed. There being no changes, upon motion by Mr. Allbritton, seconded by Dr. Carter, the minutes were unanimously approved (4-0).

May 2019 Financial Statements – The May 2019 financial statements, with the May 2019 Argent statement, bond worksheet, and cash basis statement, were presented. Discussion was held on the current cash balance, investment maturities, and market valuations. It was noted that \$7 million in Federal agency notes and the \$3 million CD at Bank of Ruston would mature in 2019. In addition to the current Federated money market account of \$7 million, this will provide opportunity for repositioning up to 35% of the portfolio by 2020. After discussion, upon motion by Dr. Carter, seconded by Major Pleasant, the May 2019 financial statements were unanimously approved (4-0), and will be provided to all Board members before the August Board meeting.

Fall 2019 Grant Cycle Budget – A review was held on the 2019 operations budget and the current financial performance. The proposed budget for grant-making and initiatives was considered, and the recommendation was made to revise the current budget of \$200,000 to \$300,000 for a grant cycle in the fall. Upon motion by Dr. Carter, seconded by Major Pleasant, the recommendation was unanimously approved (4-0). This item will be presented to the Board of Directors.

ULM Autism Center Initiative – It was noted that a budget of \$34,000 annually within a 3-year initiative to provide funding for the ULM Autism Center had previously been approved. The Memorandum of Understanding between the University of Louisiana at Monroe and the Living Well Foundation was reviewed. Upon motion by Mr. Allbritton, seconded by Dr. Carter, the recommendation to continue with the second year of funding for the Autism Center was unanimously approved (4-0).

2020 Operating and Capital Budgets Package – The proposed 2020 operating budget, including a comparison to 2019, was presented. It was noted that the new budget reflected increases in projected rent based on a possible move to a larger office suite in the complex, expenses associated with the additional staff member, and the grant software renewal. Income was predicted higher over 2018 based on current holdings and higher

interest rates on the money market account, and it was noted that there would likely be opportunity to invest maturing notes at higher coupon rates. After discussion, it was recommended that the 2020 operating budget be introduced at the August Board meeting with all supporting information as required, and thereafter presented for public inspection, with final consideration for approval at the October Board meeting. Upon motion by Major Pleasant, seconded by Mr. Allbritton, the recommendation was unanimously approved (4-0).

Additional Agenda Item – At this time, it was recommended that an amendment to the agenda was needed to add an item regarding amendment of the 2019 capital budget. Upon motion by Mr. Allbritton, seconded by Dr. Carter, the recommendation was unanimously approved (4-0).

Additions to the 2019 Capital Budget – It was noted that, with the addition of a new employee and an opportunity to move to a slightly larger suite within the current office complex, additional capital expenses would likely be incurred. In addition, an additional computer station was needed to accommodate the new staff member. A prediction of the costs for the move, including new office furniture, relocation of the utilities and tech equipment, and the moving company, were presented. After review, the recommendation was made to amend the 2019 capital budget. Upon motion by Major Pleasant, seconded by Dr. Carter, the recommendation was unanimously approved (4-0). This item will be presented to the Board of Directors, and thereafter to the HSD #1 Board of Commissioners.

Positive Pay at Origin Bank – It was reported that Origin Bank had notified the Foundation staff that it appeared a fraudulent check had been presented on the Foundation account by an unauthorized vendor through Bank of America in New York. Upon discussion, actions were then taken by Origin Bank to stop payment within the required timeline and to place a “post no debits” notice on the account. Origin Bank recommended that the Foundation either open a new account or place the Positive Pay service on the existing account, at a monthly cost of \$35.00, to identify and approve checks to be paid based upon each check run. After discussion, it was recommended that the Foundation add the Positive Pay service to its checking account and determine what updates would also be needed for the Internal Financial Procedures Policy. Upon motion by Mr. Hood, seconded by Dr. Carter, the recommendation was unanimously approved (4-0). This item will be presented to the Board of Directors.

Investment Portfolio Management – Items were presented concerning the applications submitted during the recent RFP process for management of the investment portfolio. A background of the Foundation’s past and current investment management was also provided. Fee structures and other detail from the proposals made by 9 applicants were reviewed. After discussion, the recommendation was made to accept the proposal submitted by the current manager, Argent Financial Group, Inc., of Ruston. Upon motion by Dr. Carter, seconded by Major Pleasant, the recommendation was unanimously approved (4-0). This item will be presented to the Board of Directors, and thereafter to the HSD #1 Board of Commissioners.

There being no other activities, and no Committee members or members of the public wished to make any further comments, upon motion duly made and seconded, the meeting was adjourned.

Vice Chair

Secretary