

**A MEETING OF THE EXECUTIVE COMMITTEE  
OF THE LIVING WELL FOUNDATION  
ON THURSDAY, JANUARY 12, 2023, AT 8:00 A.M.  
AT THE WMWO CHAMBER OF COMMERCE  
112 PROFESSIONAL DRIVE  
WEST MONROE, LOUISIANA 71291**

**MINUTES**

***Members Present:***

Jim Allbritton, Chair  
Todd Burgess  
Alberta Green  
Dr. Bob Huffstutter

***Staff Present:***

Alice M. Proffit, President/CEO  
Monica Turner, Executive Assistant,  
Secretary/Treasurer

***Others Present:***

Doug Caldwell, Foundation Attorney

***Members Absent:***

Ken Phillips

Mr. Allbritton called the meeting to order, and the presence of a quorum was verified. Todd Burgess, new Board Director, was introduced and welcomed to the meeting.

**Minutes** – The minutes from the September 8, 2022, meeting were reviewed. There being no changes, upon motion by Mrs. Green, seconded by Dr. Huffstutter, the minutes were unanimously approved (4-0).

**November 2022 Financial Statements** – The November 2022 financial statements, with the cash basis and Argent statements and the bond worksheet, were presented. A detailed review of the balance sheet and profit and loss statement was held. A deficit was noted in the change of net assets for the year-to-date due to unrealized losses, with total net asset value above the restricted principal. The total principal at face value has grown to \$47,841,867. A discussion was held on portfolio maturities and the upcoming meeting with the portfolio manager. After discussion, upon motion by Mr. Burgess, seconded by Dr. Huffstutter, the November 2022 financial statements were unanimously approved (4-0).

**Strategic Plan 2023 – 2027 - Annual Review** – A review was held on the newly prepared strategic plan. It was recommended that plans proceed as included, noting that the Finance Committee will set a budget for the Suicide Intervention/Prevention Initiative. After discussion, upon motion by Dr. Huffstutter, seconded by Mrs. Green, the recommendation as presented was unanimously approved (4-0). This item will be presented to the Board of Directors, and thereafter to the HSD #1 Board of Commissioners.

**2023 CPA Engagement Letter** – A review was held on the 2023 engagement letter for accounting services from Kelly, Noland, & Ducote, APAC. Recommendation was made to accept the terms, and upon motion by Mr. Burgess, seconded by Dr. Huffstutter, the recommendation was unanimously approved (4-0).

**Louisiana Board of Ethics Letter** - The Foundation received a letter from the Louisiana Board of Ethics regarding the disclosure of any potential conflicts of interest for Foundation directors and executive staff related to the Hospital Service District #1 in Ouachita Parish based upon the submission of the HSD #1 audited financial statements. In a conversation with the new director of that office, it was suggested by that director that a letter of response be submitted to include clarification of the Foundation's relationship

to the HSD owned or managed entities or employment of staff. Upon inquiry of all Board directors and staff, and per the terms of the initial request, it was determined that at this time no known conflicts exist. The Foundation attorney will review the letter of response, and the letter will be filed within the requested timeline. No further action was necessary on this item.

**2022 Employee Health Benefits** – A review was held of the payment of health benefits on behalf of the President/CEO per the terms of the 2022 employment agreement. It was determined that a small overage was paid to the providers for actual expenses, and that the President/CEO would repay those amounts to the Foundation. No further action was necessary on this item.

**2023 Grant Cycle Planning** – Pursuant to the provisions in the Grant-Making Guidelines and Procedures, consideration of a 2023 grant cycle was discussed. Recommendation was made to have a 2023 grant cycle, with applications in late spring, and determination of awards at the August Board meeting. It was further recommended that both the Finance/Investment and Programs/Grant Review Committees do their preparatory work prior to the February Board meeting. After discussion, upon motion by Dr. Huffstutter, seconded by Mr. Burgess, the recommendations as presented were unanimously approved (4-0). This item will be presented to the Board at its February meeting.

**Community Annual Event Timelines** – As discussed at the November 2022 Board meeting, an update was provided on the planning timelines for the annual event, and the need to return to the previously scheduled timeframe of spring now that the pandemic challenges have abated. After discussion, it was recommended that the Foundation have the Annual Update to the Community luncheon in the spring of 2024, and provide various other smaller events in 2023 in support of that event and market needs. Upon motion by Mrs. Green, seconded by Dr. Huffstutter, the recommendation was unanimously approved (4-0). This item will be presented to the Board at its February meeting.


**Community Foundation for Region 8** – Information was then presented regarding the activities of others in the market for a Region 8 Community Foundation formation. It was reported that there were requests from BCBSLA Foundation with local leaders that a community foundation could be helpful for the region, as northeast Louisiana is the only region in the state without that funding organization, and that BCBSLA Foundation was interested in LWF's involvement. Further contact was made to the Living Well Foundation from Central Louisiana Community Foundation (CLCF) as to interest in collaborating for a local community foundation, and it was reported that CLCF was initiating contacts with local leaders to establish a branch in this area. Discussion was held on the status of those actions, and the opportunities and impact of having a broader based funder in the market. It was agreed that continued networking was important and that the Living Well Foundation should remain aware of any actions for the positive impact to Region 8. No further action was necessary on this item at this time.

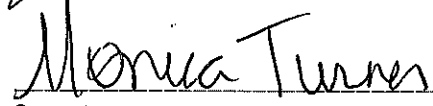
**Office Space Considerations** – An update was given on office space needs and possible solutions. After discussion with HSD #1 Board of Commissioners regarding the need for space and local options for leasing or owning, it was determined that the Foundation should continue to rent at this time, and that future needs and options could be considered at later dates as warranted. An update will be provided to the Board at its February meeting. No further action was necessary on this item.

**President/CEO Report** – No further report at this time.

**Board Chair Report** – No further report at this time.

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.

  
Chair

  
Secretary