

**A MEETING OF THE EXECUTIVE COMMITTEE  
OF THE LIVING WELL FOUNDATION  
ON WEDNESDAY, JANUARY 8, 2025, AT 7:30 A.M.  
AT THE FOUNDATION OFFICE  
3711 CYPRESS STREET, SUITE 1  
WEST MONROE, LOUISIANA 71291**

**MINUTES**

***Members Present:***

Jim Allbritton, Chair  
Todd Burgess  
P. Michelle Getret-Ford  
Dr. Bob Huffstutter  
Chris Pittard

***Staff Present:***

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

***Others Present:***

Doug Caldwell, Foundation Attorney

***Members Absent:***

none

Mr. Allbritton called the meeting to order, and the presence of a quorum was verified. Members were welcomed for the 2025 calendar year.

**Minutes** – The minutes from the September 5, 2024, meeting were reviewed. There being no changes, upon motion by Mr. Burgess, seconded by Dr. Huffstutter, the minutes were unanimously approved by all members then present (4-0).

Mrs. Getret-Ford joined the meeting at this time.

**November 2024 Financial Statements** – The November 2024 financial statements, with the cash basis and bond worksheets and Argent statement, were presented. A detailed review of the balance sheet and profit and loss statement was held, along with the status of maturing notes within the portfolio. After discussion, upon motion by Mr. Pittard, seconded by Dr. Huffstutter, the November 2024 financial statements were unanimously approved as presented (5-0).

**Update on RFP Process** – An overview was provided on the proposals received for investment management. Detailed reviews will be held to prepare for the Finance/Investment Committee to consider at its meeting January 22, 2025. No further action was necessary at this time.

**Board Director Committee Assignments** – Discussion was held on the addition of Mr. Brad Cammack to serve as a member on the Finance/Investment Committee for 2025, following the recent designation by the Board Chair, Mr. Allbritton, at the December Finance/Investment Committee meeting where Mr. Cammack was in attendance. Mr. Cammack was appointed in November 2024 to the Foundation Board by the Ouachita Parish Police Jury as their At-Large Appointee. Upon motion by Mr. Burgess, seconded by Mr. Pittard, the assignment of Mr. Cammack to the Finance/Investment Committee was unanimously approved (5-0). This item will be presented to the Board of Directors at its next meeting.

**Strategic Plan 2023 – 2027 Annual Review** – A review of the 2023-2027 Strategic Plan with the Action Plan was held. After discussion, recommendation was made for no changes or updates at this time. Upon motion by Dr. Huffstutter, seconded by Mrs. Getret-Ford, the recommendation was unanimously approved (5-0). This item will be presented to the Board of Directors, and thereafter to the HSD #1 Board of Commissioners.

**2025 CPA Engagement Letter** – The 2025 engagement letter for accounting services from Kelly, Noland, & Ducote, APAC, was then presented. Recommendation was made to accept the terms, and upon motion by Mr. Pittard, seconded by Mr. Burgess, the recommendation was unanimously approved (5-0).

**2025 Grant Cycle Planning** – A discussion was held on the Grant-Making Guidelines and Procedures, the 2025 budget, and the consideration of a 2025 grant cycle. It was noted that some organizations have not been able to fundraise adequate funds to support their operational costs, and that the challenges were widespread across all non-profits due to changes in tax laws and the current economic environment. As the Programs/Grant Review Committee meets soon to begin initial work of defining parameters for a cycle, these issues and needs of regional non-profit organizations will be taken into consideration. Recommendation was made to hold a 2025 grant cycle with applications in late spring and Board approvals in August 2025. After discussion, upon motion by Mr. Pittard, seconded by Mrs. Getret-Ford, the recommendation was unanimously approved (5-0). This item will be presented to the Board of Directors at its February meeting.

**Community Event Options** – Discussion was held on the needs of regional non-profits, the Foundation’s role as an educator and resource for grant-making and fundraising, and the consideration of the annual luncheon. The benefits of educational grant writing sessions were also discussed as an opportunity to network and collaborate with agencies to define project goals and refocus fundraising perspectives in the current economic environment. Discussion was also held on staff time and availability for added services due to the larger grant budget, increased number of applicants, and different challenges for nonprofits. Recommendation was made to continue the annual luncheon and add strategic education sessions within the Service Area to assist in meeting nonprofits new challenges, while continuing to evaluate staff resources and needs. After discussion, upon motion by Mr. Burgess, seconded by Mr. Pittard, the recommendation was unanimously approved (5-0). This item will be presented to the Board of Directors at its February meeting.

**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 member or members of the public wished to make any further comments, upon motion duly made and seconded, the meeting was adjourned.

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Chair

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Secretary