

## INGOA Foundation Executive Committee

Meeting Notes – 19 NOV 2008

Committee Members Present: Smoot, Levay, Dietz

Committee Members Absent:

Other attendance: Sheila Dietz, President Elect, INGO Auxiliary

President Smoot called the meeting to order at 0900.

Dietz reviewed the current bank statements.

Several areas which the Board will need to address were discussed. The areas discussed included:

- Establish policies and procedures, including documentation, for programs such as professional development, scholarships, sponsor/cosponsor events, speaker programs, donations, applications for Foundation programs, spending plans, IRS reporting, etc.;
- Fund raising, dealing with in-kind contributions, and recognition of donors.
- Outreach to involve others in Foundation projects and programs and to obtain the support of those who would be an asset for accomplishing the Foundation's mission.
- Website development such as establishing a site for the Foundation with links to INGOA and other related organizations vs remaining within the INGOA site.
- Maintaining good communications and coordination with INGOA and INGOAuxiliary; and explore establishing contact or liaison with other similar organizations (i.e. MOAA, AUSA, etc.).

No action was taken by the Committee on the above. The Committee recognized a great deal of work is ahead to get the Foundation on firm footings. It is of utmost importance that ALL board members need to be active and engaged to ensure the Foundation's success.

Smoot updated the Committee on the Professional Library project. He stated that he had contacted Russ Bierl, ED of the Gold Star Museum, who indicated he would have an interest in housing it for the Foundation. This will require more discussion.

Sheila Dietz provided insight regarding issues the INGOAuxiliary has dealt with and continues to face as it evolves; particularly from the receipt of significant contributions providing an increasing asset base with which to conduct its mission.

No further matters were taken up by the committee and the meeting adjourned at 1000.

Dennis Dietz  
Secretary & Treasurer