

**THE WAGNALLS MEMORIAL FOUNDATION  
BOARD OF DIRECTOR'S SPECIAL MEETING  
WEDNESDAY, OCTOBER 12, 2005**

The Board of Directors held a special meeting on Wednesday, October 12, 2005, at 7:00 p.m. with the following board members present: Mr. George M. Sheehan, Mrs. Nancy E. Fisher, Mr. John H. Rogers, Mr. Russell A. Osborn, and Mr. Carl C. Heister. Mr. David L. Wynkoop attended late. Mr. James L. Long, Ms. Deblin Jennings, and Ms. Sharon R. Steele were absent. Other attendees were Mr. Carl Spencer, Executive Director, and Mrs. Sandra Hall, Assistant Director.

With the Chairman attending late, and the Vice-Chairman being excused, the Secretary/Treasurer, Mr. Sheehan, opened the meeting at 7:05 p.m. The Board Members present then appointed Mr. Sheehan as *chairman pro tem* and silent attendance was taken by Mrs. Hall.

The purpose of this special meeting was to focus on short-term and long-term planning and the structure of the Teams/Committees.

There was discussion regarding the short-term goal of ending 2005 with a higher year-end portfolio balance than 2004. This discussion included sharing from Board Members of what they have been doing to accomplish this goal and a report from Mr. Spencer on his meetings with former Board Members, current Staff, and other potential donors. Mr. Spencer distributed a list of donors and asked each Board Member to select a solicitation list and return to him by the next Monday. Mr. Spencer reported that a direct solicitation envelope was being included in the November/December newsletter. He stated that his office was ready to assist Board Members with any "tools" needed, such as letters and information to use when calling or meeting with potential donors.

Mrs. Fisher distributed the Spectrum of Support bookmarks and Mr. Spencer distributed information on plaques for recognition of donors. It was decided that the Development Action Team would determine the giving levels and then the Marketing Action Team could promote the levels.

At 8:00 p.m., Chairman Wynkoop entered and took charge of the meeting and Mrs. Fisher excused herself from the meeting due to a prior commitment.

There was discussion regarding the long-term goal of balancing the budget and growing the portfolio. It was decided that the Finance Action Team would put together a budget for 2006 using income projections from the Development Action Team. Mr. Rogers reported on the vacant land and the Community Building. Mr. Spencer distributed information on Fundraising and Development Planning.

There was discussion regarding the structure of the various Action Teams. Some possible suggestions for better communication between the Teams were presented, such as having the Chair of the Development Team sit on the Marketing Team and vice versa. Another suggestion was to have each Team keep minutes of each meeting. These would be complete by the 2<sup>nd</sup> Wednesday of each month for the Executive Team to review and use to develop the Agenda for the next Board meeting. Mr. Spencer reported that in order to streamline the Teams, the Program Action Team had been combined with the Marketing and Events Team.

With the business of this special meeting concluded, the meeting was adjourned at 9:00 p.m.

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Sandra K. Hall, Recording Secretary

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David L. Wynkoop, Chairman

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George M. Sheehan, Secretary/Treasurer