

Family Tree Board of Directors Committees
July 15, 2008

Unless otherwise specified, all meetings are at the 3805 Marshall Street, Wheat Ridge location

Executive Committee - Meets monthly on the third Monday of the month, 8:00 – 10:00 a.m.

Chair is Kimberley Quinn. Staff attending are Scott Shields, Chief Executive Officer, and Omny Graves, Assistant to CEO/CFO. Membership includes Board Chair, Chair-Elect, Secretary and Treasurer and up to three members-at-large. This committee plans for and prepares the board meeting agenda, does preliminary review and consideration of issues and proposals and acts in absence of the board. It also acts as the Nominating Committee in relation to recruitment and nomination of new Board members and Board Officers.

Communications Council – Meets at 7:30 a.m. on the first Wednesday of the month, generally at Family Tree House of Hope at 3301 South Grant, Englewood. Staci Busby is the chair of the committee. One Family Tree Board member is on the committee plus two community members. Staff includes Steve Harrell, Director of Public Relations and Marketing, and Scott Shields, Chief Executive Officer. This committee addresses issues related to brand and name identification of Family Tree plus issues related to communication in general about who and what Family Tree is and does.

Development Committee - Meets monthly on the second Thursday of the month, 4:30 – 6:00 p.m. Chair is Kaye Lyssy. Five board members are on the committee as well as nine community members. Staff includes Scott Shields, Chief Executive Officer, Stacey Moyer, Assistant Grants Administrator, Dana Juniel, Development Associate, Angie Overlie, Director of Corporate Relations and Steve Harrell, Director of Public Relations and Marketing. This committee addresses fund-raising activities for the agency and in particular Family Tree's two major special events, Feast for Families and Celebration of Achievement.

Finance/Audit Committee - Meets on the third Thursday of every other month at 4:30-6:00 p.m. Chair is Stuart Wright. Currently the committee has four board members and five community members. Staff include Scott Shields, Chief Financial Officer, Fred Elswick, Controller, Kathy Pettit and Director of Grants Administration. This committee reviews finance statements, budgets and audits for both organizations, plus investment statements.

Human Resources - Meets monthly on the second Wednesday of the month at 5:00 p.m.– 6:30 p.m. The Chair is Katherine Vigil. Currently has six community members and one board member. Staff includes Denise Berridge, Human Resources Director; Marty Kennedy, Chief Operating Officer, Omny Graves, Human Resources Assistant and Scott Shields, Chief Executive Officer. This committee addresses general human resources related issues, such as safety issues for staff and residents, issues relative to volunteers, salary market surveys, exit evaluations, revised salary schedule, health care benefits and performance appraisals.

Planned Giving Committee – Meets as needed.

Denise Hoffman is chair. One Family Tree Board member and one community member are on the committee. Staff includes Marty Kennedy, Chief Operating Officer, and Scott Shields, Chief Executive Officer. This committee is overseeing and providing ongoing advice to Family Tree on planned giving issues.

Health Services Committee - Meets monthly at 7:30 a.m. on the second Tuesday of the month at the Family Tree Administration building. Dr. Barbara Morris is chair. The committee consists of one board member and four community members. Staff includes Jane Pemberton, Managing Director, Domestic Violence Services, Tom Lose, Managing Director, Homelessness Services, LaNita Snyder, Nurse Case Manager at W.I.C. and Scott Shields, Chief Executive Officer. This committee addresses issues related to the operation of the Women In Crisis Safe Clinic and the House of Hope Health Clinic, providing free medical care to women and children residents of these Family Tree shelters with pro bono physicians and nurses.

Services Committee - Meets every other month on the first Wednesday of the month, 4:30 – 5:45 p.m. Chair is Brad Geissler. Currently has one board member and eleven community members. Staff includes Scott Shields, Chief

Executive Officer, and Omny Graves, Assistant to CEO/CFO. This committee addresses general program issues, including new programs, program statistics, and diverse and specific service recipient needs.

Advisory Board – Meets quarterly, second Wednesday, 3rd month of the quarter, 8:00 a.m. Chair is Nick Hansen. Currently, the Advisory Board has nine community members including former Family Tree Board members. Staff includes Scott Shields Chief Executive Officer. This board will support Family Tree in Fund-raising and Friend-raising and serve as advocates and public ambassadors in the community for Family Tree and its programs. When requested, they will provide independent feedback, insight and/or advice on specific ideas or issues.

Family Tree Inc. Board of Directors meetings are held the fourth Thursday in the months of July, August, September, October, January, February, March, April, May and June from 5:00-6:30 p.m. The June meeting is the Family Tree, Inc. annual meeting when officers are elected and the budget for the upcoming fiscal year is approved. The November/December meetings are usually combined and held in early December, along with a holiday get-together.

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