

## M E M O R A N D U M

**To:** File

**From:** Peter S. Sheldon

**Client:** Ingham County Bar Foundation

**Re:** Grant Committee Recommendation concerning "Interim Gift Requests"

**File No.:** 99999-300

**Date:** January 16, 2013

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This afternoon, a conference call meeting of the ICBF Grant Committee took place to discuss a procedure for handling interim gift requests that prospective donees present to the ICBF which require a response of some sort prior to the next regularly scheduled meeting of the ICBF Board. Those participating in the call were Shauna Dunnings, Lee Reimann, Max Hoffman and Peter Sheldon. Charles Toy was unable to participate.

We agreed on the following procedure with respect to interim requests for financial assistance:

1. Whoever receives the interim request, whether it be a board member or Madelyne Lawry, should forward the request to Madelyne and to the chair of the Grant Committee.
2. Madelyne will then provide the Grant Committee chair with a history of prior requests for financial assistance from that requestor, and how the ICBF has responded to such requests within the last three years.

3. Armed with that information, the chair of the Grant Committee will e-mail the request and Madelyne's history report with respect to the requestor to all members of the Grant Committee, asking them to review the request and then provide their reaction electronically to the chair and to each other member of the committee.
4. If any member of the Grant Committee believes the matter requires more formal attention, he or she can request a conference call meeting of the committee members to discuss same.
5. Absent any such request for a conference call meeting, if the members of the grant committee respond by majority vote either in favor of or in opposition to the request, then that majority vote will be the recommendation of the committee to the full board.
6. The chair of the committee will then electronically transmit the committee's recommendation to all members of the board, advising them that, absent objection within the period set forth in the recommendation, the board member will be deemed to have agreed with the Grant Committee recommendation.
7. If a majority of the board members are in favor of the committee's recommendation, then the ICBF, through its president, will advise the requestor of the board's decision in response to the request.
8. If a majority of the board members oppose the committee's recommendation, then the board will decide by majority vote how the ICBF will respond to the request, and then the ICBF president will advise the requestor of the board's decision.
9. The Grant Committee also recommends that the ICBF board adopt the following policy with respect to responding to all future requests for financial assistance,

whether presented in the form of an interim request, or the in the form of a grant application:

a. For each fiscal year beginning after 2013, the ICBF board will include in its budget for such fiscal year a line item for amounts that can be awarded in response to grant applications and a separate line item for amounts that can be awarded with respect to interim requests for financial assistance. If an interim request does not fall within the budgeted amount for interim requests with respect to the fiscal year during which any such request is made, it shall be denied.

b. With respect to any entity that has in the past submitted interim requests for financial assistance, and if any such entity has been advised that all future requests for financial assistance are to be made in the form of a grant application, then if any such entity disregards that admonition and thereafter presents an interim request for financial assistance, it shall be denied.

c. Any interim request for financial assistance that, in the judgment of the board, after having considered the Grant Committee's recommendation with respect to the request, considers to be for use in a manner that is not consistent with the purposes of the ICBF, as stated in its Articles of Incorporation, then any such request shall be denied.