

## CFMS Facilities Development Committee

### Section 1. Background

The Facilities Development Committee was initially formed as an ad hoc committee to provide a means of focusing the efforts of the Executive Committee in addressing the future needs of the Federation. While the ad hoc committee was originally titled the Facility Fund Committee, it is now titled the Facilities Development Committee and is a standing committee by action of the Executive Committee prior to the 2021 Fall Business Meeting.

### Section 2. Mission

The mission of the Facilities Development Committee is to identify and provide recommendations to the Executive Committee for three primary Federation needs: 1) storage of Federation's physical assets, 2) a location to display CFMS museum assets and 3) one-or- more physical locations in California for the conduct of Earth Science Studies, replacing the Earth Science Studies venues at Camp Paradise and/or ZZYZX.

### Section 3. Organization

The committee consists of four individuals: the Chairperson and three other 'seats', all of whom are appointed by the CFMS President at the Fall Directors meeting. Once the committee has been established, committee members will serve 'in rotation' (e.g. Third Seat advances to become the Second Seat, the Second Seat advances to become the First Seat, etc. ) in each subsequent year - similar to the process used by the Rules Committee. A quorum requires at least three members of the committee.

### Section 4. Duties and Responsibilities

The Chairperson shall:

- preside at all meetings of the committee and shall report directly to the Executive Committee.
- oversee and coordinate the efforts of all three 'Seats' of the committee and be responsible for replacing of any vacancies on the committee. Upon expiration of the Chairperson's term, a new CFMS member shall be appointed by the Federation's President to serve as the new 'Third Seat'.
- submit articles for the CFMS newsletter no less than twice each year providing an update on the committee' s activities and encouraging CFMS members to submit suggestions for committee consideration to the email address of the Chairperson.

The 'First Seat' shall be a Fund Coordinator whose duties include:

- Monitoring the dedicated Federation funds with which to acquire appropriate properties.
- Soliciting donations to the dedicated Federation account(s) ensuring that all donations follow legal guidelines. In particular, all donations of non-cash items must be itemized and include an approximate valuation. All non-cash donations must be

forwarded to the respective Custodian.

- Preparing an annual budget for the following calendar year and submitting it to the CFMS Executive Director no later than September 31st
- Conducting any meetings at which the Chairperson may be unable to attend.

The 'Second Seat' shall act in a secretarial capacity with duties that include:

- Taking minutes of all committee meetings and submitting such reports to the Chairperson for forwarding to the Executive Committee.

The 'Third Seat' shall function in an 'Outreach' capacity and shall:

- Coordinate the efforts of all members of the committee in identifying potential properties to address the needs of the Federation.
- Meet with potential donors.
- Visit CFMS Societies to solicit support in identifying potential properties and/or donations.

## Section 5. Meetings

In-person and/or virtual meetings of the Facilities Development Committee are to be held at least twice annually in conjunction with the annual CFMS Show and the November Directors meeting. Additional meetings, whether held in-person or virtual, shall be scheduled and conducted by the Chairperson as needed. Written reports of the progress of all meetings will be provided to the Executive Committee within 30 days following a meeting.

## Section 6. Reimbursement

The Chairperson shall pre-approve any expenses (including travel expenditures) by committee members. Notification of such expenditure shall be forwarded to the First Seat.

## Section 7. Oversight of Funds and Tracking of Donations

Currently \$10,000.00 is in a separate Facilities Fund account of the General Fund, with interest accrued into the Endowment Fund. The Chairperson of the Facility Development Committee shall request that the Treasurer immediately transfer these funds into a new separate account with accrued interest remaining in the new account.

Rules for accessing the funds for an ideal property and related expenditures, other than by committee members as described above in Section 6, shall be developed over the next six months by the Facility Development Committee, submitted as a draft for recommendation by the Executive Committee, and approved by a vote of Directors at the Show in May 2022.

Non-cash donations may be accepted as a promissory note, using a form, to be redeemed at such time that development or construction begins. Acknowledgement for sponsors shall consist of a visual board with donations and personal recognition in the Bulletin. The visual board shall be posted at all Directors meetings, along with a thermometer board to showing funds accrued to date.