

- (k) If there are any proposed sustained members, a list of the names, addresses and qualifications should be prepared.
- (l) It is highly recommended although not necessary that the president or proposed Executive Director prepare a possible grant program empowering the Executive Director to begin work on a general basis. This would enable the foundation to start activities immediately or at least to begin investigatory work and would not require a subsequent meeting within an unreasonable time.
- (m) Prepare for signature, undated letters of resignation of members of the Board where it is necessary. Undated letters of resignation are recommended to be used where there are members of the Board serving as nominees or merely as place holders to fill out the State requirements. These persons generally are unrelated to the foundation creators and disinterested as to foundation activities and purposes and should have no real voice in the operation of the foundation. To prevent and discourage any attempt in the future for such outsiders to gain control of the foundation an undated letter of resignation might be signed effective as of the date placed at the top of the letter. The controlling individuals of the foundation could then date that letter whenever they wished the third party or nominee to resign.
- (n) Most of this material should be included in previously drafted minutes of the first meeting of the Board of Directors and these minutes should merely be read for the information of the members present at the meeting. Few changes should be accepted and the proper signatures are all that is required. Items that should be included are:
 - (1) Ratification of Officers.
 - (2) Ratification of the Seal.
 - (3) Ratification of the bank Resolution.
 - (4) Ratification of the filing of the charter and Articles of Incorporation.
 - (5) Election of family members.
 - (6) Election of sustaining members.
 - (7) Approval of any proposed grant program.
 - (8) Acceptance of the offer of the Executive Director and Assistant Executive Director.
 - (9) Ratification of any other actions by the promoters of the foundation.
 - (10) Ratification and approval of proposed draft of By-Laws.

Most of this information in the proper language is usually included in standard forms for the first minutes of the Board of Directors that are available from many form book companies. The language and form of other Resolutions that would have to be passed may be obtained from counsel or may be drafted with guides of other material.