⚠ MEETING NOT YET HELD — THIS IS THE ADVANCE BOARD PACKAGE, NOT MINUTES

The Foundation's grant-cycle meeting is **scheduled for Thursday, November 5, 2026**. As of the date this package was prepared (**2026-07-21**) the meeting is still in the future and **no minutes exist**. Everything below is the board package circulated ahead of the meeting — the agenda, the proposed slate, and the resolutions in the form they will be put to the Board. Nothing here has been adopted. The recorded minutes will replace this package after the meeting; it is filed under the meeting's own name and date so it sits with the meeting record.

Ellencourt Family Foundation — Board of Directors Grant-Cycle Meeting

Advance board package (agenda + proposed resolutions)

Meeting date: Thursday, November 5, 2026 · **Time:** 10:00 a.m. ET
Location: Kettle Hollow office, Connecticut
Meeting kind: Regular grant-cycle meeting
Package status: Prepared 2026-07-21 · meeting not yet held · minutes to be recorded on the day
Entity: Ellencourt Family Foundation — Connecticut private foundation, 501(c)(3) · Masked EIN **32-77xxxxx**
Corpus: $62,000,000 · subject to the **5% minimum annual distribution requirement**
Custody: Halstead Custody — Foundation account **••••8851**

1. Expected attendance & quorum

Expected to attend:

- Catherine Ellencourt — Chair
- Rachel Okoye — EA / Foundation *(to serve as recording secretary)*
- Thomas Whitfield — Director
- Eleanor Prescott — Director

Also expected:

Quorum: the four Directors expected constitute a quorum of the Board of Directors. **To be confirmed by the Chair at the meeting.**

2. Call to order (planned)

The Chair, Catherine Ellencourt, will call the meeting to order at 10:00 a.m. ET and confirm the presence of a quorum. Rachel Okoye is to record the minutes as recording secretary.

3. Approval of prior minutes

The minutes of the last cycle (reference date November 6, 2025 — prior year, outside the 2026 office calendar) are to be presented for review and approval.

4. Business items (proposed)

1. Grant slate for the cycle

The Board will be asked to consider the proposed grant slate for the cycle. Five grants are put forward, each by grantee, purpose, and amount:

#	Grantee	Purpose	Amount
1	Kettle Hollow Community Foundation	General operating support	$800,000
2	Sturgis Valley Free Clinic	Rural health services program	$550,000
3	Elk Fork Land Conservancy	Land preservation and stewardship	$700,000
4	Meridian Scholars Fund	Scholarship endowment contribution	$600,000
5	Harborlight Youth Arts	Youth arts programming	$500,000
	Total		**$3,150,000**

The slate total of **$3,150,000** exceeds the Foundation's **5% minimum distribution floor of $3,100,000** on its **$62,000,000 corpus**, and would therefore clear the minimum for the year (by $50,000).

Community Foundation $800,000; Sturgis Valley Free Clinic $550,000; Elk Fork Land Conservancy $700,000; Meridian Scholars Fund $600,000; and Harborlight Youth Arts $500,000, totaling $3,150,000 — be approved for the cycle.

2. Minimum-distribution compliance

The Foundation's **5% minimum distribution compliance check is scheduled for December 1, 2026**. If adopted as proposed, the slate of **$3,150,000** would satisfy the 5% minimum distribution requirement (floor **$3,100,000**) on the **$62,000,000 corpus** for the year.

PROPOSED RESOLUTION: that the grant slate as approved be recorded as satisfying the Foundation's 5% minimum annual distribution requirement for the year, to be verified at the scheduled December 1, 2026 compliance check.

3. Issuance of grant letters and disbursement

The Board will be asked to direct that grant letters be issued to each of the five grantees, and that disbursements be scheduled against the Foundation account **••••8851** at Halstead Custody. All disbursement wire coordinates render as **[REDACTED — SPECIMEN]**.

PROPOSED RESOLUTION: that grant letters be issued to each grantee reflecting the approved amounts, and that the Controller schedule the corresponding disbursements, with all wire coordinates handled as [REDACTED — SPECIMEN].

5. Items to be received

- **Grant slate** — for approval (Item 1); five grants totaling **$3,150,000**.
- **Compliance** — for noting (Item 2); 5% floor **$3,100,000** on **$62,000,000** corpus; compliance check scheduled **2026-12-01**.
- **Counsel** — expected to attend; no exceptions raised to the slate as circulated.

6. Actions & owners (proposed — effective only on adoption)

Issue grant letters to all five grantees at the approved amounts	Rachel Okoye (EA / Foundation)	2026-11-20
Schedule disbursements against account ••••8851 (coordinates [REDACTED — SPECIMEN])	Controller (Robert Nguyen)	2026-11-30
Confirm 5% minimum-distribution satisfaction at the compliance check	Rachel Okoye (EA / Foundation)	2026-12-01

7. Close (planned)

Expected adjournment: 11:15 a.m. ET.
Next Foundation touchpoint after this meeting: 5% minimum distribution compliance check — **Tuesday, December 1, 2026**.

Signature block intentionally left unexecuted — to be signed when the minutes of the November 5, 2026 meeting are recorded.

________________________________ Rachel Okoye, Recording Secretary (EA / Foundation) — *pending*

________________________________ Catherine Ellencourt, Chair — *pending*

Corpus and 5% figures reconciled to the office spine as of 2026-07-21; grant slate as circulated by the office (grant letters drafted separately, to issue only on approval).