

ChicoryLane Foundation

Designation of Family Directors as per Articles of Incorporation - Nonprofit

To: All Board Members and Stakeholders
From: John B. Smith
Date: July 14, 2024

Subject: Designation of Family Directors to Key Roles

Dear Board Members and Stakeholders,

We announce the designation of two Family Directors to key roles within the ChicoryLane Foundation as specified in our Bylaws:

1. **John B. Smith** (myself) has been designated as the **Chairperson**. In this role, he shall provide overall leadership and direction to the Foundation and its Board -including guiding the Board in setting the organizations strategic direction and goals. The chairperson shall preside over all Board meetings, and he shall represent the Foundation in official capacities and act as a spokesperson, as needed.
2. **Catherine F. Smith** has been designated as the **Secretary**. In this role, she is responsible for taking minutes at all Board meetings, announcing meetings, distributing minutes and the agenda to all Board Members, and making sure all official records are kept up to date. She will handle broader administrative tasks such as maintaining corporate records, managing correspondence, filing required reports with state agencies, overseeing the production of the Foundation's Annual Report, and ensuring compliance with legal and regulatory requirements. Whereas the Secretary may delegate certain duties, she remains responsible for overseeing all such work and ensuring its satisfactory and timely execution.

Sincerely,

John B. Smith,
Chairperson
ChicoryLane Foundation