

Lawrence, Rena

From: Lawrence, Rena
Sent: Tuesday, December 2, 2025 3:16 PM
To: Amanda M. Hill; Cara Kennemer (cara@kennemers.com); Jack Edmondson (jredmondson@sbcglobal.net); KayLeigh Nava; Kevin Dickerson; Lynn Geis; richard.selcer (richard.selcer@att.net); ruthkarbach@gmail.com; Sheran Goodspeed Keyton (sherankeytons@yahoo.com); Susan Pritchett (donegalbugal@sbcglobal.net); Tim Keith
Cc: Nawoj, Shae A
Subject: LCHF's future--2026 goals
Attachments: 2023--HISTORY_ORGANIZATIONS_AND_FRIENDS_GROUPS_FINAL.pdf
Importance: High

All,

There is quite a bit of information in this email, so please **take time and read it carefully. Please “reply to all” with any responses for the good of the group and respond to bullet point two re: your January meeting ASAP so we can plan.**

- First, and most importantly, **Tim has let us know that he’ll need to resign his post as president** effective immediately due to increasing career and familial obligations. He will follow this email with one of his own officially resigning but wanted everyone to know ASAP. Thank you for your service, Tim! We appreciate your support!
- I have been invited to participate in a free leadership workshop sponsored by the Texas Historical Commission at the newly reopened Star of the Republic Museum in Washington, TX, on January 8-9, 2026. Therefore, I was wondering if we could **move your meeting to January 15**. I was also wondering if y’all would be **willing to have the January meeting be virtual only** since it gets dark early and weather is always questionable this time of year. A virtual meeting would also make it easier for me to share documents/hear each other as we are discussing important topics. **Please let me know yea or nay ASAP on both points (moving meeting AND whether virtual only is okay).**

Now to the “big” stuff:

- As you know, the COFW has undergone significant leadership changes over the last year affecting every level of my chain of command. As such, there is rightfully an **increased level of scrutiny on all aspect of operations**, including NGOs and component units that support municipal facilities. As this happens, it becomes increasingly more important that **we ensure we have all relationships clearly and legally defined**. This also means that roles/duties of these organizations and their COFW liaisons must also be more clearly defined.
- Since LCHF’s inception, LCV staff (namely the Director) **has taken on a significant number of duties that would normally fall under LCHF’s purview** (i.e. maintaining records, preparing meeting agendas, sending reminders, processing board applications for dissemination, budget

prep, budget recon/tracking, filing your IRS 990 postcard, sending 1099s, etc.). We have also operated **without a formal Memorandum of Understanding (MOU) or Letter of Agreement (LOA)** defining the relationship between LCHF and LCV when professional standards and best practices indicate we really should have one. As multiple colleagues have told me, the best time to draft these is when the relationship between both parties is good. 😊

- Moving forward, LCHF-related duties **need to transition to LCHF’s executive team and/or members**, and we need to **work together with the COFW legal department to draft and mutually approve an MOU/LOA**. I’m working on gathering relevant examples from other museum colleagues now and have also been invited to sit in on the January Friends of the Fort Worth Nature Center & Refuge board meeting to see how they and the Fort Worth Nature Center & Refuge work together.
- We can work collaboratively to determine the specific division of duties and how purchasing/reimbursements, etc. will work moving forward, but mostly both LCV and LCHF need to be legally and financially protected. **We all know that everything in both of our operations is currently above board, but we need to have a clear separation of duties and organizational operations so that we avoid the appearance of impropriety.**

Again—**let’s work together** to ensure a smooth transition; I recommend developing a **transition “subcommittee”** of 2 or 3 folks to meet with me and help things go more smoothly; this may also be a great opportunity to **bring some more folks into LCHF** to help with this and crafting the MOU/LOA. These are items that **can be handled remotely, in person, or both**. We can discuss in more detail **and start acting at your January meeting**. My hope is that we’ll have this transition complete and the MOU/LOA **finalized by January 1, 2027. This would be LCHF’s primary focus and a major focus for LCV in 2026.**

Many organizations have great resources for board development and guidance for Support or “Friends” organizations like LCHF. Here are a few, and I’ve also attached a great article from AASLH:

[The Center for Nonprofit Management](#)

[Texas Nonprofit FAQs](#)

[Texas Historical Commission](#)

<https://www.philacrosstown.org/forming-and-building-a-friends-group>

<https://nonprofitelite.com/>

[DFW501\(c\)\(3\)](#)

Thanks in advance for your help—looking forward to a prosperous 2026!

Take care,
Rena



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