



ALBUQUERQUE  
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FOUNDATION  
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## MEMO

To: ACF Board of Trustees  
From: José Viramontes, Chair  
Date: March 27, 2024  
Re: Sabbatical for President and CEO – Update

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In consultation with ACF Staff and the Advancement Committee, the Executive Committee has amended the dates of the President and CEO's sabbatical. The sabbatical will now take place July 2 - August 27, 2024. The change in dates will accommodate an amended schedule for the endowment growth campaign, which places greater emphasis on the President and CEO's presence during the Fall and Winter of 2024.

During its March 7, 2024 meeting, the Executive Committee reviewed and discussed the proposed feasibility study and subsequent endowment growth plan. Based on recommendations from Staff; Bob Bowman, Advancement Committee Chair; and the proposed feasibility study consultant, a pre-launch phase for the launch of the Endowment Growth Plan was identified. This adjustment has been endorsed by the Pam Hurd-Knief, Special Advisor to the Endowment Growth Plan.

Specifically, this new phase will focus on internal processes regarding the engagement of current donors as well as the stewardship of new donors. The President and CEO's role in this new phase will be critical. By adjusting the dates of the approved sabbatical Mr. Royster will be present for key aspects of this new phase, including but not limited to the annual Donor Party.