



**Community  
Foundation**  
*of the*  
**Dan River Region**

541 Loyal Street · Danville, VA 24541 · 434.793.0884 · www.cfdr.com

**BOARD OF DIRECTOR’S MEETING AGENDA**  
**June 12, 2023 – 4:00 P.M.**

**Call to Order**.....Angeles Atkinson, President

**Minutes of March 20, 2023 Board Meeting**.....Angeles Atkinson

**Donor Activity Update**.....Carole Holland, Donor Services Manager

**Treasurer’s Report**.....Vince Kania, Treasurer

**Finance Committee Report**.....Scott Barnes, Chairperson

- Approval of FY 2023-2024 Budget
- Policies recommended for Board approval: Credit Card Policy, Gift Acceptance Policy, Financial Policy and Procedure and Banking and Finance Resolution

**Distribution Committee Report**.....Steve Bass, Chairperson

- June 2022 Distribution Report
- Policies recommended for Board approval: Scholarship Policy and Procedures

**Executive Committee Report**.....Angeles Atkinson

- Policy recommended for Board approval: Telework Policy

**Governance Committee Report**.....Angeles Atkinson

- Board approval of officers and new Board members

**Strategic Planning Retreat**.....Scott Barnes

**Development Report**.....Katherine Milam, Executive Director

**Recognition of Retiring Board Members**.....Angeles Atkinson

Brian Wilson, Janet Holley, and Richard Camp

**Adjourn**.....Angeles Atkinson

**Next Board Meeting is scheduled for Monday, September 25, 2023.**



**Board of Directors' Meeting Minutes  
March 20, 2023 at 4:00 P.M.  
541 Loyal Street and via Zoom**

**Present:** Angeles Atkinson, Scott Barnes, Steve Bass, Brian Wilson, Lee Farmer, Bill Riddle, Richard Dixon, Cathy Pulliam, Cookie Edmunds, Teresa Petty, Sandy Saunders, Jennifer Hiltwine, Kunal Patel, Kerri Burchett, Vince Kania, Jr., Richard Camp, Howard Graves, Danielle Montague, Kendra Floyd, Carole Holland, and Kathy Milam

**Absent:** Janet Holley, Tiffany Hairston, Ginny Foster, Lisa Johnson-Knight, and Nina Beth Thornton

Angeles Atkinson, opened the meeting at 4:00 p.m., welcoming everyone.

**Consent Agenda:** Minutes from the December 12, 2022 Board Meeting and the Executive Director's Report were presented by Angeles for approval. On a Wilson/Dixon motion, the Consent Agenda was approved by all.

**Treasurer's Report:** Presented by Vince Kania, who compared the December 31, 2022 and the January 31, 2023 Financial Reports. He noted there was a \$4.5 MM swing in the market in a one month period. He said we are riding the terms of the market, and expressed thanks for index funds because we are not having to trade stocks. He reemphasized the importance of sticking to our investment plans and keeping our seat belt fastened. He said that budgeted expenses remain on target. On a Hiltwine/Dixon motion, all approved the Treasurer's Report.

**Finance Committee Report:** Scott Barnes addressed two items, the Spending Policy for FY2023-2024 and the Statement of Investment Policy review. (1) He said the FY2023-2024 Spending Policy needs approval. The proposed payouts are based on a 20-quarter average with an approved payout amount of 5% (3.75% for grants/scholarships and 1.25% for administrative expenses). Payouts are based on history. These payout amounts become effective July 2023. (2) The Statement of Investment Policy requires annual review and Board approval. The updates noted are editing corrections with no change in policy. On a Wilson/Kania motion, the Spending Policy and Statement of Investment Policy were approved by all.

**Distribution Committee Report:** Presented by Steve Bass, who said the March Distribution Committee Report requires Board approval for the \$170,775 to be distributed. He said the Distribution Sub-committee met, discussed applications to, and recommended grants from the Marshall Family Fund, Kookee Fund and Autism Fund. Two questions derived from this process: First, there remains \$5,063.85 available after grants are fulfilled to the designees of the Marshall Family Fund. One of the original designees, The Free Clinic of Danville, closed transferring

substantial assets to The Community Foundation to establish an endowed fund. The Fund's purpose is similar to the mission of The Free Clinic of Danville. The Distribution Sub-committee recommends that going forward, funds remaining from the Marshall Family Fund payout be contributed to The Free Clinic of Danville Fund, which has an important role in The Foundation's annual competitive grant cycle. On a Wilson/Camp motion, all approved carrying over to The Free Clinic of Danville Fund any residual from the Marshall Family Fund each year.

Second, as a broader issue, Steve brought up the Board's variance authority as it relates to Grace Design United Methodist Church, a designated recipient of The Marshall Family Fund. In the case of a church, or any organization, if there is a split due to a different philosophy, for instance, what variance power does the Board have? How should this be handled and what guidelines are followed? He recommends clarification of the Board's role pertaining to variance and suggests there be guidelines to follow. On a Kania/Wilson motion, all approved the Distribution Report.

**Governance Committee Report:** Brian Wilson is focused on the replacement of three outgoing Board members with individuals who will be strong on the distribution side of Board activities. He is meeting face-to-face with prospects to ensure they understand that The Foundation's Board is a working Board. He has reached out to one person suggested by a Board member and two others. He is seeking additional recommendations from Board members. He hopes to have a committee recommendation in two weeks.

**Strategic Planning Next Steps:** Scott Barnes said providing leadership in charitable resources is the key goal of our current strategic plan. He continues to research to determine community needs. We then need to determine what our donors will support. The information gathered at the Donor Appreciation Luncheon clearly indicated education as a key area of concern.

**Current Activities Updates:** Kathy Milam updated the Board about current activities.

Personnel:

- Sorry to report that Cullen Libby is no longer a staff member with The Foundation. She made the decision to resign following difficulty with health issues. She worked through the end of December, then took 12 weeks family medical leave, but went ahead and resigned earlier knowing she would not be returning full-time.
- On a positive note, Carole Holland accepted our offer to move to full-time from her part-time position as Foundation Generalist. She has assumed the role and responsibilities of the Donor Services Manager, replacing Cullen.
- Traci is currently out sick since last Thursday. Depending on when she can return to work, Carole will likely be corresponding with those of you on Distribution as we distribute scholarship applications for review later on this week.

Past Business:

- We recently mailed out 197 year-end fund statements to donors with a cover letter. We do this twice each year.
- The decision has been made to eliminate the office credit card machine for donations, and to run all credit card transactions on the Network for Good portal on our website. There is a 3% Network for Good transaction fee that most donors will pay. If there is a donor who will not

pay the fee, the Foundation will pay it. The credit card machine is not used often, but is time consuming to maintain due to quarterly PCI security compliance requirements.

- We rented a shred container from Commonwealth and using our Retention Policy, recently shredded 700 plus pounds of old papers, reports, and documents. This frees up considerable space in our archive room and closet, cabinets and files.
- We hosted a Cannon Financial Institute teleconference called, *The Intersection of Exceptional Estate Planning and Bad Trust Administration*, for seven people on February 21. They enjoyed it, and the next one will be available in April.
- Carole coordinated the preparation and delivery of goodie baskets to 20 CPA, financial advisor, and lawyers' offices around Valentine's Day. This was well-appreciated.

#### Scholarships:

We are in our scholarship review period. We had 269 applicants, with 236 eligible applications. All staff, with help from Scott Barnes, have reviewed 100 or more applications each.

We plan to have four groups of three Distribution Committee members review equal portions of the total scholarship applications to decrease the work of reviewing per person. Each person should have approximately 60 applications to review. Our goal is to distribute the scholarships to you by March 24. The Distribution Committee review will end on April 25. This allows five weekends for members to review. For those reviewing, be sure to read the guidance you will receive carefully before you begin. Let Carole or Traci know promptly if you have any difficulty logging into AcademicWorks. Some of the applications are really wonderful to read. It is a competitive group of students. We are pleased to be serving Halifax County this year with scholarships. The Scholarship Award Ceremony will be held Sunday, June 4, 2023 at 2:30 p.m. at the Chatham Community Center.

#### Virginia Funders Network Conference:

Carole, Traci and I plan to attend the VA Funders Network Annual Conference at the Hotel Roanoke on May 2nd and 3rd. Board Member participation is welcome. Danville Regional Foundation is paying our way through the capacity development grant. There is a Trustee Pre-Conference Workshop available for connecting, sharing and learning among VFN Board members from around Virginia. Participants will discuss both their differing and common experiences as stewards and leaders of funder Boards, including leadership, Board roles, successes, what keeps you up at night, and how to focus on the larger purpose of funder work and mission.

#### Donor Appreciation Luncheon:

A deposit was paid to IALR, so this event is on our calendars for November 9, 2023. We are actively reaching out for sponsors for the event. If you or your business would like to help in that way, the sponsorship forms are on the table, or we will email you one.

#### National Accreditation:

Our National Standards Accreditation ends this fall, so we will begin working on the reaccreditation process fairly soon so that there will be no lapse in our accreditation.

Danville Regional Foundation three year grant:

The third year of our grant with DRF has been utilized, so it is time to reapply for funding for another multi-year term. This is a significant source of funds available for our competitive grant cycle. We will begin tackling this project soon. We may increase our ask amount this year.

Board Member Portal on Website:

We are looking forward to creating a Board Member portal on our website and have a preliminary list of important items to upload to it for your reference. We will update you when available.

Strategic Plan: We have been in contact with Averett University (Angie McAdams) about establishing an internship. This would likely come to fruition next fall. We reached out via email to Community Foundation leaders around Virginia who participate in the VFN cohort, to ask about best practices in outreach to increase resources. One recommendation was small social events for prospective donors held in Board members' homes. The events would entail a brief presentation by a Board leader and food and beverages supplied by CFDRR. Post-event follow-up with the guests would be completed. Cookie Edmunds said that she may have a space available to host such an event at her home. Another recommendation is the use of an outside marketing consultant to help keep the Foundation on track with consistent branding. Traci developed the concept for a hospitality related scholarship in partnership with Caesar's to support students enrolled in programs such as Averett's new hospitality curriculum. We will work to bring it to fruition. Traci also developed an outline to support the development of resources in secondary service areas such as Halifax County. With Scott's help, individuals who may be interested in serving on the Fund for Halifax Advisory Committee have been identified. Traci participated in a Halifax County High School event to promote their students' interest in applying for CFDRR's scholarships.

Steve Bass shared his thoughts about the welcome return to in-person gatherings, and suggested we seek out reviews, perhaps through a Google review, by grantees that may increase donations.

Angeles thanked the staff for keeping operations running smoothly. There being no further business, the meeting adjourned at 4:50 p.m.

Respectfully Submitted,

A handwritten signature in black ink that reads "Cathy Pulliam". The signature is written in a cursive, flowing style.

Cathy Pulliam, Secretary

Financial Statement Consolidated  
Community Foundation of the Dan River Region  
Balance Sheet  
Statement of Financial Position  
March 31, 2023

	March 2023	June 2022	March 2022
<b>ASSETS</b>			
Petty Cash	100.20	24.47	100.00
Checking	160,964.95	156,134.48	153,060.26
Credit Card Checking	710.46	1,453.03	3,069.76
Money Market Checking	2,665,078.73	2,707,911.38	2,752,425.85
Certificates of Deposit	107,831.72	110,324.02	108,141.24
Life Insurance	16,963.21	15,954.26	15,954.26
Investments in Equity Pool	44,353,155.01	42,751,855.36	46,478,517.12
Prepaid Expenses	26,098.98	13,031.49	21,982.39
Furniture and Equipment	33,779.02	33,779.02	39,687.52
Accum. Depreciation-Furniture	(33,349.11)	(32,847.99)	(38,565.41)
Computer Software	21,334.29	21,334.29	37,241.99
Accum. Amortization - Software	(18,224.23)	(16,687.57)	(32,083.09)
Real Estate - Office	323,014.18	323,014.18	323,014.18
Accum. Depreciation - Office	(194,027.10)	(184,857.45)	(181,800.71)
Real Estate - Faith Home	0.00	0.00	1,254,700.00
Accum. Depreciation - Faith Home	0.00	0.00	(767,888.00)
Accrued Interest Rec.	34,615.66	30,257.17	32,362.42
<b>Total Assets</b>	<b>47,498,045.97</b>	<b>45,930,680.14</b>	<b>50,199,919.78</b>
<b>LIABILITIES</b>			
Grants Payable	5,000.00	0.00	0.00
Accounts Payable	0.00	0.00	7,500.00
<b>Total Liabilites</b>	<b>5,000.00</b>	<b>0.00</b>	<b>7,500.00</b>
<b>FUND BALANCES</b>			
Fund Balance - Historic Gifts	40,851,541.33	39,929,909.54	38,853,902.39
Fund Balance - Net Earnings	5,123,707.39	4,550,668.45	9,860,916.16
Fund Balance - Available	1,517,797.25	1,450,102.15	1,477,601.23
<b>Total Fund Balances</b>	<b>47,493,045.97</b>	<b>45,930,680.14</b>	<b>50,192,419.78</b>
<b>Total Liab &amp; Fund Balances</b>	<b>47,498,045.97</b>	<b>45,930,680.14</b>	<b>50,199,919.78</b>

Financial Statement Consolidated  
Community Foundation of the Dan River Region  
Profit & Loss Statement  
Statement of Activities  
For the nine months ending March 31, 2023

	Current Month	YTD Current	YTD - Prior Year
<b>REVENUES</b>			
Gifts & Bequests (Historic)	1,270.00	868,921.75	1,013,922.75
Gifts & Bequests (Avail)	15,125.00	280,801.45	350,135.75
Inter-fund Gifts (Historic)	5,063.85	6,532.29	11,912.00
Inter-fund Gifts (Avail)	4,356.50	72,422.50	67,395.60
Special Grant Income	0.00	14,399.44	2,400.00
Ordinary Income	0.00	5.00	87.00
Interest/Dividend Income	119,846.28	1,022,742.32	887,761.45
Realized Gain/Loss	6,267.22	(61,754.63)	1,897,434.03
Unrealized Gain/Loss	404,699.04	1,597,824.83	(3,604,535.25)
Admin Fees	2.50	374,889.59	398,109.63
<b>Total Revenues</b>	<b>556,630.39</b>	<b>4,176,784.54</b>	<b>1,024,622.96</b>
<b>TRANSFERS</b>			
Spend Pol Trans-Net Earn	0.00	1,518,739.00	1,381,623.00
Spend Pol Trans-Avail	0.00	(1,518,739.00)	(1,381,623.00)
Transfers - Hist Gifts	0.00	(46,177.75)	0.00
Transfers - Avail	0.00	46,177.75	0.00
<b>Total Transfers</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>EXPENSES</b>			
Grants Voted	170,175.00	1,830,600.97	1,591,647.60
Investment Mgt. Fees	9,713.71	93,351.51	105,165.07
Administrative Fees	2.50	365,406.99	390,137.45
Salaries	21,370.53	140,812.98	116,702.23
Employee Benefits	2,892.29	24,598.51	21,309.36
Insurance	0.00	5,196.00	5,336.86
Utilities and Fuel	306.91	3,842.16	3,096.72
Telecommunications	277.33	2,492.27	2,589.88
Legal & Consult. Services	0.00	225.00	200.00
Accounting Services	3,154.67	39,027.10	37,547.77
Office Supplies	56.44	1,641.71	1,715.11
Mailing Expense	0.00	3,304.66	2,573.81
Building Maintenance	100.00	2,392.37	1,635.00
Project Grant Expense	897.00	15,296.47	2,400.10
Promotion	1,062.10	21,382.29	19,182.90
Printing & Reproduction	351.61	2,259.69	1,074.46
Dues & Subscriptions	637.00	3,522.00	3,210.00
Software/Comp/Web Maint.	1,871.21	39,264.71	35,279.91
Meetings	(430.73)	1,307.00	901.71
Board Development	576.97	576.97	0.00
Staff Training	2,700.00	2,700.00	0.00
Conference and Travel	0.00	794.00	126.56
Other Expenses	551.17	1,679.82	3,563.20
Depreciation Exp	1,245.27	11,207.43	11,279.70
<b>Total Expenses</b>	<b>217,510.98</b>	<b>2,612,882.61</b>	<b>2,356,675.40</b>
<b>Furniture &amp; Equip</b>	<b>0.00</b>	<b>1,536.10</b>	<b>506.48</b>
<b>Net Activity</b>	<b>339,119.41</b>	<b>1,562,365.83</b>	<b>(1,332,558.92)</b>

05/08/2023  
10:50 PM

Financial Statement Consolidated  
Community Foundation of the Dan River Region  
Adminstrative Budget vs. Actual Monthly  
Statement of Activities  
For the nine months ending March 31, 2023

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	Current Month	YTD Actual	Annual Budget
<b>REVENUES</b>			
Gifts & Bequests Available	0.00	4,967.02	15,000.00
Interfund Gifts Available	4,356.50	22,422.50	23,066.00
Grant Income	0.00	14,399.44	0.00
Ordinary Income	0.00	0.02	0.00
Interest and Dividend Income	3,225.96	18,461.13	10,000.00
Realized G/L	29.85	(290.54)	0.00
Unrealized G/L	1,917.69	4,947.44	0.00
Admin Fees	2.50	374,889.59	364,264.00
<b>Total Rev</b>	<b>9,532.50</b>	<b>439,796.60</b>	<b>412,330.00</b>
<b>trans</b>			
<b>Total Transfers</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>EXPENSES</b>			
Salaries	21,370.53	140,812.98	195,620.00
Employee Benefits	2,892.29	24,598.51	36,400.00
Insurance	0.00	5,196.00	5,300.00
Utilities & Fuel	306.91	3,842.16	4,600.00
Telecommunications	277.33	2,492.27	4,160.00
Legal & Consult. Services	0.00	225.00	5,000.00
Accounting Services	3,154.67	39,027.10	47,450.00
Office Supplies	56.44	1,641.71	2,200.00
Mailing Expense	0.00	3,187.74	3,500.00
Building Maintenance	100.00	2,392.37	3,000.00
Project Grant Expense	897.00	15,296.47	0.00
Promotions	1,062.10	21,382.29	34,250.00
Print & Reproduction	(121.39)	1,786.69	2,350.00
Dues & Subscriptions	637.00	3,522.00	3,400.00
Software/Comp/Web Mt Exp	1,871.21	39,264.71	50,100.00
Meetings	(430.73)	1,264.15	1,500.00
Board Development	576.97	576.97	1,500.00
Staff Training	2,700.00	2,700.00	3,600.00
Conference and Travel	0.00	794.00	2,000.00
Furniture and Equipment	0.00	1,536.10	5,000.00
Other Expense	91.27	1,333.46	1,400.00
<b>Total Expenses</b>	<b>35,441.60</b>	<b>312,872.68</b>	<b>412,330.00</b>
<b>Net Activity</b>	<b>(25,909.10)</b>	<b>126,923.92</b>	<b>0.00</b>



**Community Foundation of the Dan River Region  
2023-2024 Administrative Budget**

	<u>2022-2023</u> <u>Budget</u>	<u>Year-To-Date</u> <u>thru March 31, 2023</u>	<u>Projected</u> <u>thru June 2023</u>	<u>2023-2024</u> <u>Budget</u>	
<b>REVENUES</b>					
Gifts & Bequest (Available)	15,000	4,967	8,000	5,000	
Inter-fund Gifts (Available)	5,000	4,357	4,357	5,000	<i>gifts from various funds</i>
Grant Income					
Distribution from Board Endowment Fund	18,066	18,066	18,066	20,926	<i>amount from spending policy</i>
Interest/Dividend Income	10,000	18,461	15,235	15,000	
Realized Gain/Loss		(291)	(320)		
Unrealized Gain/Loss		4,947	3,030		
Miscellaneous Revenue		-			
Administrative Fees	364,264	374,890	489,946	396,305	admin fee 386,805, Daly Trust fee 9,500
<b>Total Revenues</b>	<b>412,330</b>	<b>425,397</b>	<b>538,314</b>	<b>442,231</b>	
<b>EXPENSES</b>					
Salaries	195,620	140,813	189,000	204,557	see attached payroll sheet
Employee Benefits	36,400	24,599	33,800	45,214	see attached payroll sheet; retirement, FICA, dental/health; unemployment \$800
Insurance	5,300	5,196	5,200	5,500	life \$750, D&O \$1050, Crime \$500, Bldg, Business owners \$2600, workmans comp \$600
Utilities and Fuel	4,600	3,842	5,000	5,000	\$415/mo average
Telecommunications	4,160	2,492	3,400	3,460	telephone/internet \$3300, Zoom fee \$158
Legal and Consulting Services	5,000	225	225	5,000	state corp. comm., Marshall estate
Accounting Services	47,450	39,027	47,450	49,050	\$12,400 audit/Form 990, \$5,400 for Payroll Services, \$31250 bookkeeping
Office Supplies	2,200	1,642	2,200	2,200	office supplies; paper products
Mailing Expense	3,500	3,188	3,500	3,500	postage \$3500, includes postage for Annual Report and Annual Appeal postage
Building Maintenance	3,000	2,392	2,700	8,000	Squeaky Klean \$1,200, Fire Safe \$75, Four Seasons \$300, Raywood (snow removal) \$175, general repairs & maint., security monitoring \$220; HVAC maint. \$600, parking lot \$5000
Promotion & Marketing	34,250	21,382	25,000	30,100	see attached spreadsheet
Printing & Reproduction	2,350	1,787	2,350	2,350	DocuSystems copies \$1200 (approx \$100/mo); letterhead/envelopes \$750; remittance envelopes \$400
Dues & Subscriptions	3,400	3,522	3,522	3,600	DP/Caswell/Halifax Chambers \$700; River District Assn. - \$100; VA Funders Network \$1000; newspapers/journals \$800; National Standards \$1000
Software/Computer/Web Maintenance	50,100	39,265	50,700	61,300	see attached spreadsheet
Meeting Expenses	1,500	1,264	1,264	1,500	misc. meetings
Board Development	1,500	577	577	1,500	
Staff Training	3,600	2,700	3,600	2,000	
Travel/Conference Expenses	2,000	794	2,000	2,000	monthly mileage; conferences
Furniture and Equipment	5,000	1,536	3,000	5,000	
Other Expenses	1,400	1,333	1,400	1,400	bank fees, misc. exp., equipment rental & maint., lic. & permits
<b>Total Expenses</b>	<b>412,330</b>	<b>297,576</b>	<b>385,888</b>	<b>442,231</b>	

Administrative Fund Balance at March 31, 2023 - \$1,153,649

## **CFDRR Benefits Package**

**(effective January 1, 2023)**

### **Holidays**

**10.5 holidays OR**

New Year's Eve - half day

New Year's Day

Martin Luther King Jr. Day

Memorial Day

Juneteenth

July Fourth

Labor Day

Thanksgiving

Thanksgiving Friday

Christmas Eve

Christmas Day

**Full-time and part-time employees will receive pay for eight hours per Board approved holiday. If an approved holiday falls on a Saturday, the office will be closed on the prior Friday. If the holiday is on a Sunday, the office will close the following Monday.**

### **Paid Time Off**

**Each full-time employee accumulates Paid Time Off according to the approved policy.**

**All paid time off must be approved in advance through the PTO/Holiday Time off request form.**

**Unpaid time off should also be approved in advance through the PTO/Holiday Time off request form, if possible. Unpaid time off for an emergency or crisis may also be requested. Repeated unpaid time off may reflect negatively on the employee's performance review.**

### **Insurance**

Each full-time employee receives **life** insurance at least equal to their annual salary.

Each full time employee receives paid **dental** insurance as approved annually by the Board.

Each full-time employee can choose from **health** insurance/other benefits through Outstaffing.

### **Retirement**

The Foundation has a Simplified Employee Pension (SEP) Plan. Full-Time employees are generally eligible to participate in the Plan after one year of employment eligibility has been satisfied. The contribution is at the discretion of the Foundation but it has historically contributed 6% of salary for all eligible employees.

<u>MARKETING BUDGET</u>	2023-24 Budget	2022-23 Budget	2022-23 Actual thru 3.31.23	<u>Notes</u>
<b><u>Receptions</u></b>				
Halifax Grant Reception and Learning Event	\$ 500.00	\$ 500.00	\$ -	
Past Presidents Council	\$ -	\$ 200.00	\$ -	
Legacy Society Reception	\$ -	\$ 600.00	\$ -	
Grant Reception	\$ 600.00	\$ 600.00	\$ 364.28	
Scholarship Reception	\$ 1,200.00	\$ 1,200.00	\$ 47.39	
Open House/Learning Events	\$ -	\$ 1,500.00	\$ -	
Funders' Forum	\$ -	\$ 1,000.00	\$ 75.00	
Donor Hospitality/Learning Events	\$ 2,000.00	\$ -	\$ -	
Virginia Funders Network	\$ 500.00	\$ -	\$ -	
<b><u>Advertising</u></b>				
Danville Concert Association-Advertising	\$ 500.00	\$ -	\$ 500.00	
Social Media Promotions	\$ 200.00	\$ 200.00	\$ -	
Constant Contact Email Newsletters	\$ 550.00	\$ 550.00	\$ 484.00	
Foundation Promotional Swag	\$ 500.00	\$ 500.00	\$ 716.48	mints and pens
Staff photos	\$ 200.00	\$ 200.00	\$ 100.00	
Rack cards	\$ -	\$ -	\$ -	
Christmas cards	\$ 350.00	\$ 200.00	\$ 310.54	
Scholarship and grant instruction video	\$ -	\$ -	\$ -	
Danville Interchange Garden site	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	
Signage	\$ 300.00	\$ 300.00	\$ 183.00	
Doodle Polls Subscription	\$ 100.00	\$ 100.00	\$ 83.40	
Print Ads	\$ 1,500.00	\$ 4,000.00	\$ 1,010.00	
<b><u>Development</u></b>				
Professional Advisors (baskets)	\$ 200.00	\$ 200.00	\$ 129.15	
Business Expo registration	\$ -	\$ -	\$ -	
Estate Planning Teleconferences	\$ 1,500.00	\$ 1,500.00	\$ 885.00	
Development videos	\$ 1,000.00	\$ 1,000.00	\$ -	
<b><u>Annual Report</u></b>	\$ 8,500.00	\$ 8,500.00	\$ 8,322.15	FY 22-23 \$1,200 postage included in Admin Budget
<b><u>Quality of Life Annual Appeal</u></b>	\$ 900.00	\$ 900.00	\$ 664.00	FY 22-23 \$350 postage included in Admin Budget
<b><u>Appreciation Luncheon</u></b>	\$ 6,000.00	\$ 7,500.00	\$ 4,507.90	
<b>Total Budget</b>	<b>\$ 30,100.00</b>	<b>\$ 34,250.00</b>	<b>\$ 21,382.29</b>	

<b><u>SOFTWARE/COMPUTER BUDGET</u></b>	<b>2023-24 Budget</b>	<b>2022-23 Budget</b>	<b>2022-23 Actual</b>	<b>Notes</b>
			thru 3.31.23	
<b><u>Software</u></b>				
FIMS software (paid to Fusion Labs)	\$ 30,100.00	\$ 26,100.00	\$ 20,554.48	
Grant/scholarship application software	\$ 14,200.00	\$ 10,800.00	\$ 7,889.94	
Network for Good online gifts	\$ 950.00	\$ 950.00	\$ 948.00	
Guidestar	\$ 750.00	\$ 750.00	\$ 750.00	
Last Pass	\$ 200.00	\$ -	\$ 37.32	
<b><u>Computer</u></b>				
Tekabyte				
<i>Server Management</i>	\$ 3,000.00	\$ 3,000.00	\$ 2,241.00	
<i>Desktop essentials / Laptop conference room</i>	\$ 4,840.00	\$ 540.00	\$ 1,886.00	
<i>Sabre backup license/server</i>	\$ 1,200.00	\$ 1,200.00	\$ 900.00	
<i>Sabre backup remote storage</i>	\$ 450.00	\$ 450.00	\$ 337.50	
<i>Cloud storage</i>	\$ -	\$ 100.00	\$ 36.00	
<i>Email security</i>	\$ -	\$ 100.00	\$ 32.00	
<i>Cloud signatures for Office 365</i>	\$ 60.00	\$ 50.00	\$ 39.42	
<i>Dark Web scan</i>	\$ -	\$ 600.00	\$ 199.80	
<i>Firewall monthly</i>	\$ 1,200.00	\$ 1,136.00	\$ 882.00	
<i>Firewall VPN</i>	\$ 50.00	\$ 24.00	\$ 28.00	
<i>Service tickets</i>	\$ 2,500.00	\$ 2,500.00	\$ 1,153.25	
<b><u>Website maintenance</u></b>				
Website hosting and maintenance (Justin Paul Drake)	\$ 1,800.00	\$ 1,800.00	\$ 1,350.00	
<b><u>Total Budget</u></b>	<b>\$ 61,300.00</b>	<b>\$ 50,100.00</b>	<b>\$ 39,264.71</b>	



# Community Foundation *of the* Dan River Region

## **Distribution Committee Report Board Meeting June 12, 2023**

**Need one Board motion approval for the following scholarships and grants with a grand total of \$527,573.95.**

- ❖ The Distribution Committee recommended 151 scholarships for a total of \$337,608.95. These scholarships are for the 2023-2024 academic year. Scholarship checks will be mailed to the colleges/universities by July 31.

### **Donor Advised:**

- ❖ **Christian Charities Fund - \$7,000**
  - Transitions Pregnancy Solutions - \$5,000 – general operations
  - God’s Pit Crew - \$1,000 – general operations
  - God’s News Prison and Jail Ministry - \$1,000 – general operations
- ❖ **Helen and Webb Maddux Fund – \$4,326**
  - Danville Life Saving Crew - \$4,326 - unrestricted
- ❖ **Moses & Louise A. Merricks Fund – \$5,015**
  - Mount Cross Volunteer Fire and Rescue, Inc. - \$4,000 – unrestricted
  - Wayles Harrison Cancer Fund - \$1,015 - unrestricted

### **Designated:**

- ❖ **Mr. & Mrs. P. L. Anderson, Jr. Family Fund – \$94,068**
  - First Baptist Church – \$47,034 (50%) - unrestricted
  - Salvation Army - \$18,813.60 (20%) - unrestricted
  - PATHS - \$14,110.20 (15%) - unrestricted
  - Boys and Girls Club of Danville - \$14,110.20 (15%) – unrestricted
- ❖ **Board Fund – \$20,926**
  - The Community Foundation of the Dan River Region - \$20,926
- ❖ **Boys & Girls Clubs Endowment Fund – \$14,949**

- Boys & Girls Clubs - \$14,949 - unrestricted
- ❖ **Danville Symphony Orchestra Endowment Fund – \$1,919**
  - ❖ Danville Symphony Orchestra - \$1,919 – unrestricted
- ❖ **Cora Taylor Younger Smith Fund – \$27,452**
  - Berea College, Berea, Kentucky – \$9,150.66 (33%) - unrestricted
  - United Negro College Fund – \$9,150.66 (33%) - unrestricted
  - American Indian College Fund – \$9,150.66 (33%) - unrestricted
- ❖ **Sam and Margaret Kushner Fund – \$1,308**
  - Temple Beth Sholom - \$1,308 unrestricted

**Field of Interest:**

- ❖ **Arts & Cultural Fund – \$6,088**
  - Danville Museum of Fine Arts and History - \$872 – to support a paranormal activity event
  - Smokestack Theatre Company - \$1,000 – to support a visual arts film festival event
  - Danville Symphony Orchestra - \$2,000 – to support the concert season
  - Danville Concert Association - \$1,000 – to support classic music in the region
  - BookEnds - \$458 – to support HOWEL
  - Ruby Archie Library - \$458 – to support an Arts Festival
  - The Haus of Fashion - \$300 – to support Danville Fashion Week
- ❖ **Kang-A-Rhue Children’s Cancer Fund – \$2,452**
  - Danville Pittsylvania Cancer Association - \$2,452- to enrich the lives of area children with chronic and life threatening illnesses and their families, with a major focus on those children with cancer
- ❖ **Jack W. Hall Memorial Fund - \$3,653**
  - Southern Area Agency on Aging - \$3,653 – to provide support for medication and other necessary assistance to persons suffering from chronic kidney and renal diseases and disorders
- ❖ **Gideon Miller Cancer Fund – \$809**
  - Halifax County Cancer Association - \$809 - to meet the needs of area cancer patients and their families.

**TOTAL for Recommended Scholarships and Grants: \$527,573.95**

**Schedule for upcoming 2023-2024 grant cycle:**

- Grant cycle opens June 1, 2023      - Application deadline July 28, 2023

**The Community Foundation of the Dan River Region  
Board Officers Committee Assignments FY 2023-2024  
Terms to run July 1-June 30**

<b>Executive Committee:</b>		
<b>Name</b>	<b>Office</b>	<b>Term Ending</b>
Scott Barnes	President (Ex-officio all committees)	2024 (2nd term)
Cathy Pulliam	Vice President	2024 (1st term)
Angeles Atkinson	Past President (Governance-Chair)	2025 (1st term)
Steve Bass	Secretary (Distribution)	2026 (2nd term)
Vince Kania, Jr.	Treasurer (Finance)	2024 (1st term)
Ginny Foster	At Large (Distribution)	2024 (2nd term)
<b>Directors:</b>		
<b>Name</b>	<b>Committee</b>	<b>Term Ending</b>
Lee Farmer	Distribution	2024 (1st term)
Richard Dixon	Distribution-Chair	2024 (1st term)
Teresa Petty	Distribution	2024 (2nd term)
Felecia Veal-Edmunds	Distribution	2025 (2nd term)
Danielle Montague	Distribution	2024 (1st term)
Bill Riddle	Finance	2026 (2nd term)
Kerri Burchett	Finance-Chair	2024 (1st term)
Nina Beth Thornton	Finance	2024 (1st term)
Sandy Saunders	Distribution	2025 (1st term)
Tiffany Danielle Hairston	Distribution	2025 (1st term)
Jennifer Hiltwine	Finance	2025 (1st term)
Kunal Patel	Finance	2025 (1st term)
Howard Graves	Distribution	2025 (1st term)
Lisa Johnson Knight	Finance	2025 (1st term)
Dan Angel	Distribution	2026 (1st term)
Sheila Williamson-Branch	Distribution	2026 (1st term)
Sylvia Brooks	Distribution	2026 (1st term)
Vice-Chairs needed		

*Note: Our Bylaws allow for a maximum of 23 members; this is a total of 23.*

# **The Community Foundation of the Dan River Region**

## **2023-2026 Board of Directors**

**DRAFT**

### **Terms Expiring June 30, 2024**

Scott Barnes (2nd term)

Kerri Burchett (1st term)

Richard Dixon (1st term)

Lee Farmer (1st term)

Ginny Foster (2nd term)

Vince Kania (1st term)

Danielle Montague (1st term)

Teresa Petty (2nd term)

Cathy Pulliam (1st term)

Nina Beth Thornton (1st term)

### **Terms Expiring June 30, 2025**

Felecia Veal-Edmunds (2nd term)

Angeles Atkinson (1st term)

Sandy Saunders (1st term)

Tiffany Hairston (1st term)

Jennifer Hiltwine (1st term)

Kunal Patel (1st term)

Howard Graves (1st term)

Lisa Johnson-Knight (1st term)

### **Terms Expiring June 30, 2026**

Steve Bass (2nd term)

William Riddle (2nd term)

**Dan Angel (1st term)**

**Sheila Williamson-Branch (1st term)**

**Sylvia Brooks (1st term)**



**The Community Foundation of the Dan River Region  
2023-2024 Committees**

**DRAFT**

**Governance**

Angeles Atkinson ('25) – Chairperson  
Scott Barnes ('24)  
Kerri Burchett ('24)

**Finance**

Kerri Burchett ('24) Chairperson  
William Riddle ('26)  
Nina Beth Thornton ('24)  
Vince Kania, Jr. ('24)  
Lisa Johnson-Knight ('25)  
Kunal Patel ('25)  
Jennifer Hiltwine ('25)

**Distribution**

Richard Dixon ('24) Chairperson  
Ginny Foster ('24)  
Lee Farmer ('24)  
Danielle Montague ('24)  
Teresa Petty ('24)  
Cathy Pulliam ('24)  
Felecia Veal-Edmunds ('25)  
Howard Graves ('25)  
Tiffany Hairston ('25)  
Sandy Saunders ('25)

**Dan Angel ('26)**

**Sheila Williamson-Branch ('26)**

**Sylvia Brooks ('26)**

*Note: President will be ex-officio on all committees*