



**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,

Cathy Pulliam, Secretary