



# Community Foundation *of the* Dan River Region

541 Loyal St · Danville, VA 24541 · 434.793.0884 · www.cfdr.org

## EXECUTIVE COMMITTEE MEETING AGENDA

**September 11, 2023; 3:30 P.M.**

**The Community Foundation**

**Call to Order and Welcome**.....Scott Barnes, President

**Approval of Minutes for June 5, 2023 Meeting** .....Kathy Milam, Executive Director

**Old Business**.....Scott Barnes

**Financial Report**.....Vince Kania, Jr., Treasurer

**Finance Committee Report**.....Vince Kania

- Policy Recommendation for Board Approval: Pledge Booking Policy
- Cash Availability and Investment Fee Comparison
- Revision to Target Allocations

**Governance Committee Report**.....Angeles Atkinson, Past President

**Distribution Committee Report**.....Kathy Milam

**Executive Committee Policy Review**..... Scott Barnes

- Bereavement Policy, Annual Leave and Sick Leave Time Policy,  
Confidentiality Policy, Conflict of Interest Policy, and Nondiscrimination Policy

**Board Retreat Recap/Strategic Plan**.....Scott Barnes

**Development Report** .....Kathy Milam

**Adjournment**.....Scott Barnes

**Next Meeting.....November 27, 2023**



# Community Foundation *of the* Dan River Region

541 Loyal St · Danville, VA 24541 · 434.793.0884 · www.cfdr.org

## Executive Committee Meeting Minutes

June 5, 2023 – 3:30 PM

**Present:** Angeles Atkinson, Scott Barnes, Vince Kania, Cathy Pulliam, and Kathy Milam

**Absent:** Brian Wilson and Janet Holley

Angeles Atkinson called the meeting to order at 3:30 PM.

**Minutes:** On a Barnes/Kania motion the Minutes for the March 6, 2023 meeting were approved by all.

**Treasurer's Report:** Vince Kania, Treasurer, reviewed the March financial reports, commenting that the endowments are back. He said that we are doing well with budgetary commitments and expenses. We are profiting because the market is up. On a Pulliam/Barnes motion, all approved the Treasurer's Report.

**Finance Committee Report:** Scott Barnes, Chairperson, discussed the proposed FY2023-2024 Budget. He noted the personnel budget shows updated salaries and adjusted benefits. A motion was made to give Traci Petty a 5% raise effective with her one year hire anniversary date, June 20, 2023. On a Kania/Atkinson motion, all approved. The total budget for FY2023-2024 is \$442,231. A Kania/Pulliam motion to accept the FY2023-2024 budget as proposed was approved by all.

Scott summarized the current Finance Committee study of our asset allocation targets. He mentioned the pending \$2MM funds transfer from Vanguard Emerging Markets to International Equity. On a Barnes/Kania motion to move the funds, all approved.

Scott provided an update on the Marshall Trust. He mentioned that C-W, Inc. properties are being liquidated. There is a deposition of Sammy Saunders planned for the fall. Sammy Saunders, who was the Trustee until recently when Mike Mayhew replaced him, has given CFDRR distributions from the Trust to make tax liability zero.

Scott reviewed changes to the policies due for review by the Finance Committee. He noted the changes to the policies should always be highlighted. The Credit Card Policy, Gift Acceptance Policy, and Financial Policy and Procedure are ok. The Banking and Finance Resolution will be updated July 1 with signatures of new officers. On a Kania/Pulliam motion to accept the policy recommendations, all approved.

Spending Policy Procedure was mentioned as it now includes the need for communication during the fall between, bookkeeper, Kendra Floyd, and Grant and Scholarship Administrator, Traci Petty, to ensure understanding and agreement about all funds that will payout the next fiscal year. This especially impacts scholarship opportunities because they open online for applications on January 1 each year, meaning all available opportunities need to present on the website application at that time.

**Governance Committee Report:** Angeles introduced the Board personnel changes proposed for FY2023-2024. We currently lack Vice Chairs for the Finance and Distribution Committees. Kathy will ask Rick Dixon for his input and Scott will ask Kerri Burchett for hers. Scott asked if a Vice Chair is required by CFDRR's Bylaws. When asked if the committee members were in favor of mentors for new members, the response was no.

New Board Member Orientation will likely be held on August 1, 2 or 3, 2023 around lunchtime. Scott said he is available on those days to participate.

**Distribution Committee Report:** Kathy Milam said the March Distribution Report is complete. She summarized the information in the report and the total payout amount. The funds to be distributed following Board approval total \$527,573.95, which includes scholarships.

Kathy updated the committee on the Arts & Cultural Fund process and issues arising from working with the Advisory Committee for the Fund. Vince offered to attend the Advisory Committee meeting next year to help oversee the process.

The Daly Grant application process is underway and proceeding smoothly from our administrative standpoint.

There are numerous revisions to the Scholarship Policy and Procedure, with new content integrated from the Council of Foundation's policy example. CFDRR's policy was thoroughly edited, then approved by the Distribution Committee. On a Barnes/Kania motion, the revisions to the Scholarship Policy and Procedure were approved by all.

**Telework Policy:** Angeles commented on this new policy. It is not currently being utilized but it serves CFDRR well to have adopted it. Revisions to the new policy include: (1) adding definitions for the word supervisor, and (2) under the heading Foundation Specific Terms and Conditions, the first sentence was deleted and replaced with the last sentence, "Exercising the telework option will be at the discretion of the employee's supervisor."

**Board Retreat Plan:** Scott framed a Board Retreat as is an opportunity to follow-up on the Strategic Plan adopted last year. We are still looking for the best place(s) to focus our energy on raising charitable resources. The objective is to identify needs/gaps in services in our region and take actions to address these gaps. We need a few hours, probably on a Wednesday or Friday, for the retreat. Making a social component part of the retreat was suggested by Angeles. She asked about the rental space at Angela's Creative Catering. Scott said he would follow-up.

**Development Report:** Kathy gave the following updates:

**Accreditation**

- Submission is due by October 15, 2023 and National Standards asks for it 90 days in advance. Our goal is July 15 to have it complete.

- Board Resolution requires Board approval
- Employee Handbook requires attorney review
- Charitable Giving from other states requires registration in NC

#### **Change of Registered Agent**

- Jim Daniel's law office will serve.
- Jim said he will not charge us anything.
- I informed Clement & Wheatley of our selection as they wind down operations.

#### **Scholarship Reception**

- Thank you for your help yesterday.
- We had around 200 attendees.
- Sorry the sound system was not working properly.  
Should we consider holding this event somewhere else next year?

#### **Southside Regional Funders Lunch**

- We will sponsor along with the Harvest Foundation and DRF.
- A Zoom meeting is scheduled for this Thursday to iron out details.
- The event date is July 12.
- The place will likely be in Martinsville at the Harvest Foundation or another location there.
- The format and agenda is to be determined. A goal is to build and enhance relationships and identify shared interests.

#### **VA Funders Network Conference**

- This was a worthwhile day and a half for our staff, May 2 and 3, spent with funders from around the state.  
We would like to attend this conference again. In our DRF grant proposal, I am requesting an extension to use the remaining \$31,422.91.

#### **Quality of Life Annual Appeal**

- We have a letter prepared for the appeal, which will be mailed to people and businesses. We will ask for contributions to help create a new Hospitality Scholarship Fund, to help grow the Unrestricted Community Fund or Fund of choice.
- Averett committed \$4,000 toward the scholarship. They are providing us with more information about the program, too.
- We are writing a proposal to the Daly's for funding for the scholarship.
- Funding requested for the scholarship from Caesar's did not work out as we thought it was going to.

#### **Donor Appreciation Luncheon Sponsorship**

- We mailed 19 letters (and submitted one application for sponsorship online) and have heard back from ten businesses who have committed to sponsor the event on November 9, with a total of \$5,250.00 in sponsorship money.
- Last year, we received \$5,000.00 in sponsorships and \$2,625.00 from individuals for a total of \$7,625.00. The total cost of the luncheon was \$7,146.55 (-478.45 total costs).
- Where we have been asking individuals to donate to offset the luncheon expense on the invitation, we are leaning against doing that this year. As you may recall, if offended one of our Legacy donors last year. We will try to steer people to give to the Annual Appeal instead.

- This year we plan to focus on an education-related program and may highlight the Hospitality Program Scholarship. We chose this topic because education was identified as the most important issue according to donor feedback from the last luncheon.
- **Cannon Financial**  
Tuesday, April 25 –It's Not All About Saving Taxes - How Trusts Can Impact Beneficiaries Lives?  
Ten CPA's and attorneys attended this teleconference.

The meeting adjourned at 5:30 PM.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Cathy Pulliam".

Cathy Pulliam, Secretary

Financial Statement Consolidated  
Community Foundation of the Dan River Region  
Balance Sheet  
Statement of Financial Position  
June 30, 2023

	June 2023	June 2022	June 2022
<b>ASSETS</b>			
Petty Cash	97.98	24.47	24.47
Checking	164,079.30	156,134.48	156,134.48
Credit Card Checking	4,008.96	1,453.03	1,453.03
Money Market Checking	2,695,491.79	2,707,911.38	2,707,911.38
Certificates of Deposit	107,192.82	110,324.02	110,324.02
Life Insurance	16,963.21	15,954.26	15,954.26
Investments in Equity Pool	46,545,391.01	42,751,855.36	42,751,855.36
Prepaid Expenses	18,080.17	13,031.49	13,031.49
Furniture and Equipment	33,579.02	33,779.02	33,779.02
Accum. Depreciation-Furniture	(33,316.09)	(32,847.99)	(32,847.99)
Computer Software	21,334.29	21,334.29	21,334.29
Accum. Amortization - Software	(18,736.43)	(16,687.57)	(16,687.57)
Real Estate - Office	323,014.18	323,014.18	323,014.18
Accum. Depreciation - Office	(197,083.64)	(184,857.45)	(184,857.45)
Accrued Interest Rec.	27,310.07	30,257.17	30,257.17
	=====	=====	=====
Total Assets	49,707,406.64	45,930,680.14	45,930,680.14
<b>LIABILITIES</b>			
	-----	-----	-----
Total Liabilites	0.00	0.00	0.00
<b>FUND BALANCES</b>			
Fund Balance - Historic Gifts	41,402,685.84	39,929,909.54	39,929,909.54
Fund Balance - Net Earnings	6,812,171.76	4,550,668.45	4,550,668.45
Fund Balance - Available	1,492,549.04	1,450,102.15	1,450,102.15
	-----	-----	-----
Total Fund Balances	49,707,406.64	45,930,680.14	45,930,680.14
	=====	=====	=====
Total Liab & Fund Balances	49,707,406.64	45,930,680.14	45,930,680.14

Financial Statement Consolidated  
Community Foundation of the Dan River Region  
Profit & Loss Statement  
Statement of Activities  
For the twelve months ending June 30, 2023

	Current Month	YTD Current	YTD - Prior Year
<b>REVENUES</b>			
Gifts & Bequests (Historic)	453,656.14	1,384,203.76	2,061,586.00
Gifts & Bequests (Avail)	1,375.00	272,301.45	368,964.65
Inter-fund Gifts (Historic)	24,000.00	30,532.29	11,912.00
Inter-fund Gifts (Avail)	0.00	72,422.50	67,395.60
Special Grant Income	0.00	16,177.09	2,400.00
Ordinary Income	0.00	19.00	87.00
Interest/Dividend Income	186,875.57	1,240,969.90	1,130,297.83
Realized Gain/Loss	(8,770.87)	(30,244.20)	2,014,362.65
Unrealized Gain/Loss	1,939,955.66	3,147,393.41	(9,390,332.38)
Admin Fees	7.50	489,961.14	520,492.77
Gain on Sale of Property	0.00	0.00	221,875.50
	-----	-----	-----
Total Revenues	2,597,099.00	6,623,736.34	(2,990,958.38)
<b>TRANSFERS</b>			
Spend Pol Trans-Net Earn	(62,754.52)	1,455,984.48	1,346,387.47
Spend Pol Trans-Avail	62,754.52	(1,455,984.48)	(1,346,387.47)
Transfers - Hist Gifts	3,137.50	(58,040.25)	(28,343.90)
Transfers - Avail	(3,137.50)	58,040.25	28,343.90
	-----	-----	-----
Total Transfers	0.00	0.00	0.00
<b>EXPENSES</b>			
Grants Voted	(18,985.68)	1,822,001.29	1,596,809.30
Investment Mgt. Fees	15,919.12	134,783.04	143,042.17
Administrative Fees	7.50	480,478.54	512,520.59
Salaries	13,875.54	182,870.35	151,666.25
Employee Benefits	2,692.08	32,247.73	27,056.81
Insurance	0.00	5,196.00	4,781.64
Utilities and Fuel	0.00	4,383.40	3,959.00
Telecommunications	306.62	3,510.24	3,573.72
Legal & Consult. Services	97.00	322.00	200.00
Accounting Services	382.00	47,620.57	45,781.78
Office Supplies	214.85	2,434.06	2,343.31
Mailing Expense	209.73	3,605.16	3,204.46
Building Maintenance	100.00	2,787.37	2,136.79
Promotion	1,329.14	22,756.43	25,299.30
Project Grant expense	174.24	16,177.12	2,400.10
Printing & Reproduction	44.30	2,669.64	1,996.67
Dues & Subscriptions	0.00	3,522.00	3,747.99
Software/Comp/Web Maint.	4,441.43	52,742.95	47,305.20
Meetings	145.64	1,544.26	1,609.82
Board Development	0.00	576.97	0.00
Staff Training	300.00	3,600.00	0.00
Conference and Travel	231.87	1,025.87	616.45
Other Expenses	177.00	2,744.37	4,240.09
Depreciation Exp	1,245.18	14,943.15	15,039.70
	-----	-----	-----
Total Expenses	22,907.56	2,844,542.51	2,599,331.14
	=====	=====	=====
Furniture & Equip	931.23	2,467.33	4,009.04
	-----	-----	-----
Net Activity	2,573,260.21	3,776,726.50	(5,594,298.56)

08/25/2023  
9:06 AM

Financial Statement Consolidated  
Community Foundation of the Dan River Region  
Adminstrative Budget vs. Actual Monthly  
Statement of Activities  
For the twelve months ending June 30, 2023

Page 1

	Current Month	YTD Actual	Annual Budget
REVENUES			
Gifts & Bequests Available	1,000.00	10,717.02	15,000.00
Interfund Gifts Available	0.00	22,422.50	23,066.00
Grant Income	0.00	16,177.09	0.00
Ordinary Income	0.00	0.09	0.00
Interest and Dividend Income	3,826.20	27,805.36	10,000.00
Realized G/L	(47.62)	(138.12)	0.00
Unrealized G/L	9,892.39	12,600.28	0.00
Admin Fees	7.50	489,961.14	364,264.00
	-----	-----	-----
Total Rev	14,678.47	579,545.36	412,330.00
trans			
	-----	-----	-----
Total Transfers	0.00	0.00	0.00
EXPENSES			
Salaries	13,875.54	182,870.35	195,620.00
Employee Benefits	2,692.08	32,247.73	36,400.00
Insurance	0.00	5,196.00	5,300.00
Utilities & Fuel	0.00	4,383.40	4,600.00
Telecommunications	306.62	3,510.24	4,160.00
Legal & Consult. Services	97.00	322.00	5,000.00
Accounting Services	382.00	47,620.57	47,450.00
Office Supplies	214.85	2,434.06	2,200.00
Mailing Expense	209.73	3,488.24	3,500.00
Building Maintenance	100.00	2,787.37	3,000.00
Project Grant Expense	174.24	16,177.12	0.00
Promotions	1,329.14	22,756.43	34,250.00
Print & Reproduction	44.30	2,196.64	2,350.00
Dues & Subscriptions	0.00	3,522.00	3,400.00
Software/Comp/Web Mt Exp	4,441.43	52,742.95	50,100.00
Meetings	145.64	1,501.41	1,500.00
Board Development	0.00	576.97	1,500.00
Staff Training	300.00	3,600.00	3,600.00
Conference and Travel	231.87	1,025.87	2,000.00
Furniture and Equipment	931.23	2,467.33	5,000.00
Other Expense	263.43	2,611.87	1,400.00
	-----	-----	-----
Total Expenses	25,739.10	394,038.55	412,330.00
	=====	=====	=====
Net Activity	(11,060.63)	185,506.81	0.00





## Policy For Booking Pledges

Pending Board Approval September 25, 2023

---

The Community Foundation of the Dan River Region will only book pledges at year-end and only if they are considered to be material to the financial statement of the organization by the Executive Committee.

	<b>July 31, 2023</b>
	<b><u>Current Balance</u></b>
<b><u>Cash Available Non-Endowed</u></b>	
American National Bank-Checking	\$ 264,026.79
Edward Jones-Certificate of Deposit 3.3% interest, matures 8/18/2025, balance as of 06/30/2023	\$ 107,192.82
American National Bank Plat. Money Market-non-endowed	
Administrative fund	\$ 499,681.73
Emergency fund	\$ 157,671.10
Temporary funds	\$ 119,650.57
Endowed funds - restricted	\$ 1,437,668.80
Endowed funds - unrestricted	\$ 610,387.53
First Citizens Credit Card Checking	\$ 3,983.86
<b>Total Non-Endowed Cash Available</b>	<b>\$ 3,200,263.20</b>

	<b><u>Current Balance</u></b>
<b><u>Cash Available Endowed</u></b>	
American National Bank-Endowed Money Market	\$ 874,828.42
AMNB Investment Management Account Cash & Equivalents	\$ 195,712.70
AMNB Peregrine Custody Account	\$ 10,456.84
BOA Trust Cash/Currency cash balance	\$ 51,744.98
<b>Total Endowed Cash Available</b>	<b>\$ 1,132,742.94</b>

**Estimated Endowed Upcoming Cash Needs**

September - quarterly grants	\$ 195,000.00
October - quarterly fees	\$ 120,000.00
<b>Total Endowed Upcoming Cash Needs by September 30</b>	<b>\$ 315,000.00</b>

**The Community Foundation of the Dan River Region  
Investment Fee Comparison  
As of June 30, 2023**

	<u>Investment Value at 6.30.23</u>	<u>Fee as % of FMV</u>	<u>unaudited FYE 6.30.23</u>	<u>FYE 6.30.22</u>	<u>FYE 6.30.21</u>	<u>FYE 6.30.20</u>
American Funds	4,613,755.67	-	-	-	-	-
American National	5,813,509.49	0.40%	23,183.81	23,446.87	18,050.95	19,796.80
American National Peregrine	1,317,833.00	0.32%	3,254.20	4,157.67	4,025.52	1,665.99
ASB Allegiance Real Estate	1,683,669.04	1.21%	18,515.81	20,334.52	19,280.59	14,291.00
BOA/US Trust	2,032,840.65	0.82%	15,305.65	16,584.60	15,134.33	13,283.72
Boyd Watterson	1,566,406.00	0.00%	-	-	-	-
Dover St. Cayman	918,894.00 *	3.15%	33,430.00	28,987.00	27,963.00	32,775.00
John Hancock	954,073.18	0.00%	-	-	-	-
MA Res. Fund 1	5,390.16	26.98%	697.94	1,454.01	1,292.74	2,271.29
MA Res. Fund 2	352,023.14 *	1.22%	2,945.56	4,310.95	4,387.78	4,507.53
MREP 2008 Distressed	-	0.00%	13.44	53.86	53.65	57.54
Private Advisors	-	0.00%	-	177.00	1,268.00	1,499.00
TIFF Sec. Partners	13,876.00 *	7.86%	1,076.00	1,091.00	1,103.00	1,152.00
Vanguard	27,273,120.68	0.00%	-	-	-	-
Subtotal	<u>46,545,391.01</u>		<u>98,422.41</u>	<u>100,597.48</u>	<u>92,559.56</u>	<u>91,299.87</u>
Dahab fee			30,133.51	33,159.40	27,091.53	25,497.66
Peregrine fee			6,227.12	9,285.29	8,513.51	484.04
<b>Agrees to general ledger</b>			<u><u>134,783.04</u></u>	<u><u>143,042.17</u></u>	<u><u>128,164.60</u></u>	<u><u>117,281.57</u></u>

\* - value at 3.31.23

Dahab and Peregrine are paid quarterly by check

All other accounts are drawn directly out of the respective investment account and reported on the statement provided



## **Distribution Committee Report September 25, 2023**

The Competitive Grant Cycle Request for Proposals generated 72 grant applications, with a total of \$1,751,923.54 in funds requested. Our Admin team disqualified one incomplete application, reducing the total amount of funds requested to \$1,751,913.54. The Distribution Committee met on September 20 regarding the remaining 71 applications for the grant cycle.

**Need one Board motion to approve all of the following quarterly grants with a grand total of: \$194,012.80**

### **Donor Advised:**

❖ **Collins 'Great Outdoor' Fund - \$5,652**

- -- \$ --
- -- \$ --
- -- \$ --

❖ **Dan River Inc. Endowment Fund -\$150,845**

- 

❖ **The Wednesday Club Endowment Fund - \$646**

- - \$646

### **Designated:**

❖ **James L. Clark and Henrietta Clark Fund – \$5,539**

- Danville Life Saving Crew and Rescue Squad – \$2,769.50 - unrestricted
- Moffett Memorial Baptist Church – \$2,769.50 – unrestricted

❖ **Eugene Evans Library Fund - \$2,068**

- Danville Public Library - \$2,068 – unrestricted

❖ **Juanita G. "Nita" Grant Fund - \$2,784**

- Averett University - \$1,392 – to benefit scholarships for students
- First Baptist Church of Danville Endowment Fund - \$1,392 – to benefit the First Baptist Church of Danville Endowment Fund

- ❖ **Alma Courtney “Sigie” Perkinson Rose Fund - \$3,481**
  - Garden Club of Danville - \$3,481 - annual grant to maintain the Perkinson Rose Garden
  
- ❖ **Rippe Fund for Temple Beth Sholom - \$496**
  - Temple Beth Sholom – \$496 – to support the needs of the building and/or the congregation
  
- ❖ **Riverview Rotary Endowment Fund - \$2,293**
  - Riverview Rotary Foundation – \$2,293 – unrestricted
  
- ❖ **Pittsylvania Animal Shelter Fund - \$5,367.81**
  - Pittsylvania Pet Center - \$5,367.81 – to support modifications to the shelter and grounds for improvements not funded by the County or other governmental or private agencies, to promote animal care, shelter cleanliness, adoption of the maximum number of animals, and general operation of the shelter, where other funding is not available from government or other private sources, as determined by County officials
  
- ❖ **Caswell Family Medical Center Endowment Fund - \$8,166**
  - Compassion Health Care - \$210 – unrestricted from individual fund
  - Compassion Health Care - \$7,956 – unrestricted from agency fund
  
- ❖ **Danville Museum of Fine Arts and History Endowment Fund - \$389**
  - Danville Museum of Fine Arts and History - \$6 – unrestricted from individual fund
  - Danville Museum of Fine Arts and History - \$383 – unrestricted from agency fund

**Field of Interest:**

- ❖ **Hart Street Fund - \$419**
  - Children’s Home Society of Virginia - \$419 – to aid foster children in the transition as they age out of the system (The Possibilities Project)
  
- ❖ **Hospice Support Services Fund - \$5,867**
  - Southern Area Agency on Aging - \$5,867 – to provide assistance with expenses not covered by insurance to Danville-Pittsylvania residents who have elected hospice benefits

**TOTAL for Recommended Grants: \$194,012.80**



Community  
Foundation  
*of the*  
Dan River Region

541 Loyal St · Danville, VA 24541 · 434.793.0884 · www.cfdr.org

## BEREAVEMENT POLICY

Pending Board Approval September 23, 2023

---

It is the policy of The Community Foundation of the Dan River Region to grant bereavement leave to all full-time and part-time employees. Bereavement leave, up to three days, at the discretion of the Executive Director, may be allowed for a death in the immediate family. Any additional time needed may be taken as ~~vacation~~ **Annual Leave Time**. Temporary employees do not ~~received~~ receive bereavement leave. The term “immediate family” includes the following: spouse, partner, child, ~~step-child~~ **stepchild**, parent, grand-parent, spouse’s parent, brother, sister, grandchild or any relative who resides with an employee.

~~**Paid Time Off (PTO)**~~  
**Annual Leave and Sick Leave Time**  
**Pending Board Approval September 23, 2023**

**I. OBJECTIVE**

To provide a quality-of-life benefit for all employees, recognizing the needs of employees and of their families.

To provide all full-time employees with paid time away from work that can be used for vacation, personal illness or to care for dependents.

To provide employees with flexibility in how they use their time away from work.

To provide the Board of Directors with an understanding and assurance that employees will be treated consistently and uniformly with respect to benefit programs.

**II. ANNUAL LEAVE POLICY**

A. Eligible employees (i.e., regular full-time employees) earn annual leave as follows:

- A new employee will earn five days of annual leave after a probationary period of 90 days.
- A year, in the case of annual leave, will be defined as the time between hire date anniversaries.
- Moving forward, annual leave will be earned on the employee's hire date anniversary.
- A maximum of ten days of unused annual leave may be carried over to the next year.
- Any remaining annual leave, above the ten days that can be carried over, will be paid out to the employee in the pay period following the hire date anniversary. Unused annual leave of ten days or less must be carried over and will not be paid out.

<b>DAYS/YEARS OF SERVICE</b>	<b>TOTAL ANNUAL LEAVE</b>
Ninety (90) days until 1 year	Five (5) days
One (1) year until five (5) years	Ten (10) days
Five (5) years until ten (10) years	Fifteen (15) days
Ten (10) years forward	Twenty (20) days

B. Should an employee resign during the year, and if they give proper notice and are in good standing, they shall be paid for all remaining annual leave time for the year.

C. Employees should make written application to the Executive Director for the use of annual leave. Annual leave must be scheduled reasonably in advance using the **PTO Leave Request Form**, and requests must have supervisory approval, except in the case of illness, or emergency. The Executive Director must also schedule his or her annual leave reasonably in advance using the **PTO Leave Request Form**, except in the case of illness or emergency. The President of the Board shall approve requests for annual leave submitted by the Executive Director. In cases of emergency, for all employees, the form should be submitted as soon as reasonably practicable. A copy of the **PTO Leave Request Form** request form is attached to this document as Form 1.

- D. Annual leave time should be taken in at least half day increments.
- E. No more than one staff member can be off at any one time. First come, first served will be the policy regarding who gets approval. The Executive Director will have the final say ~~se~~ regarding annual leave requests.
- F. Employees should not make requests to be off more than five (5) days at any one time unless a special circumstance exists.

### III. SICK LEAVE TIME POLICY

- A. Eligible employees (i.e., regular full-time employees) earn sick leave time beginning after their ninety (90) day probationary period.
- B. Employees earn one (1) day per month beginning after the 3rd month of employment for a total of nine (9) days in the first year and twelve (12) days every year thereafter.
- C. Employees may carry over sick leave time year to year until a maximum of thirty (30) days total has been banked. An employee may not bank more than thirty (30) days at any one time.
- D. Should an employee resign their employment they will not be paid for any unused sick leave time.
- E. Should an employee be out of work for more than three (3) days, The Foundation reserves the right to request a physician note for the time away from work and a release note to return.
- F. Short periods of time off for a medical appointment or dental appointment will be permitted at the discretion of the Executive Director with no impact on ~~vacation~~ annual leave or sick leave time.
- G. Sick leave time is not earned for periods when unpaid leave is taken, or when short or long-term disability benefits are being received or when ~~workman's~~ worker's compensation benefits are being received.
- H. Sick leave time shall be used by employees when they are not able to report to work due to their illness. Sick leave may also be used to care for dependents when they are sick. Upon return to work, the employee shall complete a Leave Request Form and give it to the Executive Director for approval and record-keeping purposes.

### IV. Other

- A. ~~PTO is~~ Annual leave and sick time leave are not earned by temporary or contract employees or those whose job descriptions specifically exclude this benefit.
- B. Multiple unscheduled absences may subject an employee to corrective disciplinary action.
- C. All Foundation employees are responsible for understanding and complying with this policy. ~~Within 30 days of receipt of this policy, each Foundation employee shall complete the Acknowledgement of Receipt Form that is attached to this document as Form 2.~~ Employees confirm their understanding of this policy by signing the Employee Handbook Acknowledgement of Receipt form.





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

541 Loyal St · Danville, VA 24541 · 434.793.0884 · www.cfdr.org

## CONFIDENTIALITY POLICY

Pending Board Approval September 23, 2023

### POLICY

Any information about The Community Foundation of the Dan River Region and its applicants, grantees, donors, prospective donors, and any personal information about employees or other confidential information obtained as a result of working for or involvement with The Foundation shall be considered confidential and should be discussed only as appropriately required in connection with The Foundation's work. All information concerning an applicant, grantee, donor, prospective donor, or other confidential information must be maintained in confidence, and particular care must be taken to avoid discussion of Foundation affairs with third parties, unless authorization to do so is obtained from the President, Executive Director, Board President or as required by law.

All files, documents and working papers of The Foundation are the property of The Foundation. Any employee or Board member who purposely, or through a failure to exercise reasonable care, causes confidential information to be disclosed, unless such confidential information has been previously disclosed publicly, will be subject to disciplinary action, up to and including termination or discharge from the Board. The obligation to keep information confidential continues even after an employee/Board member ceases to be employed by The Foundation or ceases service on the Board.

*Personal Addresses* – It is the policy of The Foundation not to give our staff, donor, or Board members' personal addresses or phone numbers to outside persons (with the exception of the human resource department's Executive Director's dealings with benefit providers). Anyone asking for personal information on staff or Board members should be instructed to forward all calls, mailings or invitations to The Foundation's office.

### AGREEMENT

By signing below, I acknowledge that 1) I have received a copy of the Confidentiality Policy; 2) I have read and understand the Policy; and 3) I agree to abide by this Policy in my role as an officer, director, contractor, or employee.

I acknowledge and agree that all confidential information and grant files, contribution files, donor records, donor lists, charitable gift information, resource development data, manuals, letters, contracts, agreements, notes, notebooks, records, reports, memoranda and all other Foundation materials, documents and data used, prepared or collected as part of my work or involvement with The Foundation, in whatever form, are and will remain the property of The Foundation.

Accordingly, I agree that at the end of my relationship with The Foundation, I will destroy or return to The Foundation all Foundation documents and other materials of any kind which constitute or contain any confidential information, in my possession or control, regardless of how stored or maintained, including all originals, copies and compilations and all information stored or maintained on computer, tapes, discs, E-mail or any other form of storage.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

## POLICY STATEMENT: DISCLOSURE OF CONFLICTS OF INTEREST

Pending Board Approval September 23, 2023

---

The ability of The Community Foundation of the Dan River Region to carry out its mission in the community is enhanced by the involvement of its Board, ~~volunteers~~ and staff in the community and economic life of the region from the City of Danville and Pittsylvania County to South Boston/Halifax County, Virginia, and Caswell County, North Carolina.

~~Their~~ ~~The~~ collective knowledge ~~of the Board and staff~~ is invaluable in guiding ~~the~~ ~~The~~ Foundation in its service to donors and grantees. The Foundation, therefore, actively recruits Board members ~~and volunteers~~, who are actively involved in community service and business affairs in our service area and also encourages its staff to participate in those activities.

As a result of the broad participation of Board, ~~volunteers~~ and staff in the life of the community, from time to time ~~the~~ ~~The~~ Foundation makes grants to community service organizations with which they are involved and obtains business and professional services from entities with which they are associated. For that reason, ~~the~~ ~~The~~ Foundation provides this Statement of Policy to insure the awarding of grants and employment of service is free of favoritism and is based entirely on merit.

1. *Board Members.* Each Board member is ~~requested~~ ~~required~~ ~~provide annually, in writing,~~ ~~to complete a Conflict-of-Interest Disclosure Statement annually and submit it~~ to the ~~President~~ ~~Executive Director~~ of ~~the~~ ~~The~~ Foundation. ~~This Statement reflects~~ a list of offices and directorships he or she holds in charitable and business organizations and ~~to~~ ~~identifies~~ his or her place of employment or principal business activity. In the event ~~the~~ ~~The~~ Foundation is considering a grant to, or the procurement of services from, an entity in which a Board member ~~and/or a Board member's immediate family (spouse/children)~~ is an officer, director or is employed, the Board member shall so inform the Board and refrain from voting on the matter. At the discretion of the ~~Chairman~~ ~~Executive Director~~, the Board member may be excused from Board discussion on this matter. This procedure shall also be applicable to Committees of the Board.

Members of the Board of Directors shall serve without compensation. Board members may be reimbursed for reasonable expenses incurred ~~in the course of~~ while conducting foundation business at the discretion of the ~~President~~ Executive Director.

2. ~~Volunteers.~~ The procedure described in the preceding paragraph shall be applicable to volunteers, except that volunteers will not be asked to provide annual information on offices, directorships, employment or principal business activity.
3. *Staff.* Each staff member ~~shall provide annually, in writing,~~ is required ~~provide annually, in writing,~~ to complete a Conflict-of-Interest Disclosure Statement annually and submit it to the ~~President~~ Executive Director of the The Foundation. This Statement reflects a list of offices and directorships he or she holds, and/or their immediate family (spouse/children) hold, in charitable and business organizations and identifies any such organization in which the staff member has been employed or served as an officer or director within the past five years. The ~~President~~ Executive Director of the The Foundation shall endeavor to avoid assigning a staff member to matters involving any organization he or she has identified.
4. *Procurement of Services.* In selecting providers of professional and other services, the The Foundation will continue to ~~give consideration to~~ consider the recommendations of donors and the needs and best interests of the The Foundation. Service providers will not be precluded from employment by the The Foundation by reason of a relationship between the prospective service provider and a Board member, ~~volunteer~~ or staff member. In such circumstances, however, the The Foundation will ~~give particular consideration to~~ consider the quality and cost of comparable services available from other providers. The Foundation will continue to contract with service providers who best meet the needs of the The Foundation in light of prevailing market changes for such services.
5. *Volunteers.* In the rare instance The Foundation utilizes a volunteer, the volunteer will be required to complete a Conflict-of-Interest Disclosure Statement and submit it to the Executive Director of The Foundation.

*Policy Revision History: Adopted by Board 3.25.2002; revised and Board approved 7.1.2004; revised and Board approved 9.27.2021; pending Board approval 9.23.2023.*



Community Foundation of the Dan River Region

541 Loyal St · Danville, VA 24541 · 434.793.0884 · www.cfdr.org

# CONFLICT-OF-INTEREST DISCLOSURE STATEMENT

Information will be held confidential. Please use other side for more space.

Name (please print) \_\_\_\_\_

Current Employer or Business affiliation \_\_\_\_\_

I acknowledge that I have received and read the Conflict of Interest Policy from The Community Foundation of the Dan River Region.

I hereby disclose that I or my immediate family has the following relationships that may be a potential conflict of interest:

**Nonprofit Organization Interests** (e.g., board service, significant supporter, or employment in an organization that may seek grant support or compete for donors with the Foundation)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Business Interests** (e.g., board membership, ownership, or employment in firm that may have or seek business from the Foundation; real estate interests related to Foundation grantees; business partnerships with Foundation donors)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Other Significant Involvement** (e.g., membership on foundation boards, bank trust departments, or bank advisory committees; active political or advocacy role; elected or appointed office)

\_\_\_\_\_

I have disclosed all potential conflicts of interest with regard to **regarding** my decision-making role(s) in The Community Foundation of the Dan River Region and will refrain from any votes or participation in any board or committee action affecting these other interests. **I will notify The Foundation should additional conflicts arise that are not included on this form.**

Signature \_\_\_\_\_

Date \_\_\_\_\_



# Community Foundation

of the

## Dan River Region

541 Loyal St · Danville, VA 24541 · 434.793.0884 · www.cfdr.org

## NONDISCRIMINATION POLICY

Pending Board Approval September 23, 2023

---

### Employment

The Community Foundation of the Dan River Region follows an equal opportunity employment policy and employs personnel without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, pregnancy, veteran status, military obligations, marital status, **disability, political affiliation, and belief**. This policy applies to hiring, internal promotions, training, opportunities for advancement, and terminations.

### Gifts

The Community Foundation will not accept gifts which are intended to discriminate against any person or organization.

### Grantmaking

No person in the United States shall, on the basis of actual or perceived race, color, religion, national origin, sex, gender identity (as defined in paragraph 249(c)(4) of title 18, United States Code), sexual orientation, marital or parental status, political affiliation, military service, or any other improper criterion be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available by **The community Foundation**, and any other program or activity funded in whole or in part with funds appropriated for grants, cooperative agreements, and other assistance administered by **The community Foundation**.