



Community Foundation *of the* Dan River Region

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Executive Committee Meeting Minutes

March 4, 2024; 3:30 P.M.

Present: Scott Barnes, Ginny Foster, Vince Kania, Jr., Angela Atkinson, Steve Bass, Cathy Pulliam, and Kathy Milam

Scott Barnes called the meeting to order at 3:33 P.M.

Minutes: On a Pulliam/Foster motion, the minutes from the November 27, 2023 Executive Committee Meeting were approved as presented.

Old Business:

- **Marshall Trust Distribution to CFDRR:** Scott provided a brief update on the settlement of the Robert T. Marshall Estate. He recounted gifts received to date from the Estate, and explained that ultimately, CFDRR will receive approximately \$16.9 million. CFDRR recently received \$6 million, which has been invested.

Kathy stated that Mike Mayhew, the accountant working to sell property and carry out the Estate distributions, asked if The Foundation plans to publicize Mr. Marshall's gift. The Executive Committee discussed this, recommending a write-up in the Annual Report, acknowledgment and gratitude expressed during the fall Donor Appreciation Luncheon, a Constant Contact email, and possibly a press release.

Treasurer's Report: Vince said the December 31, 2023 financial statements show that The Foundation is in good shape. The market is up and our assets have grown to \$57 million. Our budgeting is good and we are meeting our processes, procedures, and protocols. He noted a change in staff with Kendra Floyd leaving CFDRR and the hiring of Katy Jones as her replacement. There were no questions. On a Pulliam/Atkinson motion, all approved the Treasurer's Report.

Finance Committee Report:

Vince commented as follows:

- The Finance Committee hosted AMNB/AUB representatives for a presentation about fixed rate bond investments. A presentation by Smith Salley representatives followed. The latter described the changes in their relationship with AMNB before it ended due to the AMNB/AUB merger. Seth Lynn, CFDRR's investment consultant, will continue to

communicate with these two entities regarding CFDRR's bond portfolio. Seth pointed out that to his dismay, when he reached out to AUB previously, he did not hear back. Seward Anderson, with Wells Fargo, provided the committee suggestions for investment of some of the Marshall Estate gift that he invested for them over a few decades.

- Referring to the Cash Availability Report, Vince affirmed that we have sufficient cash available for the upcoming grant payouts. We will need to review carefully prior to June's scheduled distributions. Kathy was asked to add account interest rates to the Cash Availability Report.
- Vince asked that the Cash Balances Report, which Kendra created, continue to be updated with interest rates as well.
- Vince presented the Statement of Investment Policy for review and no changes were suggested. Where the Financial Policies and Procedures are concerned, we will change the first sentence under Receipt and Handling of Funds on page 2. The paragraph will start as follows: The mail is received and opened under dual control and logged under supervision of the Executive Director.

At the end of that paragraph, a sentence will be added stating: The Executive Director has the discretion to assign receipt and handling of funds tasks to other staff members to ensure the completion of these tasks in a timely manner. On a Bass/Pulliam motion, all approved the policies as amended.

Governance Committee Planning: Angeles stated that she contacted all board members individually seeking their recommendations for new board members. She received thirteen nominations to be presented at the Governance Committee meeting on April 23. She asked a few people to give more details. She will inquire about potential interest, describe the duties and time entailed with serving on the CFDRR Board. Kathy will confirm with a few of those whose first term is ending, that they will continue for a second three-year term. Teresa Petty and Ginny Foster are rotating off the board. We also have the position vacated by Sylvia Brooks to fill. Angeles mentioned that Kerri Burchett will continue on the board but cannot serve as finance chairperson again.

Distribution Committee Report: Kathy presented the Distribution Committee Report for approval March 18, 2024. She explained it is in draft form as the Distribution Sub-committee will need to meet later this week to make decisions about the Autism, Keokee and Marshall Fund grants. Scott asked that the name of the church benefitting from The Marshall Family Fund be stated the same in both places where it is written in the report. He looked up the name and said that it is Grace Design Community Church.

Executive Director Position Recruitment:

Scott said that we received 23 applications so far. The deadline to apply is March 8, 2024. Twelve complete applications were forwarded to the search committee for review. He said he

expects to receive more applications before the deadline. On March 14, the committee meets and everyone should bring their top three or four applicants to discuss.

Strategic Plan Progress Report: Scott said he has been meeting with staff monthly about the Strategic Plan, and is pleased with their engagement, ideas and focus on moving activities related to education, literacy and technical training opportunities forward. They will meet again on March 18. Kathy suggested that the board could be involved in a more proactive way, and Scott replied that he expected they would become more involved later on.

Development Report: Kathy provided the following report in writing and made a few related remarks:

Board Governance

Auditor Bid for FY2024 accepted

Annual Report mailed and posted on website

Quarterly Board Meeting held

Competitive Grant Cycle grant recipients notified of awards

Grant Award Reception held January 10 at Ballou Park Recreation Center

Spending Policy updated for scholarship cycle

Finance Committee Meeting held

Halifax Advisory Committee met with its new members February 21

Semi-annual fund statements reviewed and mailed week of February 25

Scholarship applications closed online March 1

Staff Operations

Debrielle Williams, Foundation Administrator, began working for CFDRR October 30 and has now been with us for four months. The time she dedicates to supporting the scholarship and grant workload is proving beneficial. Our summer 2023 time study helped to clarify priorities for all staff. Traci is guiding Deb through each scholarship task to see that she gains a thorough knowledge of what is involved. This scholarship cycle has been challenging for applicants and staff alike because Blackbaud implemented new multi-factor authentication protocols at the beginning of our application cycle. This created significant issues for systems users and staff helping them to complete/submit their applications or references. Blackbaud was not proactive in providing support for this new requirement. We are concerned about how multi-factor authentication will affect our competitive grant application process later this year.

Deb and Traci registered to attend the Virginia Funder's Network annual conference in Richmond May 6-8.

Katy Jones, Accountant, replaced Kendra Floyd who resigned mid-December 2023. Katy has a bookkeeping and finance background. She works on-site, on a part-time basis, from an office staff created for her. The Foundation staff is pleased to have her working with us on site. Katy is using all resources available to learn the requirements of her position. Use of our financial management software, FIMS, is the most challenging task. We have offered FIMS training

resources to advance her knowledge and she is progressing. Kendra has answered her intermittent questions freely.

Kathy Milam gave notice of her retirement, effective June 30, 2024 and has worked to advertise the open Executive Director position on numerous media platforms. Scott Barnes brought together a Search Committee that is currently reviewing job applicants. The position closes for applicants on March 8, 2024. Kathy's retirement announcement is posted on the website and was circulated via Constant Contact, Facebook and Instagram.

Finances

The merger of AMNB with AUB was a focus area during our February Finance Committee Meeting. Representatives from AMNB/AUB and Smith Salley presented to the committee at the meeting about their thoughts and plans for our fixed income bond portfolio.

With the settlement of the Robert T. Marshall Estate, planning for investment of funds received from the estate is important at this time. The \$6 million recently received from the estate is now invested with Vanguard according to CFDRR's asset allocation percentages. Due to CFDRR's 96%/4% rebalancing policy, the fixed investment amounts recommended during the finance committee meeting were reconsidered via email after the meeting. The rebalance transferred part of the gift to our endowed flow thru money market account, which is part of our investments in pool. Ultimately, \$5.7 million was wired from endowed flow thru to Vanguard for investment in four different accounts there.

Philanthropic Funding and Creative Sources of Revenue

DRF Board and Staff Capacity Development grant funding of about \$31,422 remains available on a reimbursable basis. Kathy plans to propose to DRF that the grant cover the two staff members' attendance at the VFN annual conference as well as the expenses to advertise for the ED position.

Liaison to Donors and Prospective Donors

We sent a holiday card to donors and other stakeholders.

We made, and then delivered, gift baskets full of treats and CFDRR print materials to professional advisors in appreciation of their work and advocacy for The Foundation.

Donors receive a monthly Constant Contact email with opportunities to donate and learn more about CFDRR's work.

A cover letter expressing appreciation to our donors accompanied fund statements mailed February 29.

The *Gazette-Virginian* ran the press release naming recipients of the annual Fund for Halifax and South Boston Medical Fund grants. *Chatham Star Tribune* ran CFDRR's article, which was submitted for the newspaper's annual *Progress Edition*.

Implementation of Philanthropic and Marketing Strategies

A letter sent to past and present board members toward year-end asking for contributions to the Board Endowment Fund, as the Strategic Plan recommends, was effective. Board Endowment gifts totaled \$10,700 from mid-June 2023 through mid-January 2024 with 29 gifts received. Average gift amount was \$345.

Two Cannon Financial webinars are scheduled for spring 2024. Reminders will be sent out, and we will carefully consider the interest level to determine the benefit to CFDRR of continuing to offer these webinars.

Danville Concert Association's current season program booklet contains significant recognition of CFDRR.

Meeting with staff for about an hour on November 20, January 24, and February 14, Scott facilitated a discussion to follow-up on progress, next steps and a timeline for strategic plan development. We will meet again on March 18. Scott created a database for Funded Organization Award Information for 2023 and 2024 grants supporting projects correlating to the following CFDRR strategic objectives:

- The Foundation will help fund new and existing community-based reading and literacy programs that focus on disadvantaged students.
- The Foundation will support programs that expose students to occupational options and opportunities at an early age.
- The Foundation will establish additional scholarships for vocational or technical training and will provide grants to programs that offer this training.

Scott updated the spreadsheet with a log of articles and activities related to these strategic objectives.

Focusing on literacy and occupational awareness has boosted our support for regional initiatives in these areas. CFDRR will sponsor JeopardBee, which is Project Literacy's major annual fundraiser, to be held April 23 at 2 Witches. We also plan to sponsor the CareerChoice and AsPHIRE MOCK INTERVIEWS programs through the Institute for Advanced Learning and Research. Kathy's recommendation is for this sponsorship for academic year 2024-2025 to replace CFDRR's five-year sponsorship commitment for the Danville Interchange Garden, which ends this year. We sought board participation for JeopardBee and for Read Across America (March 4) and Steve Bass volunteered for both.

The staff recently accepted invitations to attend events offered by organizations that fit with our strategic planning goals such as St. Patty's Day at Boy's and Girl's Club and a keynote and lunch event organized by the Education Collaborative (Caswell County), held at Danville Science Center.

Traci drafted a set of questions and disseminated them via email to selected organizations offering literacy programming. The information gleaned is needed in anticipation of developing a new RFP to support CFDRR's strategic goals.

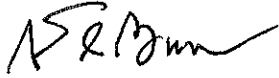
Traci plans to share with the Distribution Sub-committee, meeting March 6, the possibility of developing a new RFP supporting CFDRR's education related initiatives as well as potential changes to The Marshall Family Fund grant guidelines due to the large influx of funds from the Estate of Robert T. Marshall.

We were asked to consider making a public acknowledgment of Mr. Marshall's generous gift to The Community Foundation. It is the largest gift received to date in CFDRR's existence.

Executive Director Evaluation: Kathy left the room and the committee went into executive session.

The meeting adjourned at 5:47 P.M.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Steve Bass", written in a cursive style.

Steve Bass
Secretary