



**Community
Foundation**
of the
Dan River Region

**THE COMMUNITY FOUNDATION
GOVERNANCE COMMITTEE**

April 23, 2024

12:00 P.M.

Meeting Agenda

Call to Order.....Angeles Atkinson, Chairwoman

April 25, 2023 Minutes.....Kathy Milam, Executive Director

General Nominating Process.....Kathy Milam

- Board Member Responsibilities
- Board Skills Composite
- Board Officer and Director Positions to be filled

National Standards Reaccreditation Conversation

About Diversity.....Angeles Atkinson

2024-2025 Vacancies.....Kathy Milam

- Ginny Foster
- Teresa Petty
- Sylvia Brooks
- Lee Farmer

Name Potential New Board Members,

Alternates and Contacts.....Angeles Atkinson

- List of New Board Member Recommendations

2024-2025 Officer and Committee Appointments.....Angeles Atkinson

- Recommend Slate of Officers
- Recommend Committee Leaders

Board Governance Checklist Review.....Angeles Atkinson

Adjourn



**Community
Foundation**
of the
Dan River Region

Governance Committee Meeting Minutes
April 25, 2023
1:00 p.m.

Present: Brian Wilson, Angeles Atkinson, Steve Bass, Scott Barnes, Janet Holley and Kathy Milam

Brian Wilson, Chairperson, called the meeting to order at 1:10 p.m.

Minutes from the April 27, 2022 meeting were approved as presented on an Atkinson/Barnes motion.

Kathy Milam introduced the general nominating process and summarized materials provided with the meeting agenda.

a) Board Member Responsibilities document-The committee reviewed this and recommended no changes. This document was recently reviewed and approved by the Board September 26, 2022.

b) Board Skills Matrix-This grid indicates skills, experience and knowledge of current Board Members. It is a valuable tool for discerning strengths and weaknesses, specifically indicating where the Board is under-represented, and where greater consideration is needed as we seek to replace Board members. Kathy stated that National Standards reaccreditation requires a documented discussion about diversity using community composition data from a board diversity matrix. A discussion followed during the course of the meeting.

c) Board and Officer Positions to be filled for FY2023-2024-This document lists the current Board Members, officers, committee leadership positions, committee affiliations, and terms. Three positions need to be filled, as three current Board Members rotate off on June 30, 2023.

Discussion about Diversity-Brian led this conversation as he spoke about potential new Board Members who he has contacted. The following are several of Brian's comments, as well as thoughts and feedback from other committee members.

- Brian said he was open and honest in his conversations about the responsibilities related to serving on The Community Foundation's Board, emphasizing that we are a working Board.

- The three new Board Members will serve on the Distribution Committee. Most Distribution Committee work is done from home.
- In speaking with potential new Board Members, Brian explained The Foundation's conflict of interest policy.
- He found that people who he spoke with do not want to commit due to the time requirement.
- The Foundation's Board Matrix shows we lack participation by black males. One potential new Board Member is a black male and one is a black female. The third person is a white male.
- He tried to stay away from Danville Community College as a source of new members as we are currently well-represented by people who either work there or retired from there.
- Steve Bass noted through example the need for opportunities for black males. The need to reach toward a new pool of people—younger people of color was emphasized.
- We expect that Caesar's Entertainment will bring more people into the community, as will The Institute for Advanced learning and Research.
- We need to create a new list of ten potential Board Members that is realistic, active, and focuses on diversity.
- Janet Holley emphasized that younger people are needed.
- Brian said that experience and knowledge of the community is needed to serve on the Board.
- Scott Barnes observed that the matrix shows we are light in the areas of insurance, medicine, estate planning and real estate.
- All agreed that we need to talk about diversity all year round, and plan for Board recruitment earlier in the year.

One person has confirmed their desire to serve on the Board so far. She is Sheila Williamson-Branch, the City of Danville Treasurer. Sheila was recommended to serve by Sandy Saunders. Also contacted, with confirmation pending, are Dan Angle, and Lawrence Eldridge. Dan has a banking background, but would serve on the Distribution Committee. He is active in Rotary and in Danville. Lawrence Eldridge lives in Pittsylvania County. He has extensive knowledge of city and county fire and rescue operations. He is retired from Goodyear. Brian said he expects a reply from these two men by Friday, April 28, 2023.

On a Holley/Barnes motion, these three people were approved by all to serve as Board members if they accept the invitation.

Diron Clement, a local realtor, was identified as a potential alternate if any of the three decline. Janet Holley will reach out to him. If interested, he will be added to the potential list of Board Members for this year or next year.

2023-2024 Officer and Committee Appointments-The following slate of officers was discussed, and contact will be made to confirm acceptance of responsibility.

President-Scott Barnes
Vice-President-Cathy Pulliam
Past-President-Angeles Atkinson
Secretary-Steve Bass
Treasurer-Vince Kania
At-Large-Ginny Foster

The following committee leadership appointments were suggested:

Finance Chairperson-Kerri Burchett
Finance Vice-Chairperson-Kerri can make a recommendation, if she accepts
Committee recommendations are Bill Riddle or Jennifer Hiltwine

Distribution Chairperson-Rick Dixon
Distribution Vice-Chairperson-Rick can make a recommendation, if he accepts
Committee recommendation is Lee Farmer

Brian requested that all conversations take place by Friday, April 28 to confirm appointees.
Brian will contact Cathy Pulliam and Vince Kania.
Kathy will contact Ginny Foster.
Scott will contact Kerri Burchette.
Angeles will contact Rick Dixon.

The Board Governance Checklist was reviewed by the committee. A date for the annual Board Retreat is needed along with a subject for the Retreat. Scott will think about this.

The meeting adjourned at 2:20 p.m.

Respectively submitted,



Brian Wilson
Governance Committee Chairperson



Community Foundation

of the

Dan River Region

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

The Community Foundation of the Dan River Region is a not-for-profit corporation organized to receive, manage and disburse charitable funds according to its Articles of Incorporation and Bylaws. It is governed by a Board of volunteer Directors who are knowledgeable about the community and are committed to assisting the Foundation achieve its mission.

BOARD MEMBER RESPONSIBILITIES INCLUDE:

Setting Direction

- Understanding the Foundation's mission and vision and objectives
- Setting policies for the operation and practices of the Foundation
- Determining and overseeing the leadership and grantmaking strategies
- Establishing development and donor relationship strategies
- Attending all Board meetings
- Serving on at least one committee and actively participating in the committee's work
- Preparing for Board and Committee meetings

Ensuring the Necessary Resources

- Hiring and supporting the Executive Director
- Developing a diverse and effective Board
- Building and maintaining Foundation resources
- Giving an annual financial gift, preferably to the Board Endowment Fund
- Considering creating a personal charitable fund which can be funded currently or through a bequest
- Sharing knowledge of the Foundation with friends and potential donors

Providing Oversight

- Serving as a fiduciary steward by monitoring and evaluating financial performance
- Defining measures of success and monitoring the Foundation's programs and activities
- Guaranteeing accountability and ensuring legal and ethical standards and compliance
- Evaluating the Executive Director on an annual basis
- Engaging in continuous Board development

Approved by the Board 9/26/22; previously approved by Board 12/12/11



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COMMITTEE MEMBER RESPONSIBILITIES

All Board members of The Community Foundation of the Dan River Region serve on one of the following three active committees:

Governance Committee (meets once or twice a year, as needed)

- Leads in assessing current and anticipated needs for board composition, including the board's knowledge, attributes, skills, abilities, and influence
- Identifies and presents potential board member candidates and explores with each candidate his or her interest and availability in board service
- Leads the periodic assessment of the board's performance; proposes, as appropriate, changes in board structure, roles, and responsibilities
- Regularly reviews the board's practices regarding member participation, conflict of interest, confidentiality, etc., and suggests improvements as needed

Finance Committee (meets quarterly to review investment performance)

- Adopts or amends the Foundation's investment and spending policies
- Monitors the effectiveness of the investment consultant
- Oversees management agreements with financial institutions
- Recommends and oversees auditing services

Distribution Committee (meets at least three times a year to approve grants and scholarships)

- Reviews and evaluates online grant applications, including site visits
- Submits quarterly grant recommendations for Board approval
- Reviews and evaluates online scholarship applications
- Submits annual scholarship recommendations for Board approval
- NOTE – All grant and scholarship applications are reviewed online.
Distribution Committee members should have the following access to technology:
 - A current working email address
 - Internet access
 - Ability to open PDF documents
 - Microsoft Office (Word and Excel)
 - One of the following browsers:
 - Google Chrome
 - Mozilla Firefox
 - Apple Safari
 - Internet Explorer will not operate the current application system
- Up-to-date laptops may be borrowed from the Foundation if necessary.

**Board Composite of Skills, Experience and Knowledge
2023-2024**

NAME	Area of Residence	1st or 2nd Term	Term Expires	Committee	Gender	Accounting	Administration	Agriculture	Banking/Finance	Business	Development/ Fundraising	Education	Estate Planning	Government	Human Resources	Insurance	Investment	Leadership	Legal	Marketing	Medical	Planning	Communications/ Public Relations	Real Estate	Volunteerism
Angeles Atkinson	PC	1	25	F	F				X									X							
Cathy Pulliam	H	1	24	D	F		X					X										X	X		X
Danielle Montague	D	1	24	D	F						X							X				X			
Felecia Veal-Edmunds	D	2	25	D	F							X													X
Ginny Foster	C	2	24	D	F						X	X													
Howard Graves	D	1	25	D	M							X									X				
Jennifer Hiltwine	PC	1	25	F	F		X		X	X					X		X								
Kerri Burchett	PC	1	24	F	F	X																X			
Kunal Patel	D	1	25	F	M		X		X	X							X								
Lee Farmer	C	1	24	D	M														X						
Lisa Johnson-Knight	C	1	25	F	F	X			X	X															
Nina Beth Thornton	PC	1	24	F	F		X		X	X	X							X							X
Richard Dixon	PC	1	24	D	M		X					X			X								X		
Sandy Saunders	D	1	25	D	F																				
Scott Barnes	H	2	24	F	M		X			X		X		X	X			X		X		X		X	
Steve Bass	D	1	23	D	M								X						X						
Teresa Petty	PC	2	24	D	F		X					X						X							X
Tiffany Hairston	D	1	25	D	F		X			X															
Vince Kania, Jr.	D	1	24	F	M	X			X	X			X												X
William Riddle	PC	1	23	F	M	X	X		X	X					X		X								
Dan Angell	PC	1	26	D	M				X	X															
Sheila Williamson-Branch	D	1	26	D	F	X	X		X	X	X						X			X		X	X		

2024 List of Suggested Board Member Nominees

Name	Details	Referred by
Laurie Ann Wilmoth	Danville/Retired Nurse	Carole
Rebecca Atkinson Moore	Danville -Will hold since I'm related to her, until my term expires.	Carole
Helm Dobbins	Danville/Retired AMNB	Kathy
Jo Silvers	Volunteer in leadership roles	Kathy/Debra Dodson
Jordan Meadows	FNB Mortgage Lender	Kunal
Rachel Covington	Self-employed Hawthorne & Jade Designed Co & President of River District Association	Kunal
Ed Walker	Real Estate Developer- Owner of The Holbrook Hotel	Traci
Cameron Sowers	Marketing Specialist with URW credit union	Traci
Joy Wood	Movement Bank-mortgage lender	Traci
Mimi Fleming	Quality assurance Greater Destiny LLC-Residential group home	Tiffany
Wendy Petty Morris	Self-employed- Operates a home healthcare agency-Nonprofit consultant, also	Tiffany
Elizabeth Hurt	Public Defender-Halifax Co.; Chatham resident	Richard
Anita Royston	President of NAACP- WKBY association	Richard
Becky Yeatts	Former AMNB employee-Finance background; Ramsey Yeatts & Associates	Angeles

POTENTIAL COMMUNITY FOUNDATION BOARD MEMBERS

CONFIDENTIAL

Last Name	First Name	Community Foundation Donor?	Profession/Skills	Notes	County
Adcock	Gerald	Yes		Past President 2016-2017	D
Anderson	Greg		Finance - Banking-First Citizens Bank	DRREE Microgrant Selection Committee	
Austin	Jameel		Business	Phillip Hayes recommendation	D
Brown	Julie		Business-owner, 2 Witches Winery & Brewery	DRREE Microgrant Selection Committee	D
Covington	Rachel	No	self employed; president River District Association	Rec. by Kunal Patel; DRREE Microgrant Selection Committee; Young Adult	D
Daniel	Jim	Yes	Legal - Attorney	Past President 2016-2017	D
Dobbins	Helm	Yes	Retired Banker; AMNB	Rec. by Kathy Milam	D
Fleming	Mimi		Greater Destiny LLC; quality assurance	Rec. by Tiffany Hairston	
Fox, Dr.	Paul		Educator/Administrator- DCC	DRREE Microgrant Selection Committee	D
Gunn	Walter	Yes		Angeles Atkinson Recommendation; has a CFDRR scholarship	
Harper	Christy		Nonprofit & Business - River District Association	DRREE Microgrant Selection Committee	
Hite	Lin		Business - Longwood Small Business Development Center	DRREE Microgrant Selection Committee	D
Howard	Peter	Yes	Finance - Retired	Past President 2014-2016	H
Hurt	Elizabeth	Yes	Public Defender-Halifax Co./Chatham resident	Rec. by Rick Dixon	P

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Hudson	Denise	Yes	Business & Agriculture - Owns Heritage Farm	Staff recommendation; South Boston	C
Jackson	Tanya	No	Education- Dir. For Federal Programs, Kestrel Heights Charter School	Roxboro; Recommended by Felecia Veal-Edmunds	D
Johnson	Darius		Business	Phillip Hayes recommendation	P
Jones, Dr.	Corliss	No	Healthcare - Pediatrician, PATHS	Staff recommendation	D
Laughlin, Ph.D.	Janet	Yes	Academic Administration - Averett, retired	Staff recommendation	
Lindsay	Cori		Economic Development - Caswell Co. Economic Development Office	DRREE Microgrant Selection Committee	
McCulloch	Susan		Economic Development - Pitt. Co. Economic Development Office	DRREE Microgrant Selection Committee	
Meadows	Jordan		FNB Mortgage Lender	Rec. by Kunal Patel	
Moore	Rebecca Atkinson		Volunteer	Rec. by Carole Holland	D
Morris	Wendy Petty		self-employed; operates a home healthcare agency/non-profit	Rec. by Tiffany Hairston	
Perry	Kelvin		Economic Development - City of Danville Economic Development Office	DRREE Microgrant Selection Committee	
Petrick	Katie		Educator - retired teacher	Kathy Milam recommendation	D
Pickard	Patrick		Education	Phillip Hayes recommendation	
Royston	Anita		President of NAACP; WKBY association	rec. by Rick Dixon	

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Sadana	Varun		Business - The Launch Place	DRREE Microgrant Selection Committee	D
Silvers	Jo	Yes	Volunteer; capable and dependable	Recommended by Debra Dodson and Kathy Milam	D
Sowers	Cameron		Marketing Specialist with URW Credit Union - csowers@urwfcu.org	Recommended by Traci Petty	H
Stover	Christine	No		Staff recommendation	
Tarpley	Travis		Business	Phillip Hayes recommendation	D
Thomas	Fields	No	Finance-Retired, ABB	South Boston; serves on South Boston Planning Commision	D
Walker	Ed		Real Estate Developer and owner of The Holbrook Hotel – 434-234-5040	Recommended by Traci Petty	C/D
Williams	Corey		Education	Phillip Hayes recommendation	C/D
Wilmoth	Laurie Ann	Yes	Retired Nurse	Rec. by Carole Holland/has a CFDRR endowed fund	D
Wood	Joy		Mortgage Lender with Movement Bank – 434-548-2234	Recommended by Traci Petty	D
Yeatts	Becky		ANMB employee; Ramsey Yeatts & Associates	Rec. by Angeles Atkinson	
Zook	Dave	No	Business - owns Horizontech	Residence in Caswell & Danville	D
Zook	Cindy	No	Business - Real Estate	Married to Dave Zook; Staff recommendation; very involved in community; Residence in Caswell & Danville	

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

Executive Committee:		
Name	Office	Term Ending
Scott Barnes	President (Ex-officio all committees)	2024 (2nd term)
Cathy Pulliam	Vice President (Distribution)	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)
Directors:		
Name	Committee	Term Ending
Lee Farmer	Distribution-Vice Chair	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-Vice Chair	2025 (1st term)
Kunal Patel	Finance	2025 (1st term)
Howard Graves	Distribution	2025 (1st term)
Lisa Johnson Knight	Finance	2025 (1st term)
Dan Angell	Distribution	2026 (1st term)
Sheila Williamson-Branch	Distribution	2026 (1st term)

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

**The Community Foundation of the Dan River Region
Board Officers Committee Assignments FY 2024-2025
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Executive Committee:		
Name	Office	Term Ending
	President (Ex-officio all committees)	
	Vice President	
Scott Barnes	Past President (Governance-Chair)	2025 (2nd term)
Steve Bass	Secretary (Distribution)	2026 (2nd term)
Vince Kania, Jr.	Treasurer (Finance)	2027 (2nd term)
	At Large	
Directors:		
Name	Committee	Term Ending
Richard Dixon	Distribution-Chair	2027 (2nd term)
Felecia Veal-Edmunds	Distribution	2025 (2nd term)
Danielle Montague	Distribution	2027 (2nd term)
Bill Riddle	Finance	2026 (2nd term)
Kerri Burchett	Finance	2027 (2nd term)
Cathy Pulliam	Distribution	2027 (2nd term)
Nina Beth Thornton	Finance	2027 (2nd term)
Sandy Saunders	Distribution	2025 (1st term)
Tiffany Danielle Hairston	Distribution	2025 (1st term)
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Kunal Patel	Finance	2025 (1st term)
Howard Graves	Distribution	2025 (1st term)
Angeles Atkinson		2025 (1st term)
Lisa Johnson Knight	Finance	2025 (1st term)
Dan Angell	Distribution	2026 (1st term)
Sheila Williamson-Branch	Distribution	2026 (1st term)

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**Executive Director's Suggestions:
Slate of Officers and Committee Chairs**

Officers:

Steve Bass	President	Term Ending 2026 (2nd)
Vince Kania, Jr.	Vice President	Term Ending 2027 (2nd)
Scott Barnes	Past President	Term Ending 2025 (2nd)
Rick Dixon or Danielle Montague	Secretary (Distribution)	Term Ending 2027 (2nd) Term Ending 2027 (2nd)
_____	Treasurer (Finance)	
Angeles Atkinson or Sheila Williamson-Branch	At Large	Term Ending 2025 (1st) Term Ending 2026 (1st)

Committee Chairpersons:

Danielle Montague or Rick Dixon	Distribution Chair	Term Ending 2027 (2nd) Term Ending 2027 (2nd)
Cathy Pulliam	Distribution Vice-Chair	Term Ending 2027 (2nd)
Bill Riddle	Finance Chair	Term Ending 2026 (2nd)
Jennifer Hiltwine	Finance Vice-Chair	Term Ending 2025 (1st)

Suggest asking Dan Angell if he would prefer to serve on Finance Committee since that is his background. Sheila Williamson-Branch works in finance, too.