



# Community Foundation *of the* Dan River Region

## MINUTES

### The Community Foundation Distribution Committee September 20, 2023

**Present:** Steve Bass, Ginny Foster, Richard Dixon, Tiffany Hairston, Daniel Angell, Sheila Williamson-Branch, Sandy Saunders, Cookie Edmunds, Scott Barnes, Kathy Milam and Traci Petty.

**Not Present:** Teresa Petty, Cathy Pulliam, Lee Farmer, Danielle Montague, and Howard Graves.

Richard Dixon, Chairman, called the meeting to order at 3:00 pm.

**Conflicts of Interests** – Mr. Dixon requested that members of the Distribution Committee note any conflicts they may have on their Conflict-of-Interest Disclosure Statement if they had not previously done so for this year. He reminded all members to abstain from voting should they have a conflict. Ginny Foster, Tiffany Hairston and Sandy Saunders completed their conflict of interest forms for the 2023-24 fiscal year and turned them in.

**May 4, 2023 Distribution Committee Minutes** – Mr. Dixon presented the minutes from the May 4, 2023, Distribution Committee meeting. The minutes were approved on a Bass/Saunders motion with a unanimous vote.

**Quarterly Grants Report** – The Distribution Report was reviewed and explained to the committee members. A question was posed about the Collins “Great Outdoor” donor advised fund. Mr. Collins wished to grant \$48 more than the spending policy allowed his fund for this fiscal year. The committee considered the question and discussed that although \$48 is not a large amount to pull from the principle of Mr. Collins’ fund, if allowed it would be a precedent and may cause issues if another donor later wished to pull a higher amount. It was decided that the committee did not wish to create a situation where a donor may want to pull a larger amount from the principle of their fund thereby interfering with the returns on their fund investment.

**DRF Guidelines** – Guidelines for DRF grant funding had some additions because a new three-year agreement was approved providing \$50,000 more in funding per year. The guidelines were reviewed with the committee and they were informed we have \$282,000 in funding from DRF to distribute this year.

**Site visits** – Traci Petty reviewed site visits with the committee and explained that there are ten to be visited, but she has completed two of them. She included copies of those visit reports along with the instructions and forms for site visits. Should these organizations be granted full or partial funding during the meeting, a site visit will be

necessary. Sign up for site visits was discussed after the voting process and every site had a committee member volunteer to complete the visit before our next meeting.

**Grant Process and Timeline** – Traci Petty informed committee members that voting for this meeting would take place by lifting one of four colored cards: orange (no funding), yellow (partial funding), green (full funding), and pink (conflict). She also explained that groups with multiple asks were narrowed down to one. She brought the Statement of Need and the Budget document of each organization with multiple asks so the committee could fully understand the changes made. Traci Petty advised that a spreadsheet with applicant's averaged scores and grant purposes was provided.

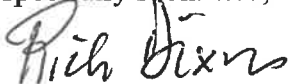
**Grant Review** – Rick Dixon presented the preliminary review of 71 grant applications. Rick Dixon stated that we have far more requests than funding. He reminded the committee that they are voting on funding status and will not approve actual funding amounts as this will occur at the Distribution Committee Meeting in November. The process was discussed, each organization mentioned, and votes cast.

Committee members voted no funding for 6 grant applications. Committee members voted partial funding for 34 grant applications. Committee members voted full funding for 31 grant applications.

**Next Meeting** – Traci Petty distributed a flyer with the next Distribution Committee Meeting scheduled for Thursday, November 16<sup>th</sup> at 3:00 pm.

There being no further business, the Chair, hearing no objection, declared the meeting adjourned at 5:13 pm.

Respectfully submitted,

A handwritten signature in black ink that reads "Rick Dixon". The signature is written in a cursive style with a horizontal line above the name.

Rick Dixon  
Distribution Committee Chairman