



Community Foundation *of the* Dan River Region

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

EXECUTIVE COMMITTEE MEETING AGENDA

March 3, 2025; 3:30 P.M.

Call to Order and Welcome	Steve Bass, President
Approval of Minutes for November 25, 2024 Meeting	Steve Bass
Old Business	Steve Bass
Treasurer's Report	Sheila Williamson-Branch, Treasurer
Finance Committee Report	Bill Riddle, Committee Chair
<ul style="list-style-type: none">• Marshall Trust Update• FY 2026 Spending Policy• Cash Availability Statement• Policy recommendation for Board approval: Statement of Investment Policy; Financial Policies and Procedures	
Governance Committee Planning.....	Scott Barnes, Committee Chair
Distribution Committee Report.....	Danielle Montague, Committee Chair
Reviews.....	Dan Hayes
<ul style="list-style-type: none">• CFDRR Special Initiatives Fund• Bylaws• Scholarship Agreement Template• Donor Advised Fund Template	
Strategic Plan Progress Report.....	Dan Hayes
30th Anniversary Planning, Sept 4, 2026	Dan Hayes
Activity Report	Dan Hayes
Executive Director Performance Review	Steve Bass
Adjournment	Steve Bass

Next Meetings:

March 12, 3:00 PM - Distribution Committee

March 17, 4:00 PM – Quarterly Board Meeting

April 22, 12:00 PM – Governance Committee

June 2, 3:30 PM – Executive Committee



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EXECUTIVE COMMITTEE MEETING MINUTES

November 25, 2024; 3:30 P.M.

Present – Steve Bass, Scott Barnes, Kerri Burchett, Richard Dixon, Vince Kania, Sheila Williamson-Branch, Danielle Montague, Bill Riddle

Absent: none

Staff/Guests – Dan Hayes

Call to Order and Welcome - Steve Bass, President, welcomed everyone.

Approval of Minutes for September 9, 2024 – Steve asked for approval of the last minutes. A motion by Kania/Dixon to approve the August 24 minutes passed.

Old Business: Steve led a discussion about the administrative fees charged to the funds and the board endowment fund and how together they relate to a recent funding request. An email to the Executive Committee from Scott on Friday, Nov 22 outlined some possibilities surrounding the board endowment fund. The consensus was to seek to have funds available for opportunities outside of the normal grant cycles, possibly as a part of the administrative budget. This would give the board an opportunity to fund items, causes, or projects related to our strategic initiatives. At this time, we will not recommend changing the administrative fee charged to the funds. At the board meeting, the message will be that a more formal policy is coming. This will affect how we make the budget.

History note: The intent when initiating the Board Endowment Fund was to offset up to 25% of the fees required to run the foundation.

Financial Report: Sheila Williamson-Branch, Treasurer, referred to the analysis provided by Katy Jones, staff accountant, in the packet. Asset value one year ago was \$51,582,327. Current asset value is \$69,351,158. On a motion by Barnes/Kania the report was accepted.

Finance Committee: Bill Riddle shared that the Finance Committee has asked Harris, Harvey, Neal & Co to serve as our Auditor for FYE 2025.

He shared the Policy for Review: Donor Initiated Fundraising – approved to move on.

The Insurance review is not complete. Staff needs to get current prices for the review.

Governance Committee Report: Scott Barnes, Chair, Reviewed the needs. Scott Asked Dan to contact the six returners for their commitment to another three-year term.

Distribution Committee Report - Danielle Montague, Chair, shared that for the competitive grant cycle (CGC) there were 79 grant requests for 1.9 million. 64 were approved by the committee to be a part of the \$946,000 to be awarded. The proposal will come to the board. It was asked that all attachments be available for the board meeting. The distribution committee discussed a proposal for a special project to support the partnership we convened between the Church and Community Tutorial program and the Ruby Archie Library if a process for funding was available.

Activity Report: Dan Hayes, Executive Director, referred to the full report in the packet, but highlighted:

- A decision will be made in 2025 to choose between replacing our server or moving our operational files to the cloud. If you have expertise in this, please contact Dan after the meeting. It was recommended to ask Tekabyte why our internet was down on the day of the Finance Committee meeting.
- Participation rate by Board members in the current year is 41%.
- The Annual Appeal has brought in \$43,000 to date. Total gifts from July 1 to November 20 is \$215,000.
- There was a brief personnel discussion.

Adjournment Steve Bass closed the meeting with approval of a motion by Kania/Dixon

Next Executive Committee Meeting: March 3, 2025

Richard Dixon

Financial Statement Consolidated
Community Foundation of the Dan River Region
Balance Sheet
Statement of Financial Position
12/31/2024

	Month Ending 12/31/2024	Previous FY Ending 6/30/2024	Previous Year Ending 12/31/2023
ASSETS			
Petty Cash	93.85	94.58	58.64
Checking	279,284.97	211,051.20	112,433.43
Credit Card Checking	17,097.44	11,806.19	9,322.75
Non Endowed Money Market	3,494,842.21	577,876.64	925,583.23
Certificate of Deposit	116,730.88	113,257.37	110,861.55
Life Insurance	17,988.87	17,988.87	16,963.21
Investment Management Account #2	1,143,784.02	3,414,013.31	3,016,151.89
Investments in Equity Pool - Endowed	66,581,568.84	61,305,513.60	53,043,083.04
Prepaid Expenses	29,441.34	16,249.69	40,902.40
Furniture and Equipment	33,579.02	33,579.02	33,579.02
Accum. Depreciation-Furniture	(33,540.38)	(33,501.73)	(33,408.91)
Computer Equipment	21,334.29	21,334.29	21,334.29
Accum. Amortization - Computers	(20,936.37)	(20,538.47)	(19,637.45)
Real Estate - Office	323,014.18	323,014.18	323,014.18
Accum. Depreciation - Office	(215,422.92)	(209,309.84)	(203,196.74)
Accrued Interest	49,704.95	36,860.42	22,788.96
Total Assets	\$71,838,565.19	\$65,819,289.32	\$57,419,833.49
LIABILITIES			
Grants Payable	0.00	0.00	0.00
Accounts Payable	0.00	0.00	0.00
Total Liabilities	0.00	0.00	0.00
FUND BALANCES			
Fund Balance - Historic Gifts	56,673,300.19	53,351,989.65	47,036,046.14
Fund Balance - Net Earnings	12,169,293.95	10,784,727.30	7,667,733.95
Fund Balance - Available	2,995,971.05	1,682,572.37	2,716,053.40
Total Fund Balances	71,838,565.19	65,819,289.32	57,419,833.49
Total Liabilities & Fund Balances	\$71,838,565.19	\$65,819,289.32	\$57,419,833.49

Financial Statement Consolidated
Community Foundation of the Dan River Region
Profit & Loss Statement
Statement of Activities
For the Six Months Ending 12/31/2024

	Current Month 12/31/2024	YTD - Current 12/31/2024	YTD - Prior Year 12/31/2023
REVENUES			
Gifts & Bequests (Historic)	3,116,864.97	3,318,148.31	5,632,345.30
Gifts & Bequests (Avail)	297,565.00	308,541.96	302,651.00
Inter-fund Gifts (Historic)	2,250.00	3,162.23	1,015.00
Inter-fund Gifts (Avail)	20,111.00	72,361.00	20,926.00
Special Grant Income	0.00	0.00	0.00
Ordinary Income	0.00	0.00	40.00
Interest/Dividend Income	419,532.36	734,639.51	554,031.01
Realized Gain/Loss	396,127.41	453,144.66	17,309.24
Unrealized Gain/Loss	(3,171,702.79)	2,331,618.05	2,209,763.15
Misc Revenue	0.00	0.00	0.00
Administrative Fees Received by CFDRR	26,479.00	322,574.19	269,692.35
Total Revenues	\$1,107,226.95	\$7,544,189.91	\$9,007,773.05
TRANSFERS			
Spend Policy Transfers-Net Earnings	0.00	1,712,397.00	1,623,442.00
Spend Policy Transfers-Available	0.00	(1,712,397.00)	(1,623,442.00)
Transfers - Historic Gifts	0.00	0.00	0.00
Transfers - Available	0.00	0.00	0.00
Total Transfers	\$0.00	\$0.00	\$0.00
EXPENSES			
Grants Voted	70,572.36	836,942.08	757,717.78
Investment Mgt. Fees	5,767.38	100,003.42	54,968.81
Administrative Fees Paid by Funds	18,000.00	314,095.19	262,575.18
Salaries	20,750.55	131,499.76	96,879.90
Employee Benefits	3,723.09	21,759.23	18,009.39
Insurance	2,991.54	4,049.54	1,380.00
Utilities and Fuel	136.03	2,121.75	1,895.70
Telecommunications	315.17	1,906.49	1,662.09
Legal & Consult. Services	0.00	25.00	25.00
Accounting Services	452.00	17,992.25	31,006.44
Office Supplies	109.23	707.51	1,167.89
Mailing Expense	539.03	2,144.02	1,608.07
Building Maintenance	(2,881.76)	(590.66)	5,804.82
Promotion	561.55	15,174.24	13,985.78
Project Grant expense	(10,328.92)	(560.00)	0.00
Printing & Reproduction	69.88	2,146.76	333.94
Dues & Subscriptions	0.00	1,610.00	2,855.00
Software/Comp/Web Maint.	6,386.79	63,531.35	31,054.26
Meetings	232.01	724.71	1,761.78
Board Development	0.00	1,547.66	0.00
Staff Training	76.42	762.76	1,027.00
Conference and Travel	91.12	273.36	143.45
Other Expenses-Bank Fees	115.98	497.99	508.46
Depreciation Expense	1,091.61	6,549.63	7,106.94
Total Expenses	\$118,771.06	\$1,524,914.04	\$1,293,477.68
Furniture & Equipment	0.00	0.00	1,868.52
Net Activity	\$988,455.89	\$6,019,275.87	\$7,712,426.85

Financial Statement Consolidated
Community Foundation of the Dan River Region
Administrative Budget vs. Actual Monthly
Statement of Activities
For the Six Months Ending 12/31/2024

	Current Month	YTD - Actual	Budget v. Actual	Annual Budget
REVENUES				
Gifts & Bequests Available	0.00	1,700.00	(5,550.00)	7,250.00
Interfund Gifts Available	22,361.00	22,361.00	(1,000.00)	23,361.00
Ordinary Income	0.00	0.00	0.00	0.00
Interest and Dividend Income	3,463.78	24,947.51	(9,052.49)	34,000.00
Realized Gain/Loss	4.17	4.18	4.18	0.00
Unrealized Gain/Loss	133.79	1,610.83	1,610.83	0.00
Miscellaneous Revenue	0.00	0.00	0.00	0.00
Admin Fees	26,479.00	322,574.19	(170,541.81)	493,116.00
Total Revenue	\$52,441.74	\$373,197.71	(184,529.29)	\$557,727.00
TRANSFERS				
Total Transfers	\$0.00	\$0.00	0.00	\$0.00
EXPENSES				
Salaries	20,750.55	131,499.76	174,671.24	306,171.00
Employee Benefits	3,723.09	21,759.23	35,416.77	57,176.00
Insurance	2,991.54	4,049.54	4,825.46	8,875.00
Utilities & Fuel	136.03	2,121.75	1,878.25	4,000.00
Telecommunications	315.17	1,906.49	2,203.51	4,110.00
Legal/Consulting & State License	0.00	25.00	975.00	1,000.00
Accounting Services	452.00	17,992.25	3,007.75	21,000.00
Office Supplies	109.23	707.51	1,792.49	2,500.00
Mailing Expense	539.03	2,144.02	2,355.98	4,500.00
Building Maintenance	(2,881.76)	(590.66)	12,590.66	12,000.00
Project Grant Expense	(10,328.92)	(560.00)	560.00	0.00
Promotions & Marketing	561.55	15,174.24	22,100.76	37,275.00
Print & Reproduction	69.88	2,146.76	353.24	2,500.00
Dues & Subscriptions	0.00	1,610.00	6,990.00	8,600.00
Software/Comp/Web Maintenance	6,386.79	63,531.35	8,988.65	72,520.00
Meetings	232.01	724.71	1,275.29	2,000.00
Board Development	0.00	1,547.66	(47.66)	1,500.00
Staff Development	76.42	762.76	2,837.24	3,600.00
Conference and Travel	91.12	273.36	1,726.64	2,000.00
Furniture and Equipment	0.00	0.00	5,000.00	5,000.00
Other Expense- Bank Fees	486.50	3,423.23	(2,023.23)	1,400.00
Total Expenses	\$23,710.23	\$270,248.96	287,478.04	\$557,727.00
Net Activity	\$28,731.51	\$102,948.75	102,948.75	\$0.00

CFDRR Financial Statement Analysis

As of December 31, 2024

Balance Sheet/Statement of Financial Position

- Asset size has increased approximately \$6 million since 6/30/2024 primarily due to market value increase and a \$3 million donation to the Marshall Fund in December. Additionally, asset size has increased since 12/31/2023 because of two donations to the Marshall Fund totaling \$9 million.
- \$3 million for the Marshall Fund was received on 12/30/2024 and deposited into the Non-Endowed Money Market account. It was transferred in early January to the high interest-bearing account (IMA#3) which is a part of Investments in Equity Pool- Endowed.
- As of 10/1/2024, the asset strategy for endowed funds changed from keeping 4% in IMA#2 and 96% in the Investments in Equity Pool. Now, 100% of endowed funds are in the investment pool.

Profit & Loss Statement/Statement of Activities

- This report reflects the consolidated activity for all funds including endowed and non-endowed as well as the operational activity for the Foundation.
- Gifts and Bequests are down from last year at this time primarily due to donations received for the Marshall Fund in FY24. This is also the reason why total revenue is down from this time last year.
- Interest/Dividend Income and retained earnings have increased approximately \$600,000 since last fiscal year at this time.
- The FMV of securities decreased in December resulting in \$3.1 million of unrealized loss for the month but is an overall increase of \$2.3 million for the fiscal year ending 12/31/2024.
- The increase in investment management fees over last year by almost double the amount is attributable to the fees assessed by Harbourvest and Wells Fargo. Harbourvest is a timing issue, and the Wells Fargo investment accounts were not open in 2023.
- Administrative fees paid by funds are higher than last year because of increased asset size.
- Salary expenses are up from last year because of the increase in staff.
- Insurance expense increased over last year with the addition of cyber insurance.
- Expenses for accounting services have been down from last year since we no longer employ a contract accountant.
- Building Maintenance has a credit balance since we have already received payment from our insurance company for the plumbing repairs needed even though we have not yet received the invoice for repaving the parking lot.
- Project Grant expense has a credit balance since we received reimbursement of expenses from DRF for our capacity grant.
- Software expenses increased over last year due to the \$30,000 implementation fee paid to Akoyago.

Administrative Budget vs. Actual Monthly

- We are on target to have more total revenue for the Admin Fund than budgeted for FY25 due to additional interest and dividend income as well as increased administrative fees received from funds (projected to be \$615,000 for FY25).
- We are on target to be on or under budget for most expense categories except office supplies, mailing expense, print & reproduction, software/computer/web maintenance and other expenses.
- “Other Expense” includes bank fees, depreciation and license and permit expense. Unfortunately, it will continue to be a “catch all” until the next fiscal year and we convert to new financial software.

CFDRR

Spending Policy for 2025-2026

<u>Fund</u>		<u>20 Quarter</u>		<u>2024-2025</u>		<u>2025-2026</u>	
		<u>Average*</u>		<u>3.75% Payout</u>		<u>3.75% Payout</u>	
Fund ID	Endowed Grants					PROPOSED	
ahm	Ahmed Children's Fund	\$ 12,262.84		\$ 883.00		\$ 500.00	
light	Alexander Heath Light and Mary Nelson Light Mission Fund	\$ 28,492.08		\$ 1,036.00		\$ 1,100.00	
perk	Alma Courtney "Sigie" Perkinson Rose Endowed Fund	\$ 97,081.76		\$ 3,524.00		\$ 3,600.00	
animal	Animal Welfare Fund	\$ 32,415.77		\$ 1,154.00		\$ 1,200.00	
arts	Arts & Cultural Fund	\$ 169,582.93		\$ 6,163.00		\$ 6,400.00	
milner	Audrey F. Millner and H. Victor Millner, Jr. Fund	\$ 37,767.05		\$ 1,336.00		\$ 1,400.00	
autism	Autism Education Fund "A" Fund	\$ 160,718.70		\$ 5,824.00		\$ 6,000.00	
owen	B.C. & Annie Lee Owen Fund	\$ 126,864.86		\$ 4,186.00		\$ 4,800.00	
sater	Barbara H. Sater and Herbert W. Sater Memorial Fund	\$ 103,515.48		\$ 3,760.00		\$ 3,900.00	
sugg	Benjamin M. Sugg Fund	\$ 25,116.31		\$ 914.00		\$ 940.00	adj
board	Board Endowment Fund	\$ 641,974.80		\$ 22,361.00		\$ 24,100.00	
newnam	Bob and Barbara Newnam Fund	\$ 17,982.13		\$ 502.00		\$ 1,000.00	adj
bgc1	Boys & Girls Clubs Endowment Fund - Individual	\$ 293,718.13		\$ 10,360.00		\$ 11,000.00	
bgc2	Boys & Girls Clubs Endowment Fund - Agency	\$ 190,129.37		\$ 6,058.00		\$ 7,100.00	
buckwa	Buck-Wayland Fund	\$ 122,441.15		\$ 3,988.00		\$ 4,600.00	
reith	Captain James A. Reith Veterans' Endowed Fund	\$ 36,810.47		\$ 1,319.00		\$ 1,500.00	adj
price	Captain William E. Price Veteran's Endowed Fund	\$ 36,810.47		\$ 1,319.00		\$ 1,500.00	adj
Majors	Carol and Charley Majors Fund	\$ 74,108.10		\$ 2,076.00		\$ 2,800.00	
casvet	Caswell County Veterans Memorial Fund	\$ 38,670.12		\$ 1,369.00		\$ 1,500.00	
casm2	Caswell Family Medical Center Endowment Fund - Agency	\$ 259,934.98	**	\$ 8,759.00		\$ 9,700.00	
casm3	Caswell Family Medical Center Endowment Fund - Individual	\$ 5,733.04	**	\$ 211.00		\$ 200.00	
Ellis	Charles G. and Carol E. Ellis Fund	\$ 33,800.28		\$ 1,209.00		\$ 1,300.00	
ccfund	Christian Charities Fund	\$ 200,896.85		\$ 7,294.00		\$ 7,500.00	
giles	Clarence L. Giles Fund	\$ 1,282,709.33		\$ 46,568.00		\$ 48,100.00	
smith	Claudia Vernon Smith Fund	\$ 42,726.26		\$ 1,509.00		\$ 1,600.00	
collin	Collins "Great Outdoors" Fund	\$ 162,312.36		\$ 5,868.00		\$ 6,100.00	
cora	Cora Taylor Younger Smith Memorial Fund	\$ 761,737.22		\$ 27,726.00		\$ 28,600.00	
cruise	Cruising to a Better Future Fund	\$ 9,535.05	***	\$ 375.00		\$ 400.00	
marsh1	D. Webster, Jr. & Elizabeth S. Marshall Fund	\$ 146,989.19		\$ 2,162.00		\$ 5,500.00	
danriv	Dan River Inc. Endowment Fund	\$ 4,219,071.83		\$ 152,933.00		\$ 158,200.00	
dhs1	Danville Historical Society Endowment Fund - Agency	\$ -		\$ -		\$ -	
dhs2	Danville Historical Society Endowment Fund - Individual	\$ 48,078.83		\$ 1,875.00		\$ 1,900.00	adj
muse1	Danville Museum of Fine Arts & History - Agency	\$ 10,419.74	**	\$ 382.00		\$ 400.00	
muse2	Danville Museum of Fine Arts & History - Individual	\$ 214.31	**	\$ 7.00		\$ -	
dso	Danville Symphony Orchestra Fund	\$ 59,154.89		\$ 2,059.00		\$ 2,200.00	
davis	Davis Family Fund	\$ 832,609.26		\$ 30,235.00		\$ 31,200.00	
Dodson	Debra L. Dodson Fund	\$ 11,287.72		\$ 364.00		\$ 400.00	
Domin	Dominion Eye Center Fund	\$ 27,114.81		\$ 963.00		\$ 1,000.00	
hughe	Ed and Virginia Hughes Memorial Fund	\$ 8,710.07	***	\$ 375.00		\$ 300.00	
sten1	Eileen and Joseph Stendig Family Fund	\$ 160,686.53		\$ 5,825.00		\$ 6,000.00	
Jeff	Elizabeth (Betty) W. Jefferson Fund	\$ 28,447.17		\$ 1,033.00		\$ 1,100.00	
evans	Eugene Evans Library Fund	\$ 57,227.60		\$ 2,086.00		\$ 2,100.00	
faith	Faith Home Endowment Fund	\$ 6,346,533.04		\$ 228,444.00		\$ 238,000.00	
cart	Faye Carter Endowed Fund	\$ 351,710.06		\$ 14,104.00		\$ 13,200.00	
Free	Free Clinic of Danville Fund	\$ 1,769,358.24		\$ 64,797.00		\$ 66,400.00	
halco	Fund For Halifax County	\$ 110,116.37		\$ 3,872.00		\$ 4,100.00	
Police	G. Brooks Powell, Jr. Police Community Engagement Fund	\$ 9,126.61	***	\$ 361.00		\$ 340.00	
game	Gamewood Technology Fund	\$ 185,923.20		\$ 6,660.00		\$ 7,000.00	
gard	Garden Club of Danville Fund	\$ 38,223.04		\$ 1,301.00		\$ 1,400.00	
carrol	Gary A. and Sherry M. Carroll "Good for Youth" Fund	\$ 12,822.68		\$ 462.00		\$ 500.00	
hkgfam	George and Helen K. Gantsoudes Family Fund	\$ 88,107.30		\$ 3,039.00		\$ 3,300.00	
miller	Gideon Miller Cancer Fund	\$ 23,687.34		\$ 839.00		\$ 900.00	
hlf3	H. Lee Fowlkes Endowment for Arts Fund - Agency	\$ 51,946.74	**	\$ 1,814.00		\$ 2,000.00	
hlf2	H. Lee Fowlkes Endowment for Arts Fund - Individual	\$ 285.84	**	\$ 10.00		\$ -	
hood	Harry Melton Hood Fund	\$ 60,884.42		\$ 2,212.00		\$ 2,300.00	
Hart	Hart Street Fund	\$ 12,595.05		\$ 447.00		\$ 500.00	
Maddux	Helen and Webb Maddux Fund	\$ 126,453.74		\$ 4,496.00		\$ 4,700.00	
melt	Herman and Helen Melton Historical Fund	\$ 49,801.22		\$ 1,807.00		\$ 1,900.00	
holl	Holland Fund	\$ 13,637.81		\$ 486.00		\$ 500.00	
Hospic	Hospice Support Services Fund	\$ 162,695.56		\$ 5,923.00		\$ 6,100.00	
scrceA	Irving H. & Louise Hambrick Scarce Animal Welfare Fund "A"	\$ 34,320.59		\$ 1,180.00		\$ 1,300.00	
hall	Jack W. Hall Memorial Fund	\$ 102,396.93		\$ 3,713.00		\$ 3,800.00	
robert	James A. and Anne V. Robertson Fund	\$ 145,083.11		\$ 5,089.00		\$ 5,400.00	
clark	James L. Clark and Henrietta G. Clark Memorial Fund	\$ 180,971.94		\$ 6,595.00		\$ 6,800.00	
andj	James Russell Anderson and Zora Carter Anderson Fund	\$ 5,169,983.89		\$ 186,817.00		\$ 193,900.00	

CFDRR

Spending Policy for 2025-2026

<u>Fund</u>		<u>20 Quarter</u>		<u>2024-2025</u>		<u>2025-2026</u>
		<u>Average*</u>		<u>3.75% Payout</u>		<u>3.75% Payout</u>
Fund ID Endowed Grants						PROPOSED
swan	John C. Swanson, Jr. Fund	\$ 584,001.86		\$ 21,210.00		\$ 21,900.00
Garwoo	John S. and Nancy P. Garwood Fund	\$ 68,823.36		\$ 1,788.00		\$ 2,600.00
Grant	Juanita (Nita) G. Grant Fund	\$ 83,800.42		\$ 2,970.00		\$ 3,100.00
kang	Kang-A-Rhue Children's Cancer Fund	\$ 67,964.90		\$ 2,475.00		\$ 2,500.00
keo	Keokee Fund	\$ 63,380.54		\$ 2,239.00		\$ 2,400.00
Lady	Lady Bug Fund	\$ 21,290.99		\$ 714.00		\$ 800.00
huskey	Larry Donald Huskey Memorial Fund	\$ 35,927.09		\$ 1,064.00		\$ 1,300.00
moran	Laurie S. Moran Rotary Service Fund	\$ 14,463.89		\$ 519.00		\$ 500.00
wright	Linwood and Peggy Wright Downtown Revitalization Fund	\$ 7,704.62	***	\$ -		\$ 300.00 adj
mainst	Main Street UMC Fund	\$ 141,032.43		\$ 5,115.00		\$ 5,300.00
marsh	Marshall Family Fund	\$ 4,871,776.26		\$ 95,983.00		\$ 200,000.00 adj
cahill	Mary Cahill Historic Preservation Fund	\$ 13,917.84		\$ 505.00		\$ 500.00
neil	Mary Neil Literacy Fund	\$ 12,085.78		\$ 440.00		\$ 500.00
mwood	Miller-Woodbury Fund	\$ 13,562.33		\$ 494.00		\$ 500.00
merr	Moses L. Merricks & Louise A. Merricks Fund	\$ 139,594.94		\$ 5,067.00		\$ 5,200.00
mther	Mount Hermon Baptist Church Youth Mission Fund	\$ 17,135.74		\$ 624.00		\$ 600.00
andpl	Mr. & Mrs. P.L. Anderson, Jr. Family Fund	\$ 2,640,413.90		\$ 95,643.00		\$ 99,000.00
bro3	My Brothers Keeper Foundation Fund (Agency)	\$ 9,155.67	***	\$ 375.00		\$ 300.00
broAA	My Brothers Keeper Foundation Fund (Individual)	\$ -		\$ -		\$ -
flippe	Nancy Flippen Fund	\$ 46,881.61		\$ 1,649.00		\$ 1,800.00
opport	Opportunity Fund	\$ 227,315.92		\$ 7,283.00		\$ 8,500.00
dal2	P. Niles and Carol Daly, Jr. Fund	\$ 104,610.85		\$ 3,749.00		\$ 3,900.00
dal3	Pat & Cathy Daly Family Fund	\$ 218,851.92		\$ 7,470.00		\$ 8,200.00
howard	Peter and Jo Ann Howard L'Dor V'Dor Fund	\$ 58,775.22		\$ 2,086.00		\$ 2,200.00
dal1	Philip & Frances Daly Fund	\$ 252,294.67		\$ 8,908.00		\$ 9,500.00
pcas	Pittsylvania County Animal Shelter Fund	\$ 247,235.25		\$ 6,821.00		\$ 9,300.00
readw	Read-Write-Work Fund	\$ 7,577.23	***	\$ -		\$ 500.00 adj
rippe	Rippe Fund for Temple Beth Sholom	\$ 13,831.57		\$ 503.00		\$ 520.00 adj
RiverI	Riverview Rotary Endowment (Individual)	\$ 4,080.52	**	\$ 133.00		\$ 200.00
RiverA	Riverview Rotary Endowment (Agency)	\$ 61,329.15	**	\$ 2,228.00		\$ 2,300.00
lickfo	Robert R. Blackwell & Lickfork Primitive Baptist Church Fund	\$ 132,231.36		\$ 4,813.00		\$ 5,000.00
kush	Sam & Margaret Kushner Fund	\$ 42,661.46		\$ 1,456.00		\$ 1,600.00
sbmed	South Boston Medical Fund	\$ 31,032.51		\$ 1,129.00		\$ 1,200.00
strat	Stratford House Fund	\$ 1,190,751.20		\$ 43,089.00		\$ 44,700.00
dan1	The Daniel Fund	\$ 785,776.23		\$ 26,443.00		\$ 29,500.00
thomps	Thompson Family Fund	\$ 4,766.22	***	\$ -		\$ 500.00 adj
Blanch	Tony and Steve Smith Blanch Baptist Church Cemetery Fund	\$ 12,250.75		\$ 446.00		\$ 500.00
black1	Torrey and Shelley Blackwell Fund	\$ 44,960.65		\$ 1,191.00		\$ 1,700.00
unrest	Unrestricted Community Fund	\$ 878,987.30		\$ 29,666.00		\$ 37,000.00 adj
urban	Urban Bible and Ministry Institute/NCP Endowment Fund	\$ 13,787.43		\$ 502.00		\$ 500.00
vet2	Veterans Memorial Endowment Fund	\$ 288,351.20		\$ 10,431.00		\$ 10,800.00
VETETF	Veterinary Emergency Treatment Fund	\$ 79,673.90		\$ 2,658.00		\$ 3,000.00
brobts	Virginia Elizabeth "Betsy" Robertson Fund	\$ 16,753.42		\$ 609.00		\$ 600.00
alen	W. Earl Allen & Elise M. G. Allen Fund	\$ 559,657.40		\$ 18,693.00		\$ 21,000.00
wayles	Wayles R. Harrison Memorial Fund	\$ 199,901.81		\$ 6,880.00		\$ 7,500.00
oakes	Wayne & Nancy Oakes Fund	\$ 532,369.42		\$ 16,237.00		\$ 20,000.00
wednes	Wednesday Club Endowment Fund	\$ 18,478.12		\$ 663.00		\$ 700.00
wintro	Wintrobe/Stoddart Designated Fund	\$ 210,664.63		\$ 7,340.00		\$ 8,000.00 adj
wynn	Wynne's Fall Fund	\$ 12,770.59		\$ 455.00		\$ 500.00
yanmet	Yanceyville Methodist Church Cemetery Fund	\$ 143,280.34		\$ 5,207.00		\$ 5,400.00
Total Endowed Grant Funds		\$40,910,446.97		\$1,378,381.00		\$1,557,000.00

CFDRR

Spending Policy for 2025-2026

<u>Fund</u>		<u>20 Quarter</u>		<u>2024-2025</u>	<u>2025-2026</u>	
		<u>Average*</u>		<u>3.75% Payout</u>	<u>3.75% Payout</u>	
Scholarship Funds					PROPOSED	
asing	Addison Singh Scholarship Fund	\$ 24,993.58	***	\$ -	\$ 1,000.00	adj
adker	Adkerson-Dodson Special Education Scholarship	\$ 30,166.00		\$ 1,092.00	\$ 1,100.00	
pugh	Alger Pugh Memorial Scholarship Fund	\$ 129,012.01		\$ 4,688.00	\$ 4,800.00	
warr	Andy Warren Memorial Scholarship Fund	\$ 181,177.96		\$ 6,389.00	\$ 6,800.00	
port	Arnold B. Porter & Elizabeth J. Porter Scholarship Fund	\$ 116,486.46		\$ 4,239.00	\$ 4,400.00	
bbjk	Bennett-Bushnell-Jones-Kaufman Scholarship Fund	\$ 62,829.28		\$ 2,268.00	\$ 2,400.00	
calv	Bernard C. Calvert Scholarship Fund	\$ 69,919.03		\$ 2,498.00	\$ 2,600.00	
carey	Brother Joe Carey Scholarship Fund	\$ 22,825.35	***	\$ -	\$ 1,000.00	adj
sadie	Brown Memorial Scholarship	\$ 29,253.70		\$ 1,133.00	\$ 1,400.00	adj
Caswel	Caswell County Schools Scholarship Fund	\$ 48,591.34		\$ 1,757.00	\$ 1,800.00	
cruis	Cruising to a Better Future Scholarship Fund	\$ 23,837.63	***	\$ -	\$ 1,000.00	adj
danv	Danville Academic Boosters Scholarship Fund	\$ 58,235.55		\$ 2,118.00	\$ 2,200.00	
lions	Danville Lions Foundation Scholarship Fund	\$ 315,463.86		\$ 11,447.00	\$ 11,800.00	
DanPit	Danville Pittsylvania Academy of Medicine Alliance Scholarship Fund	\$ 21,694.42		\$ 785.00	\$ -	****
drmcsc	Danville Regional Medical Center Aux./Vol. Scholarship Fund	\$ 62,180.92		\$ 2,246.00	\$ 2,300.00	
better	Deputy Frankie Lynn Betterton Scholarship Fund	\$ 35,899.43		\$ 1,281.00	\$ 1,300.00	
gross	Diane Marie Gross Scholarship Fund	\$ 67,649.08		\$ 2,032.00	\$ 2,500.00	
hayes	Douglas Sager Hayes and Mildred "Mickey" Hayes Scholarship Fund	\$ 699,191.06		\$ 25,216.00	\$ 26,200.00	
sten	Eileen and Joseph Stendig Scholarship Fund	\$ 386,062.65		\$ 13,926.00	\$ 14,500.00	
hines	Eliza Patterson Hines Memorial Scholarship Fund	\$ 52,552.63		\$ 1,913.00	\$ 2,000.00	
Whit	Elizabeth Whitlow Reith Price R.N. Whitlow Family Nursing Scholarship Fund	\$ 130,282.84		\$ 4,736.00	\$ 4,900.00	
fair	Fairview Church Scholarship Fund	\$ 35,546.44		\$ 1,288.00	\$ 1,300.00	
first	First Responders Hero Education Scholarship Fund	\$ 167,712.30		\$ 5,773.00	\$ 6,300.00	
wagner	Florence P. Wagner and Jennie Lee Wagner Scholarship Fund	\$ 70,581.80		\$ 1,815.00	\$ 2,600.00	
compto	Frank, Mary and Ray Compton Scholarship Fund	\$ 166,942.23		\$ 6,011.00	\$ 6,300.00	
gunn	Gail and Walter Gunn Scholarship Fund	\$ 40,980.48		\$ 1,442.00	\$ 1,500.00	
hkgsc	Gantsoudes Scholarship Fund	\$ 94,314.77		\$ 3,249.00	\$ 3,500.00	
grekos	George A. Grekos Scholarship Fund	\$ 43,863.75		\$ 1,515.00	\$ 1,600.00	
meredi	Gravely Memorial Scholarship	\$ 21,846.44	***	\$ 959.00	\$ 1,000.00	adj
gwhs57	GW Class of 1957 Scholarship Fund	\$ 89,153.11		\$ 3,079.00	\$ 3,300.00	
hlf4	H. Lee Fowlkes Memorial Scholarship Fund for the Arts	\$ 25,382.88		\$ 955.00	\$ 1,100.00	adj
hokie	Hokie Bird Scholarship Fund	\$ 160,318.15		\$ 5,737.00	\$ 6,000.00	
hmts	Hospitality Management and Tourism Scholarship Fund	\$ 30,691.49		\$ 856.00	\$ 1,200.00	
prit	Irene L. Pritchett Memorial Scholarship Fund	\$ 124,321.28		\$ 4,522.00	\$ 4,700.00	
bry	James W. Bryant, Sr. and James T. Collie Scholarship Fund	\$ 427,890.02		\$ 15,526.00	\$ 16,000.00	
grubb	John B. Grubb Scholarship Fund	\$ 27,134.51		\$ 995.00	\$ 1,000.00	
hurt	John L. Hurt, Jr. Scholarship Fund	\$ 73,119.21		\$ 2,663.00	\$ 2,700.00	
egg	John R. and Betty B. Eggleston Scholarship Fund	\$ 27,076.07		\$ 992.00	\$ 1,000.00	
dan2	John W. Daniel Scholarship Fund	\$ 33,021.59		\$ 1,187.00	\$ 1,200.00	
fulto	John W. Fulton And Juanita Stokes Fulton Scholarship Fund	\$ 46,991.27		\$ -	\$ 2,000.00	adj
laurie	Laurie Ann Wilmoth Nursing Scholarship Fund	\$ 23,875.42	***	\$ 1,119.00	\$ 1,200.00	adj
dabbs	Lawrence R. Dabbs Scholarship Fund	\$ 26,402.21		\$ 962.00	\$ 1,000.00	
surles	Louise P. Surles Scholarship Fund	\$ 111,178.64		\$ 4,045.00	\$ 4,200.00	
Jenn	M. Etta Jennings Nursing Scholarship Fund	\$ 50,501.01		\$ 1,725.00	\$ 1,900.00	
floyd	Margaret Spruce Floyd Scholarship Fund	\$ 70,963.62		\$ 2,574.00	\$ 2,700.00	
nmain	North Main Baptist Church Scholarship Fund	\$ 82,833.62		\$ 3,001.00	\$ 3,100.00	
millo	Onnie and Bertie Milloway Scholarship Fund	\$ 192,483.23		\$ 6,987.00	\$ 7,200.00	
parris	Pamela Kaye Parrish Scholarship Fund	\$ 179,233.95		\$ -	\$ 8,000.00	adj
musik	Patrick H. Musick Scholarship Fund	\$ 40,472.44		\$ 1,452.00	\$ 1,500.00	
scear	Percy & Velna Searce Scholarship Fund	\$ 59,799.70		\$ 2,157.00	\$ 2,200.00	
Plumbl	Plumlee Scholarship Fund	\$ 327,886.47		\$ 4,497.00	\$ 12,300.00	
haris1	Ray Harris Scholarship Fund	\$ 143,235.41		\$ 5,213.00	\$ 5,400.00	
ramsey	Richard Ramsey Scholarship Fund	\$ 217,310.12		\$ 7,895.00	\$ 8,100.00	
ridf	Riddle-Francis Scholarship Fund	\$ 91,806.36		\$ 3,341.00	\$ 3,400.00	
milam	Robert and Bernice Milam Scholarship Fund	\$ 257,832.39		\$ 9,318.00	\$ 9,700.00	
Black	Robert R. Blackwell and Virginia M. Blackwell Scholarship Fund	\$ 65,127.06		\$ 2,092.00	\$ 2,400.00	
rotcha	Rotary Club of Chatham Scholarship Fund	\$ 31,377.70		\$ 1,080.00	\$ 1,200.00	
rotyan	Rotary Club of Yanceyville Scholarship Fund	\$ 46,901.49		\$ 1,706.00	\$ 1,800.00	
gignA	Roy G. and Joan F. Gignac Scholarship Fund	\$ 566,073.59		\$ 20,573.00	\$ 21,200.00	
doss	Roy L. and Mary G. Doss Scholarship Fund	\$ 2,048,207.24		\$ 74,204.00	\$ 76,800.00	
Hovatt	Ruby Sartin Hovatter Educator Scholarship Fund	\$ 34,615.76		\$ 1,094.00	\$ 1,300.00	
Farmer	Samuel Manning Farmer Scholarship Fund	\$ 62,845.95		\$ 1,918.00	\$ 2,400.00	
sken	Skenderis Scholarship Fund	\$ 202,101.67		\$ 7,121.00	\$ 7,600.00	
dansb	Steven Bruce Daniels, Jr. Scholarship Fund	\$ 154,120.74		\$ 4,781.00	\$ 5,800.00	
haris2	Stuart Harris Drama Scholarship Fund	\$ 39,845.32		\$ 1,451.00	\$ 1,500.00	

CFDRR

Spending Policy for 2025-2026

<u>Fund</u>		<u>20 Quarter Average*</u>	<u>2024-2025 3.75% Payout</u>	<u>2025-2026 3.75% Payout PROPOSED</u>	
Scholarship Funds					
edward	Susan L. Edwards Memorial Scholarship Fund	\$ 34,323.96	\$ 1,241.00	\$ 1,300.00	
tricia	Tricia's Nursing Memorial Scholarship Fund	\$ 54,714.20	\$ 2,005.00	\$ 2,100.00	
Tunst	Tunstall Academic Boosters Scholarship Fund	\$ 35,002.47	\$ 1,241.00	\$ 1,300.00	
garmon	Virginia Ann Miller Garmon Memorial Scholarship Fund	\$ 18,368.37 ***	\$ -	\$ 700.00	
Basswa	Walter and Barbara Bass Scholarship Fund	\$ 100,966.45	\$ 3,381.00	\$ 5,000.00	adj
barr	William E. Barr Scholarship Fund	\$ 62,135.41	\$ 2,196.00	\$ 2,300.00	
woodla	Woodlawn Academy Scholarship Fund	\$ 146,595.37	\$ 5,318.00	\$ 5,500.00	
Total Scholarships		9,854,329.91	334,016.00	372,400.00	
Temporary Funds (balances subject to change/100% available to spend)		Balance as of 1/31/2025	Available to Spend		
emerge	Agency Emergency Temp Fund	25,008.35			
comm	Community Impact Fund	1,225.45			
drf	Danville Regional Foundation Fund Temp	37.58			
Emerg	Emergency Preparedness Fund	263,134.81			
cart02	Faye Carter Temp Fund	0.05			
Goodye	Goodyear Education Temp Fund	6,394.24			
dal3T	Pat & Cathy Daly Temp Fund	110.94			
river	RiverBank Temp Fund	1,800.71			
RotchT	Rotary Club of Chatham Scholarship Temp Fund	943.74			
tunstT	Tunstall Academic Boosters Scholarship Temp Fund	-			
vet	Veterans Memorial Temp Fund	62,415.89			
Total Temporary Funds				\$ 361,071.76	
Total - Endowed Grants and Scholarships			\$1,712,397.00	\$1,929,400.00	
Total - Funds including Temporary Funds				\$2,290,471.76	
* The 20 quarter average is calculated by totaling 20 quarters of fund balances and dividing by 20.					
Adj- An adjustment was made to the recommended payout for new funds that do not have balances for 20 quarters reflected in the calculation or the 20-quarter average does not reflect substantial gifts made to the fund in recent quarters. In all cases, the payout will not cause the fund balance to drop below 80% of the endowed fund required minimum balances as outlined in the Statement of Investment Policies.					
** Agency and Individual fund balances were combined to determine suggested payout amounts.					
*** The calculation does not include 20 quarters of balances because the fund has been open for less than five years. Therefore, the average listed is skewed and does not reflect the correct average balance for the life of the fund. The payout will not cause the fund balance to drop below 80% of the endowed required minimum balances as outlined in the Statement of Investment Policies.					
**** Danville Pittsylvania Academy of Medicine Alliance Scholarship Fund will not payout in FY26 because the average quarterly balance has never been at least \$25,000 for the life of the fund and no gifts have been made to the fund since January 2022.					
New funds created between January 1, 2025 and June 30, 2025 will be added to the FY26 Spending Policy using the approved spending policy calculation.					
Acorn Funds (not eligible for payout in FY26)		Balance as of 12/31/2024			
Whitt	Larry N. Whitt Agricultural Enterprise & Educational Fund	8,003.20			

Community Foundation of the Dan River Region
Cash Availability Statement
As of January 31, 2025

<u>Cash Available Non-Endowed</u>	<u>Interest Rate</u>	<u>Current Balance</u>
Atlantic Union Bank-Checking (7406)	0.03%	\$ 263,054.01
Edward Jones-Certificate of Deposit (73-1-0) 3.3% interest, matures 8/18/2025, balance as of 12/31/2024	3.30%	\$ 116,730.88
Atlantic Union Bank Non-Endowed Money Market (6607) (Temporary funds and deposits in transit)	0.97%	\$ 118,529.86
First Citizens Credit Card Checking (0-645)	0.00%	\$ 412.40
Atlantic Union Investment Management Account #2 (1701)		
Emergency fund		\$ 263,928.66
Administrative fund		\$ 1,055,391.42
	4.70%	\$ 1,319,320.08
Total Non-Endowed Cash Available		\$ 1,818,047.23

<u>Cash Available Endowed (Investment In Pool)</u>		<u>Current Balance</u>
Atlantic Union Bank-Endowed Flow Thru Money Market (8307)	0.50%	\$ 244,118.91
Atlantic Union Investment Management Account #3 (1704)	4.70%	\$ 4,698,772.64
Atlantic Union Investment Management Account #1 (1707)		\$ 17,780.61
Atlantic Union Peregrine Custody Account (1700)		\$ 9,440.22
BOA Trust Cash/Currency cash balance (2367), balance as of 12/31/2024	4.41%	\$ 20,996.06
Wells Fargo Advisors cash (6036 & 8410), balance as of 12/31/24	4.38%	\$ 45,637.14
Total Investment In Pool Cash Available		\$ 5,036,745.58

Total Endowed Funds as of 12/31/2024 **\$ 66,581,568.84**

Endowed Funds Cash Target (4% of total) **\$ 2,663,262.75**

<u>Estimated Endowed Upcoming Cash Needs</u>	
Endowed Grant Distribution- March 31, 2025	\$ 200,000.00
Quarterly Administrative Fees- April 1, 2025	\$ 155,000.00
Total Endowed Upcoming Cash Needed by April 1, 2025	\$ 355,000.00
Eligible for Investment in Investment Pool	\$ 2,018,482.83

*The estimated endowed cash needs for this quarter are approximately \$355,000. This includes the quarterly administrative fees and grants due to be paid out at the end of the quarter. Money will need to be transferred to the Atlantic Union checking account to cover all checks written. These funds will be withdrawn from the Atlantic Union Endowed Flow Thru money market or Investment Management #3 accounts during the rebalance process. Due to donations received in the last quarter, the recommendation is to transfer \$2,000,000 to the investment pool.

**** Finance Committee Motion Approved 2/10/2025:**

Per recommendation from Seth Lynn and Finance Committee Motion, \$1,200,000 was transferred to AUB IMA#1 (1707) on 2/12/2025 to be investest in fixed income and \$800,000 was transferred to Vanguard on 2/19/2025 to be invested in international equity.

Statement of Investment Policies

Pending Board Approval March 17, 2025

This Statement of Investment Policies (“Policies”) has been adopted by the Board of Directors (the “Board”) of The Community Foundation of the Dan River Region (the “Foundation”) upon the recommendation of the Finance Committee (the “Committee”). These Policies provide guidelines for the management of the Foundation’s assets.

I. Investment Objectives

- A. Provide a return that over time keeps pace with inflation while protecting and growing the real value of the Foundation assets.
- B. Attain an average annual real return (net of inflation and investment management fees) of at least 5.0 percent over the long term, as measured over rolling five-year periods.
- C. Control risks that may hinder achievement of these goals.

II. Spending Policy

The Foundation’s spending expectation is up to 5.0 percent based on a 20-quarter market value average. Investment return in excess of 5.0 percent, net of investment management fees and adjusted to reflect receipt of gifts and extraordinary withdrawals, shall be added to the Foundation corpus. This policy shall apply to all discretionary endowed funds unless otherwise specified by the gift instrument. No payouts will be approved for funds whose 20-quarter market value average is below 80% of the required minimum balances. **For funds open for less than five years or with a significant change in balance, the staff will have discretion to determine a payout with board approval.**

III. Management of the Foundation’s assets

- A. The Board bears ultimate responsibility for the care and custody of the Foundation’s assets.
- B. Subject to the Board’s oversight, the Committee has been delegated the authority to oversee the day-to-day management and investment of the Foundation assets.

- C. The Committee discharges its responsibilities through one or more investment managers (“Managers”) who bear direct responsibility for the investment of the Foundation’s assets. The Managers have the independent discretion to invest the assets subject to general guidelines established and/or approved for each Manager by the Committee upon recommendation of the Consultant.
- D. With the Board’s consent and approval, the Committee may retain a professional investment consultant (“Consultant”) who shall be responsible for making recommendations to the Committee in order to enhance the potential for meeting the Investment Objectives in connection with such matters as (i) the percentage allocation of Foundation assets to various investment categories and vehicles; (ii) the selection of Managers; and (iii) the monitoring of Manager performance. The Consultant shall also provide input in respect of the formulation and revision of these Policies and such other matters as may arise from time to time in the discretion of the Committee.
- E. The Committee is responsible for (i) reviewing these Policies with the Consultant annually and recommending changes or amendments to the full Board for approval; (ii) reviewing with the Consultant at least quarterly the composition of the Foundation’s assets for compliance with these Policies; (iii) reviewing with the Consultant at least quarterly Manager performance vis a’ vis appropriate benchmarks and peer groups; (iv) in consultation with the Consultant approving new Managers or replacing existing Managers, based on objective data presented by the Consultant reflecting upon Manager competence in the relevant asset classes; (v) allocating the management of the Foundation’s assets among the selected managers, consistent with these Policies, and based on objective historical data reflecting risk and return associated with various investment allocations as provided by the Consultant; and (vi) approving Consultant and Manager contracts and fees, which shall be reviewed at least quarterly for contract compliance. The Committee may dismiss Managers or reallocate assets based on objective, performance-based criteria which shall be provided by the Consultant.
- F. The Committee may select balanced managers provided their investment objectives and structure are reasonably integrated with the overall structure and Investment Objectives of the Foundation described herein.
- G. To the extent reasonably feasible and to the extent consistent with these Policies and prudent investment of the Foundation assets, the Committee may endeavor to retain the services of existing Managers for investment of funds held by them at the time such funds are donated to the Foundation, with the understanding that for gifts given subsequent to the adoption of these Policies, this provision shall not be construed to restrict the Committee in the future from reallocating the types and classes of investment managed by existing Managers.

IV. Investment Guidelines

To maximize potential to achieve the Investment Objectives, the Foundation shall be invested in three broad asset classes: “High Quality Bonds”, “Equities”, and “Short Term Securities.” The purpose of the Equities is to provide an engine of real total return sufficient to drive the Foundation to its return objective and to hedge against inflation. Equities may include traditional stock investments, as well as other assets termed “Stock Substitutes.” Stock Substitutes may include

assets that have a moderate or low covariance with the U.S. stock market, and growth potential that equals or exceeds that of U.S. stocks. The purpose of the High Quality Bonds is primarily to provide a hedge against deflation. The purpose of the Short-Term Securities is to provide sufficient liquidity for periodic withdrawals.

- A. Cash flow (i.e., from deposits or pending withdrawals) will be allocated to Managers by the Finance Committee (~~formerly Treasurer~~) with the objective of rebalancing the allocation among funds and Managers in accordance with the policies detailed herein and/or as adopted from time to time by the Committee. The Finance Committee shall examine the actual allocation relative to these policies periodically. Should allocations exceed the tactical ranges, the Finance Committee, after consultation with the Investment Consultant, shall rebalance to within the ranges by transferring funds among Managers. The Foundation's goal is to maintain in liquid assets a minimum of one year's cash equivalent including administrative and approved grant needs.
- B. The investment objective for High Quality Bonds is to match or outperform, net of fees, the Bloomberg Aggregate Bond Index. The average quality of the High-Quality Bond portfolio shall be A or higher. Holdings rated BBB+ or below shall not exceed 15 percent without the consent of the Committee. Investments may include readily marketable obligations of U.S. government agencies, State, local, corporate, and other similar obligors. Zero coupon, discount, and current pay obligations are allowed. The aggregate obligations of any single non-U.S. government or government agency issue may not exceed 5 percent of the High Quality Bond portfolio. Non-U.S. debt securities of comparable quality to the above are permitted up to 25% of the High Quality Bond portfolio. The average duration of the High Quality Bond portfolio should be three to seven years. No more than 25% or less than 10% of Foundation assets shall be allocated to the High Quality Bond portfolio.
- C. The investment objective for the Equities is to match or outperform, net of fees, the Russell 3000 Index. The performance of each individual equity fund will be measured against an appropriate equity index and manager universe. The Foundation recognizes that, due to the nature of stock markets, the Equities will be subject to "market risk," which is to say periods of declining prices broadly affecting the entire stock market. This risk is exacerbated during conditions of inflation. To mitigate this risk, the Committee may increase the diversity of the Equities portfolio by investing portions of the fund in Stock Substitutes, which are investments that have a moderate or low covariance with the U.S. stock market, and growth potential that equals or exceeds that of U.S. stocks. These assets may include real estate, hedge funds, venture capital, private equity, high-yield bonds, and other assets. The Foundation recognizes that investments in Stock Substitutes may entail greater Manager risk than diversified investments in stocks or bonds. No more than 90% or less than 75% of Foundation assets shall be allocated to the Equities portfolio, of which no more than 50% shall consist of Stock Substitutes.
- D. Stock Substitutes may be opportunistic, or long-term. Opportunistic investments are those investments intended by the Committee to be temporary. They are intended to capitalize on extraordinary opportunities in the capital markets due to undervaluation, with the expectation that when the value is realized, the investment will be liquidated. If not opportunistic, Stock Substitutes are intended to be core holdings that are to be held through market cycles, over the long term. Because Stock Substitutes tend to be illiquid and unregulated, they tend to have

higher exposure to specific risks, such as Manager risk and company risk. Particular attention will be paid to controlling these risks through careful selection of the highest quality Managers, and diversification across several Managers and styles. It is understood that the Committee will place significant reliance on the advice of the Consultant in selecting Stock Substitutes.

- E. Many Stock Substitutes involve illiquid private transactions and are made available through limited partnerships with multi-year lock up periods. To provide general control over illiquidity, no more than 40% of the Foundation assets may be invested in investments that cannot be liquidated within one year, and no more than 25% percent of the Foundation assets may be invested in investments that cannot be liquidated within five years. Moreover, the Committee will endeavor to diversify illiquid investments with long lock up periods by “vintage year” (which is to say fund starting date) and by liquidation date. In this way, the Foundation will, to the maximum extent practicable, hold illiquid investments with different maturities so that some will be at the investment stage while others will be at the liquidation stage over time.
- F. The investment objective for the Short-Term Securities is to match or outperform, net of fees, a 91-day T-Bill index. Non-U.S. government or government agency obligations must be from issuers rated A-1/P-1, or higher by Standard & Poors or Moody’s. Investments may include readily marketable bank certificates of deposit, repurchase agreements, commercial paper, U.S. government and government agency obligations, and other similar instruments, all of a maturity not to exceed one year. The aggregate obligations of any single non-government issuer shall not exceed 10 percent of the Short-Term Securities.
- G. Decisions as to individual security selection, security size and quality, number of industries or holdings, current income levels, and turnover are left to broad Manager discretion, subject to usual standards of fiduciary prudence. However, in no case (excepting commingled fund shares) shall a single security exceed 5 percent of the market value of the Equities. Additionally, no single economic sector shall represent more than 20 percent of the market value of the Equities.
- H. Excess Business Holdings Rules for Donor Advised Funds.
Under the Pension Protection Act of 2006 (PPA), the private foundation excess business holdings rule apply to donor-advised funds as if they were private foundations. That is, the holdings of a donor-advised fund in a business enterprise, together with the holdings of persons who are disqualified persons with respect to that fund, may not exceed any of the following:
- Twenty percent of the voting stock of an incorporated business
 - Twenty percent of the profits interest of a partnership or joint venture or the beneficial interest of a trust or similar entity
 - Any interest in a sole proprietorship

Donor-advised funds receiving gifts of interests in a business enterprise have five years from the receipt of the interest to divest holdings that are above the permitted amount, with the possibility of an additional five years if approved by the Secretary of the Treasury. ~~Community foundations that held such assets in donor advised funds on the date of enactment will have a much longer period to divest under the same complicated transition relief given to private foundations in 1969.~~

V. Guidelines for Transactions

All transactions should be entered into on the basis of best execution, which means best-realized net price.

VI. Monitoring of Objectives and Results

- A. All Policies are in effect until modified by the Board, upon Committee recommendation. The Committee will review these Policies annually for their continued appropriateness.
- B. All Policies are to be in agreement with the Virginia Uniform Prudent Management of Institutional Funds Act (UPMIFA), which governs the standard of conduct in managing and investing institutional and endowment funds.
- C. The deployment of both individually managed portfolios and total Foundation assets will be monitored for consistency of investment philosophy, return relative to objectives, and investment risk as measured by asset concentration, exposure to extreme economic conditions, and market volatility. Individually managed portfolios will be monitored by the Committee on an on-going basis. Total Foundation results will also be evaluated on a rolling five-year basis.
- D. The Foundation encourages comments concerning these guidelines from Managers and the Consultant at any time. In any event, as part of the portfolio review meeting with the Committee, the Consultant will be expected to comment formally on the Policies and their continued appropriateness and timeliness in light of the prevailing economic and investment environments. It is further expected that the Consultant will provide quantitative support for its recommendations.

VII. Outside Services

- A. With the consent of the Foundation's Board of Directors, the Committee is authorized to engage independent consultants to advise and assist the Committee in the performance of its responsibilities under these Guidelines. The expenses of such consultants shall be charged to and paid from the Foundation's assets and taken into consideration in monitoring the overall investment performance of the Foundation's assets.
- B. The Committee is further authorized to engage a financial institution or trust company to act as custodian of Foundation assets.

Appendix A: Additional Guidelines for Individually Managed Accounts

Managers have the responsibility and the discretion to increase cash equivalents if such a defensive position is warranted by market conditions or, in balanced accounts, to select asset allocations of equity and fixed income portfolios based on market conditions, subject, however, to the allocation limits established in these Policies. Significant changes in asset allocation should be reported in a timely manner to the Consultant and to the Committee.

Appendix B: Performance Measurement and Administration

- A. Each Manager's performance shall be compared with the appropriate benchmark index as recommended by the Consultant and approved by the Committee. Performance shall be compared to the appropriate benchmark index for the quarter, year-to-date, 1-year, 3-year and 5-year periods.
- B. Documentation: The Foundation expects to receive quarterly Manager reports (where applicable and practicable) reflecting:
 - a. Portfolio composition for each major investment class including cash equivalents, i.e. asset mix at book and at market values.
 - b. Individual security holdings including book and market values, if applicable.
 - c. Descriptive detail of all security transactions
 - d. Detail of cash transactions

The Foundation also expects the Manager to provide adequate information to independent auditors for each fiscal year end June 30.

- C. Investment Overview: A summary of investments and cash accounts is presented to the Foundation's Board of Directors on a quarterly basis. The Finance Committee of the Foundation reviews the investment performance of fund managers at least annually. Performance is compared with (1) policy guidelines; (2) appropriate market indices; (3) industry standards; and (4) other applicable data.

The investment managers may be requested to meet with the Foundation's Finance Committee or others. The agenda for these meetings may include, but not be limited to:

- a. A presentation of investment results in comparison with investment objectives.
- b. A review/discussion of investment strategies.
- c. Information concerning material policy changes, objectives, staffing or business conditions of the Investment Manager.
- d. A review and restatement of the investment objectives designed to meet the Foundation expectations.

Appendix C: Finance Committee Structure

The Board shall appoint a Chairman and Vice Chairman of the Committee from its own members, and it may appoint such other Committee members as it deems appropriate. The Treasurer of the Foundation shall be a standing member of the Committee.

Appendix D: Fee Schedule

All endowed funds are subject to the following fee schedule:

Fee Schedule (effective September 23, 2024)

	FUND VALUE	FEE SCHEDULE
Up to	\$500,000	1.25%
Next	\$500,001 - \$1,000,000	1.00%
Next	\$1,000,001 - \$2,000,000	0.75%
Next	\$2,000,001 - \$5,000,000	0.65%
Above	\$5,000,000	0.50%

*Minimum fee of \$500 on all scholarship funds.

*Fees on Temporary Funds shall be at least 2% of the gift.

*Additional charges may be required for special services for any funds.

*Investment fees are charged in addition to this fee schedule.

Revision History: Adopted by Board 9.23.2013; revised and Board approved 6.27.2016; revised and Board approved 6.24.2019; reapproved by Board 6.22.2020; revised and Board approved 6.21.2021; revised and Board approved 3.21.2022; revised and Board approved 3.20.2023; revised and Board approved 3.18.2024; revised fee schedule Board approved 9.23.2024; revised and Board approved 3.17.2025.

Financial Policies and Procedures

Pending Board Approval March 17, 2025

Governance

The organization is governed by a Board of Directors which meets quarterly to assist the **Executive Director** in operating the organization. The **Treasurer** and **Finance Committee** review financial matters and advise the Board.

Deposit Accounts

The organization currently maintains four bank accounts: an operating checking account (Community Interest Checking-~~AMNB AUB~~), a general “deposit” account (Business Premium Money Market-~~AMNB AUB~~), a “credit card” checking account (Basic Business Checking-First Citizens Bank), and an endowed flow thru account (Business Premium Money Market-~~AMNB AUB~~).

1. The “operating” account, an interest-bearing checking account, is used to pay operating/administrative expenses ~~through check or ACH payments, including payroll deductions for the paid staff.~~ Checks on this account require two authorized signatures, usually the **Executive Director** and members of the **Executive Committee**.
~~Documentation of ACH payments must be provided to the Executive Director and second signatory for review.~~
2. The “deposit” account is used for all general gifts and deposits. No checks are written on this account. Transfers are made to the “operating” account and/or endowed flow thru account when necessary to cover expenses.
3. The “credit card” checking account receives gifts made by credit card online through ~~Network for Good fundraising platforms.~~ The **Finance Manager** is authorized to write a check for the **Executive Director’s** approval and signature from this account to the “deposit” account as needed to transfer funds in excess of \$200.
4. The “endowed flow thru” account is used for all deposits and withdrawals from the endowed funds. No checks are written on this account. ~~(This section moved to #5): Transfers are made by the Finance Manager or Executive Director to the “operating” and/or “deposit” account when necessary to rebalance the funds. (This section moved to #6. Receipt of investment earnings distributions and capital call requests require approval from the Executive Director.~~

5. The **Finance Manager** Comptroller can rebalance the funds as needed between the four bank accounts (and investment accounts - see below), with approval from the **Executive Director**. ~~Transfers are made by the Finance Manager or Executive Director to the “operating” and/or “deposit” account when necessary to rebalance the funds.~~
6. ~~Receipt of investment earnings distributions and~~ All capital call requests require approval from the **Executive Director**.
7. If the organization receives any special grant awards that require maintenance of a separate checking account, additional accounts will be opened.

Investment Accounts

Investment accounts may be maintained for longer-term investments and funds are transferred between accounts as authorized by the Finance Committee. The **Executive Director** and any one Authorized Officer as specified in the Foundation’s Banking Resolution has Board authority to enter into new investments and to rebalance investment accounts as directed by the Finance Committee.

Receipt and Handling of Funds

The mail is received and opened under dual control and logged under supervision of the Executive Director. The **Finance Manager** records all checks, cash, online credit card contributions, and any other negotiable financial instruments received in a password-protected deposit log, notes any restrictions and any designations. The **Finance Manager** makes copies of the checks received. When cash is received, ~~the Executive Director and Finance Manager~~ **two employees** will both be present to record the receipt. The **Foundation Administrator** makes deposits and enters donations into the **financial information management system (FIMS)** using the printed deposit log. In the absence of one of the staff members, the other two staff members will perform those duties. Checks are listed on the proper deposit form. The completed deposit slip, daily log, and checks are forwarded to the **Executive Director** for review. One copy of the deposit record is made for accounting. The **Foundation Administrator or Executive Director** takes deposits to the bank when completed and approved. The **Foundation Administrator** prepares acknowledgments and any additional correspondence to supporters.

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.

Disbursements and Purchases

Prior authorization of all routine operating expenditures in excess of \$1,000 shall be supported by written documentation.

Payments: The **Finance Manager** receives invoices from vendors and prepares checks for routine and recurring expenses and without additional specific authorization from the Board. The ~~Executive Director-Comptroller~~ reviews all invoices and ~~the Executive Director~~ signs checks, and an Authorized Officer, as specified in the Foundation’s Banking Resolution, signs checks.

Unbudgeted disbursements above \$1,000 are considered and approved by the Executive Committee.

Facsimile Signatures: Pursuant with the Banking Resolution approved by the Board of The Community Foundation of the Dan River Region at its June 12, 2023 meeting, the Board approves the use of facsimile signatures for any ONE Authorized Officer (one signature must be the actual signature of one Authorized Officer) as required to complete a financial transaction in accordance with the current Banking Resolution. The Authorized Officer whose signature is being affixed to the financial transaction must provide in advance written authorization for use of his/her facsimile signature for that transaction. The use of facsimile signatures is **NOT** permitted for check disbursements as specified in the “Payments” paragraph of the Financial Policies and Procedures.

Tracking: The **Foundation Administrator** is the custodian of the operating and grants checks. The **Grant and Scholarship Manager** posts the grant applications and gives the Check Edit Report to the Executive Director for review and approval. Once approved, the **Finance Manager** processes all checks in FIMS for signatures. Supporting documentation for disbursements is required. Documentation is attached to check stubs prior to submitting checks for signatures. The **Finance Manager** inputs disbursement information into FIMS while preparing the checks. The supporting documentation and check stub are then filed by vendor. Similar supporting documentation is maintained for all online drafts. An expense reimbursement form is available for those seeking reimbursement. No blank checks are issued.

The Executive Director has the discretion to assign the handling of operating and grant check tasks to other staff members to ensure the completion of these tasks in a timely manner.

Capital Asset Purchases: The **Executive Director** and the Chair of the Finance Committee shall make or authorize purchases of Capital Assets for the organization. Given the organization's limited resources, efforts are made to ensure acquisitions are at the lowest cost for the best quality. Several bids will be obtained prior to the purchase of Capital Asset (\$5,000 value) to ensure price analysis, quality assurance, and competitive bidding of vendors. Capital Assets costing \$5,000 or more are capitalized for the depreciation schedule. Property control is maintained through records that include asset description, cost, purchase date, source of funding, location and condition. A physical inventory of property is conducted annually. Organization office building is locked to protect against theft.

Credit Cards: The organization maintains a credit card, which is held by the **Executive Director**. Prior approval of all expenditures and use of the organization credit card is granted by the **Executive Director**, per established guidelines of the organization as outlined in these financial policies and procedures. A receipt must be presented for purchases when the credit card is returned to the **Executive Director** so that purchases may be entered in FIMS by the **Finance Manager**. Credit card statements are monitored monthly to match purchase receipts with total statement charges. Personal purchases using the organization credit card are not allowed.

Travel: Travel expenditures **requiring an overnight stay** for the **Executive Director** shall be approved by a member of the Executive Committee. Advance approval by the **Executive Director** in writing is required for all **staff** business-related travel. Travel expenditure reimbursement requests are submitted to the **Executive Director** for review and approval using a travel reimbursement form (requires reporting type, purpose, mileage, meals and lodging information) to ensure that only necessary and reasonable expenses are incurred. Receipts must be attached for all expenses for which reimbursement is requested. Travel expenditures incurred by the **Executive Director** are submitted to the **Finance Manager** using these same procedures. Any exceptions to these standards must be justified and receive prior approval by the **Executive Director**.

Mileage: The Board of Directors may choose in the annual budget to provide a mileage reimbursement for employees expected to incur driving expenses. Mileage will be reimbursed at the rate set **annually** by the Internal Revenue Service.

Employee Reimbursements: It is the policy of the Organization to reimburse employees for expenses incurred on behalf of the organization. All requests for reimbursement should be itemized on a reimbursement request and accompanied by associated receipts. Employee use of personal funds for organizational expenses, however, is discouraged. An organization credit card obtained from the **Executive Director** should be used for organization expenses, if possible.

Special Grant Awards: When the Organization receives a special grant award, funds will be deposited according to the grant's requirements. Costs are allocated to budgeted categories/subcategories and charged directly. ~~The financial report and associated~~ All requests for reimbursements on reimbursement type grants ~~is completed monthly, must be approved by upon~~ the **Executive Director's review of expenses and** according to grant standards.

Staff and Payroll

The Organization's staff is comprised of the **Executive Director** and other staff members. Payroll administration and documentation is contracted through a third-party payroll processor. The paid staff members receive paychecks every other Friday after submitting time sheets before the pay date.

An employee orientation is conducted for new hires. It includes 1) completion of a W-4, VA-4, and I-9 which are kept in their personnel files; 2) instruction on time attendance documentation; and 3) review of any employee policy manual maintained and available in **the Executive Director's** office. Employees complete new W-4's as needed when withholding changes.

All employees complete a payroll time sheet, recording daily hours worked and noting any vacation and/or sick leave time used, if the employee has been approved for this time off. The employee signs as certification of accuracy and the **Executive Director** approves. The **Executive Director** periodically compares employee time sheets with corresponding payroll records.

The ~~Foundation Administrator Comptroller or Donor Services Manager~~ submits payroll hours to the payroll processor to prepare payroll drafts from the operating account. Foundation employees are co-employees of the payroll processor who makes the payroll tax deposits as required and prepares the required quarterly reports for state and federal payroll taxes. The payroll processor also completes any annual federal and state payroll reports and prepares W-2's and any 1099's after the final December paychecks for distribution in January.

Financial Information Processes

The Foundation may either employ or contract with a third-party **Accountant** to prepare daily, monthly, quarterly, and annual accounting services as needed:

Daily: The ~~Accountant Comptroller~~ maintains the General Ledger to ensure that all revenue and expense transactions are recorded properly within the funds; provides support to staff with regards to handling gifts and grants; processes transfers and checks as needed; monitors the budget on an ongoing basis; and works with the payroll processor to ensure compliance with applicable state and federal employment laws.

Monthly: The bank statements (~~with images of cleared checks~~) are sent directly to the **Executive Director**, ~~Treasurer~~, **Finance Manager**, and ~~Accountant Comptroller~~, who reconciles the bank statements to the computerized general ledger balances and prints a copy of the reconciliation reports. The reconciliations are reviewed and initialed by the **Executive Director** and the **Finance Manager**. The total receipts per the deposit log are reconciled with the receipts per FIMS each month. Calls are made by the **Finance Manager** to the recipients of any checks that have not cleared the bank after three months to determine if the check has been received. If the organization has received the check, a request is made to deposit the check so that it may clear. In the occasional event when a check has not been received, the check is voided in FIMS and a new check is issued. If necessary, the **Finance Manager** will contact the bank to stop payment on the lost check.

Available monthly investment information is received by the **Executive Director**. The statements and monthly transaction information is then given to the ~~Accountant Comptroller~~, who reconciles the investments to the information in FIMS. The reconciliations are reviewed and initialed by the **Executive Director** and **Finance Manager**.

~~The Finance Manager sends investment consultant statements so that they may prepare quarterly investment performance reports.~~

~~The Executive Director has the discretion to assign the handling of operating and grant check tasks to other staff members to ensure the completion of these tasks in a timely manner.~~

~~Moved below to Quarterly: The Accountant submits to the Executive Director, Treasurer and Finance Committee Chair the following monthly quarterly reports 1) a statement of financial position reflecting ending account balances for assets, liabilities, and net assets, 2) a statement of operating activities that reflects the monthly revenues and expenses per line item as they correlate to the budget along with year-to-date amounts, and 3) an administrative actual versus~~

~~budget statement. The Finance Committee and Executive Committee review and approve the quarterly financials before presentation to the Board.~~

Quarterly: The ~~Accountant~~ **Comptroller** submits to the **Executive Director**, Treasurer and Finance Committee Chair the following ~~monthly~~ **quarterly** reports 1) a statement of financial position reflecting ending account balances for assets, liabilities, and net assets, 2) a statement of operating activities that reflects the monthly revenues and expenses per line item as they correlate to the budget along with year-to-date amounts, and 3) an administrative actual versus budget statement. The Finance Committee and Executive Committee review and approve the quarterly financials before presentation to the Board.

The ~~Accountant~~ **Comptroller** reconciles and adjusts the investment information in FIMS to the quarterly report from the investment consultant to record unrealized and realized gains or losses and dividends earned. The Finance Committee reviews the quarterly investment report.

Annually: An annual audit is arranged by the Finance Committee. The ~~Accountant~~ **Comptroller** prepares the schedules and other information for the annual audit and information tax return (Form 990) to assist the CPA firm. The CPA firm presents the audit report to the Finance Committee for review and recommendation to the Board.

Budget

The **Executive Director**, along with the ~~Accountant~~ **Comptroller**, prepares a draft of the annual budget and presents the budget to the Finance Committee for approval ~~and recommendation at the final fiscal year-end Board meeting~~ at the fiscal year-end Finance Committee meeting. The approved budget is then presented at the Executive Committee and Board meetings ~~for final approval. Financial reports (statement of financial position and statement of operating activities), prepared by the Accountant Comptroller and approved by the Finance Committee, are presented at the Executive Committee and Board meetings. The actual revenues and expenditures are shown compared to budgeted amounts to provide for budget analysis and variance explanation.~~

Budget Surplus:

If the staff determines there will be an excess of administrative revenue above operational expenses, a request may be made to the Finance Committee for approval to allocate the funds to the CFDRR Special Initiative Fund.

Insurance Coverage

The Foundation carries the following insurance coverage: Business Owner's **General** Liability and Property Insurance, Commercial Crime Insurance, **Cyber Insurance**, Directors and Officers Liability Insurance, ~~and Worker's Compensation Insurance~~. The Finance Committee reviews the renewals of the policies annually. The Finance Committee shall make recommendations for any changes in coverage to the Executive Committee for final approval by the Board.

Consultants and Subcontractors

Evaluation of in-house capability is conducted prior to obtaining external assistance. Requests for contractual services specify the nature and scope of activities and are solicited to ensure competitive bidding and reasonable costs/fees. Contracts for consulting services are approved by the Board of Directors.

Financial Policy and Procedures Amendments

Either the **Executive Director** or the Finance Committee may propose amendments to the policy with amendments being first considered and approved by the Finance Committee and then forwarded to the Executive Committee and Board.

Acknowledgment: Adapted from policies developed by Harry D. Dickinson, PhD, CPA, and Bishop, Farmer & Co., LLP (formerly known as Bowling, Franklin & Co, LLP). Used with permission.

Revision History: Revised and Board approved 2018; revised and Board approved 12.14.2020; revised and Board approved 6.21.2021; reviewed and Board approved 6.13.2022; reviewed and Board approved 06.12.2023; revised and Board approved December 11, 2023; revised and Board approved 03.18.2024, **pending Board approval 3.17.2025.**



Community Foundation *of the* Dan River Region

Distribution Committee Report - **PENDING** **Board Meeting** **March 17, 2025**

Need One Board Motion Approved for the following: \$200,770

Donor Advised:

❖ **Torrey and Shelley Blackwell Fund – (\$1,191)**

- Big Brothers Big Sisters of the Danville Area - \$1,191 – unrestricted

❖ **Alexander Heath Light & Mary Nelson Light Mission Fund- (\$1,036)**

- - \$ –
- - \$ –

❖ **Herman and Helen Melton Historical Fund – (\$1,807)**

- Pittsylvania County Historical Association - \$1,807 – unrestricted

❖ **Miller-Woodbury Fund – (\$494)**

- Dry Fork Christian School - \$494 – unrestricted

❖ **Larry Donald Huskey Memorial Fund (\$1,064)**

- - \$ --

Designated:

❖ **Robert R. Blackwell and Lick Fork Primitive Baptist Church of Rockingham, NC – (\$4,813)**

- Lick Fork Primitive Baptist Church - \$4,813 – to maintain the historic cemetery

❖ **Tony and Steve Smith Blanch Baptist Church Cemetery Fund – (\$446)**

- Blanch Baptist Church - \$446 – to maintain its cemetery

❖ **Davis Family Fund – (\$30,235)**

- Averett University -- \$6,047 – unrestricted
- Danville-Pittsylvania Cancer Association -- \$6,047 – unrestricted
- Longwood University -- \$6,047 – unrestricted
- Martinsville Cemetery Association -- \$6,047 – unrestricted
- Mt. Vernon United Methodist Church -- \$6,047 – unrestricted

❖ **Debra Dodson Fund – (\$364)**

- PPL Foundation - \$182 – Restricted to use for the Pittsylvania County Library
- The Community Foundation of the Dan River Region - \$182 – unrestricted

❖ **Captain James A. Reith Veterans Endowed Fund – (\$1,317)**

- Veteran's Center (Caswell County Senior Services) - \$439 – to support charitable organizations in the field of veterans' assistance including but not limited to medical, dental, and behavioral health; housing; emergency relief; transportation; and education.
- VFW Post 7316 - \$439 – to support charitable organizations in the field of veterans' assistance including but not limited to medical, dental, and behavioral health; housing; emergency relief; transportation; and education.
- American Legion Post 89 - \$439 – to support charitable organizations in the field of veterans' assistance including but not limited to medical, dental, and behavioral health; housing; emergency relief; transportation; and education.

❖ **Gantsoudes Family Fund – (\$3,039)**

- Danville-Pittsylvania Cancer Association - \$1,519.50 – unrestricted
- St. Peter's Greek Orthodox Church - \$1,519.50 – unrestricted

❖ **Main Street United Methodist Church Fund – (\$5,115)**

- God's Pit Crew - \$1,023 – unrestricted
- God's Storehouse - \$1,023 – unrestricted
- House of Hope - \$1,023 – unrestricted
- Transitions Pregnancy Solutions - \$1,023 – unrestricted
- Salvation Army - \$1,023 – unrestricted

❖ **Marshall Family Fund – (\$95,983)**

- Averett University - \$ – to provide scholarships to local students with financial need
- Boy Scouts of America/Dan River District-Blue Ridge Mountains Council - \$ – to promote and support scouting in the Dan River Region
- God's Storehouse – \$ – to purchase food for God's Storehouse food distribution program during the summer months when food donations decrease
- Danville Community College Educational Foundation - \$ – to purchase additional equipment and tools for the class/lab and to be used in the field when the students install HVAC systems for community service projects
- Free Clinic of Danville Fund - \$ – to make annual grants from the fund to nonprofit organizations to provide medical services, including, but not limited to, behavioral health, hearing, speech, dental, screening, and medical education targeting uninsured and underinsured adults (age 19-64) residing in Danville and Pittsylvania County
- Grace Design Community Church - 10% -- \$9,598.3
- Community Foundation Board Endowment Fund - 5% -- \$4,799.15

❖ **Mt. Hermon Baptist Church Youth Mission Fund – (\$624)**

- Mt. Hermon Baptist Church - \$624 – to support youth missions

❖ **Virginia Elizabeth "Betsy" Robertson Fund – (\$609)**

- The Community Foundation - \$609 – Admin

❖ **B.C. & Annie Lee Owen Fund – (\$4,186)**

- Buffalo Baptist Tabernacle - \$1,046.50 – unrestricted
- Clarksville Regional Museum - \$1,046.50 – unrestricted
- Mecklenburg County Cancer Association - \$1,046.50 – unrestricted
- Southside Virginia Community College Nursing Program - \$1,046.50 – to support the nursing program

❖ **Cruising to a Better Future Fund – (\$375)**

- God's Pit Crew - \$150 – unrestricted
- God's Storehouse - \$75 – unrestricted
- St. Jude Children's Research Hospital - \$75 – unrestricted
- Unrestricted Community Fund of the Community Foundation of the Dan River Region - \$75 – unrestricted

❖ **Eileen and Joseph Stendig Family Fund – (\$5,825)**

- Temple Beth Sholom - \$5,825 - unrestricted

❖ **Benjamin Sugg Fund – (\$914)**

- Halifax County - \$914 – For Clover Cemetery maintenance

❖ **Urban Bible Fund – (\$502)**

- New Community of Praise - \$502 – to support Urban Bible Programming

❖ **G. Brooks Powell, Jr., Police Community Engagement Fund – (\$361)**

- Danville Police Department - \$361 – for charitable work in community and youth engagement

❖ **Caswell County Veterans Memorial Fund – (\$1,369)**

- Town of Yanceyville - \$1,369 – to support the perpetual care, maintenance, preservation and repair of the Caswell County Veterans Memorial

❖ **Yanceyville United Methodist Church Cemetery Fund – (\$5,207)**

- Town of Yanceyville - \$5,207 -- for cemetery maintenance

Field of Interest:

❖ **Autism Education Fund – (\$5,824)**

- Danville Science Center - \$ – to help fund Sensory Friendly Nights for Autistic visitors
- Danville Speech and Hearing - \$ – to fund scholarship money to provide financial assistance to patients with Autism
- Smokestack Theatre Company - \$ – to help support marketing of a special Christmas performance for ADA/ASD individuals and their families

❖ **Captain William E. Price Veterans Endowed Fund – (\$1,319)**

- Southern Area Agency on Aging – \$659.50 - for the Miles 4 Vets program
- The Doorways – \$659.50 - to support lodging for veterans of the Danville and Pittsylvania County communities who need medical, dental or behavioral health providers in the Richmond area

❖ **Community Impact Fund – (\$12,000)**

- Summer Reading Grants - \$12,000 – to support Summer Reading Program for the four library systems in our service area (Caswell County, Danville, Halifax County and Pittsylvania County.) Each program will receive \$3,000

❖ **Dominion Eye Center Fund – (\$963)**

- Danville Lions Foundation - \$963 – to support charitable organizations in the field of eye care and eyeglasses for uninsured and underinsured individuals residing in Danville/Pittsylvania County, Virginia and Caswell County, North Carolina

❖ **Wayles R. Harrison Memorial Fund – (\$6,880)**

- Danville-Pittsylvania Cancer Association - \$6,880 – to assist needy Danville-Pittsylvania County cancer patients with financial assistance for prescriptions, medical supplies, and other expenses not covered by insurance

❖ **Keokee Fund – (\$2,239)**

- Danville Public Schools - \$ – to purchase STEM books which include multicultural characters and portraits for Activ8 STEM academy and GH Johnson’s Gifted Department and Media
- Pittsylvania County Schools - \$ – to purchase wind tunnels to use in the elementary schools, incorporating the engineering design process

❖ **Claudia Vernon Smith Fund – (\$1,509)**

- Caswell County Library - \$1,509 – to support the education of youth in Caswell County

❖ **Veterinary Emergency Treatment Fund – (\$2,658)**

- Danville Area Humane Society - \$2,658 – to make financial assistance available to give companion animals a chance to remain family members

❖ **Bob and Barbara Newnam – (\$502)**

- Downtown Danville Association d/b/a River District Association - \$502 – unrestricted for economic development

❖ **TOTAL for Recommended Grants - \$200,770**

- ❖ The deadline for scholarship applications was Friday, March 1, 2025. We had ____ students apply!



CFDRR Special Initiatives Fund Memorandum of Agreement

This 3rd day of March 2025, the Board of Directors of The Community Foundation of the Dan River Region (“The Foundation”) requested the formation of a temporary, non-endowed fund for support of strategic planning initiatives in furtherance of The Foundation’s charitable purposes.

The fund will be established on the books of The Foundation and perpetually recognized as the **CFDRR Special Initiatives Fund (“Fund”)**. The Fund is intended to provide grants to meet the objectives of The Foundation’s Strategic Plan and the identified needs of The Foundation and its service area. Grants may only be made to tax-exempt 501(c)3 organizations that improve the quality of life, provide support for those in need, and create life-changing opportunities for our service area.

The Fund will be established and sustained by periodic cash transfers from the Administrative Fund of The Community Foundation of the Dan River Region. In times of surplus, the Finance Committee may propose cash amounts to be recommended for approval by the Board of Directors during a regularly scheduled meeting.

The Fund will distribute funding based on a request through The Foundation staff to the Distribution Committee during a regularly scheduled meeting. If approved, the Distribution Committee will make a recommendation to the full Board of Directors at a regularly scheduled meeting for the proposed grant.

The Fund is to be a component fund of The Foundation subject to The Foundation’s governing instruments and not a separate trust. Nothing in this Memorandum of Agreement will affect the status of The Foundation as an organization described in Section 501(c)3 of the Internal Revenue Code of 1986, as amended, and as an organization that is not a private foundation within the meaning of Section 509(a) of the Code.

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of Agreement as of the day and year first above written.

Steve Bass, Board President

Date

Dan Hayes, Executive Director

Date



Community Foundation *of the* Dan River Region

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

AMENDED AND RESTATED BY-LAWS OF THE COMMUNITY FOUNDATION OF THE DAN RIVER REGION

(A Virginia Non-Profit, Non-Stock Corporation)

(By-Laws Adopted and Effective as of _____, 2024)

ARTICLE I

OFFICES

The principal office of The Community Foundation of the Dan River Region (the "Foundation") shall be located at 541 Loyal Street, Danville, Virginia. The Foundation may have such other offices, either within or without the Commonwealth of Virginia as the Board of Directors of the Foundation (the "Board") may designate or as the business of the Foundation may from time to time require. The Board may change the principal office of the Foundation from time to time.

ARTICLE II

BOARD OF DIRECTORS

2.1 GENERAL POWERS

The property, business, and affairs of the Foundation shall be managed by its Board of Directors. The directors shall in all cases act as a board and not individually. The Board may adopt rules and regulations for the conduct of its meetings and the management of the Foundation as it deems proper and which are not inconsistent with these By-laws, the Articles of Incorporation, the laws of the Commonwealth of Virginia, or the rules, regulations, or laws of the United States.

2.2 NUMBER OF DIRECTORS

There shall be a minimum of thirteen (13) directors and a maximum of twenty-three (23) directors of the Foundation. The minimum and maximum number of elected directors may be increased or decreased from time to time by amendment to these By-laws. ~~Within the minimum and maximum number of directors established by these By-laws, the Board, by resolution, shall set a fixed number of directors divisible by three, which initially shall be twenty one (21).~~ Within the minimum and maximum number of directors, by resolution, the Board may change the fixed number of directors. A decrease in the number of elected directors by resolution or amendment to these By-laws shall not have the effect of shortening the term of any incumbent Director.

Commented [CH1]: Is this for the first board or all boards?

2.3 APPOINTMENT AND TENURE OF DIRECTORS

The fixed number of elected directors shall be nominated by the Nominating Committee in accordance with Paragraph 7.4 of Article VII and elected by the Board.

Existing directors may succeed themselves in office. However, a director may not serve more than two (2) consecutive three (3) year terms. A director shall be eligible for re-appointment after absence from the Board for one (1) year. A director's term may be extended in order to fulfill a term of office, if so nominated and elected by the Board.

~~At the first annual election of directors, one third of the directors shall be elected for three year terms, one third of the directors shall be elected for two year terms, and one third of the directors shall be elected for one year terms. Thereafter, Directors shall be elected for three-year terms, thereby producing three groups of directors serving staggered terms in accordance with Section 13.1-858, Code of Virginia, 1950, as amended. Each director, including the initial directors of the Foundation, shall hold office until his or her successor is elected and qualifies, until his or her death, or until he or she resigns or has been removed in the manner hereafter provided.~~

Commented [DH2]: I believe we no longer need to reference this because it is about using staggered terms to create the board.

2.4 QUALIFICATIONS OF DIRECTORS

Directors shall consist of individuals who reside in the City of Danville, Virginia;

Pittsylvania County, Virginia; Caswell County, North Carolina; or surrounding counties. Although not required, it is preferred that Danville, Virginia, Pittsylvania County, Virginia, Halifax County, Virginia, and Caswell County, North Carolina be represented on the Board. Each director is to be selected for his or her knowledge of the religious, scientific, literary, educational, or other charitable needs within these localities.

Any person whose presence on the Board would cause the Board to lose its status as an independent governing body as defined in Section 1.507-2(a)(8)(ii) of the regulations established under the Internal Revenue Code of 1986, as it may be amended (the “Internal Revenue Code”) shall not serve on the Board.

2.5 COMPENSATION OF DIRECTORS

The directors of the Foundation shall not receive compensation for their services as directors, but the Board may reimburse directors for expenses incurred in the performance of their duties.

2.6 VACANCIES

A vacancy in the Board because of death, resignation, removal, disqualification or otherwise may be filled by the Board for the unexpired portion of the term. The director filling the vacancy may then serve two full terms.

2.7 RESIGNATION

A director may resign at any time by giving written notice to the President or the Secretary of the Foundation. Unless otherwise specified in the notice, the resignation shall take effect upon receipt thereof by the Board or such officer, and the acceptance of the resignation shall not be necessary to make it effective.

2.8 REMOVAL

Any director may be removed, with or without cause, at a meeting called expressly for that

Commented [CH3]: Need this?

Commented [DH4R3]: The religious appears in our articles of incorporation and focuses on our partnership with churches and religious support

Commented [DH5]: Should the 8 be a 7

Commented [DH6R5]: Should we not use the code numbers any more, question sent to CoF

Commented [DH7R5]: Response from CoF - all codes are correct and fine to leave, but not required.

purpose, by the vote of a two-thirds majority of the number of directors fixed by these By-laws, as amended, or fixed by resolution of the Board. Among other things, cause shall include the failure to attend at least 25% of all board meetings within the previous twelve (12) month period.

2.9 TERMINATION, STANDING COMMITTEES

If the term of a director ends, for any reason, he or she will be removed from any Standing Committee on which he or she serves. However, such director may serve in an advisory capacity as a member of a subcommittee or advisory committee of a Standing Committee.

ARTICLE III MEETINGS OF THE BOARD OF DIRECTORS

3.1 MEETING GENERALLY

The Board may hold its meetings at such place or places within or without the Commonwealth of Virginia as the Board may from time to time by resolution determine or (unless contrary to a resolution of the Board) at such place as specified in the related notices or waivers of notice of such meetings.

3.2 ANNUAL MEETING

The Board shall meet annually, at such time and place as designated by the Board. It is not required, but typical that the June Board meeting is known as the annual meeting. The purpose of the annual meeting shall be to elect directors and officers and to conduct such other business as indicated on an agenda prepared by either the president or secretary of the Foundation. The term of each elected director shall begin on the first of the month immediately following the annual meeting at which he or she was elected. In the event that a successor director is elected to complete the unexpired term of a resigning or withdrawing director, the term of such successor director shall begin immediately.

3.3 REGULAR MEETINGS

The directors may provide, by resolution, the date, time, and place for the holding of additional regular meetings of the Board.

3.4 SPECIAL MEETINGS

Special meetings of the Board may be called by or at the request of the President, or any two (2) directors. The person or persons authorized to call special meetings of the directors may fix the time and place for holding any special meeting of the directors called by them. Notice of a special meeting shall be given to all directors at least seven (7) days in advance of the meeting, unless there is an emergency, in which event a notice of one (1) day shall be required. The notice of any special meetings may, but is not required, to state the purpose or purposes for which the meeting is called. A special meeting may include an electronic vote that is then reported on at the following regular meeting.

Commented [DH8]: Added this

3.5 NOTICE OF MEETINGS

Any notice of a meeting, whether annual, regular or special, may be given by mail, by telephone, facsimile, e-mail or by other electronic transmission. A director who attends a meeting of the Board, whether annual, regular or special, shall be deemed to have received notice of the meeting, unless he or she attends for the expressed purpose of objecting to the transaction of any business because the meeting was not lawfully called or convened.

3.6 WAIVER OF NOTICE

Notice of any meeting of the Board may be waived by a writing signed by the director entitled to such notice, whether before or after the meeting referenced in the notice.

Commented [CH9]: What does this mean?

3.7 QUORUM

At any meeting of the directors, the presence of a majority of the number of directors serving at the time of the meeting shall constitute a quorum for the transaction of business. The act of the majority of the number of directors serving at the time of the meeting shall be the act of the Board.

Commented [DH10R9]: It means anyone can refuse formal notification. Typically used when a meeting is pulled together quickly and without notice - the quorum could say - we are OK with insufficient notice

If a quorum is not present, a majority of the directors present may adjourn the meeting from time to time without further notice. Attendance and voting at a meeting by telephone or electronic means shall be permitted, provided that all parties on either side of the telephone call can hear and communicate with one another. If a quorum is present at the start of a meeting, it remains in effect for the duration of the meeting.

Commented [DH11]: Add this?

Commented [CH12]: Add this?

3.8 VOTING RIGHTS

All voting rights and voting power associated with the Foundation shall reside with the Board. Every director present at a meeting of the Board shall be entitled to cast one (1) vote with respect to any matter presented to the Board for vote.

3.9 VOTING BY PROXY

Any director may attend and vote at any meeting of the Board either in person, through electronic means, or by proxy. The Board may adopt any written form for use in designating a proxy.

Commented [CH13]: Something like this - "zoom"

Commented [DH14R13]: I think it is worthwhile

3.10 PRESUMPTION OF ASSENT

A director who is present at a meeting of the directors at which action on any corporate matter is taken shall be presumed to have assented to such action taken unless his or her dissent is entered in the minutes of the meeting or he or she files a written dissent with the person acting as the Secretary of the meeting before the adjournment or immediately within twenty-four hours after the adjournment of the meeting. A director who votes in favor of an action shall not have the right to dissent thereafter.

3.11 ACTION WITHOUT A MEETING

Any action which may be taken at a regular or special meeting of the directors may be taken without a meeting, if a written consent setting forth the action is signed either before or after such action by all of the directors. Such consent shall have the same force and effect as a unanimous vote.

3.12 RULES OF ORDER

The Foundation shall utilize and follow Roberts Rules of Order newly revised current edition for all meetings of the Board.

ARTICLE IV DUTIES AND AUTHORITY OF THE BOARD

4.1 COMMON GOVERNING BODY

The Board shall be the common governing body of the Foundation for the purposes of Section 1.170A-9(e)(11)(v) of the regulations established under the Internal Revenue Code. Accordingly, the Board shall direct or, in the case of a fund designated for specific beneficiaries, monitor the distribution of all funds of the Foundation exclusively for charitable purposes within the meaning of Section 170(c)(1) or (2)(B) of the Internal Revenue Code.

Furthermore, in accordance with the above-mentioned Section 1.170A-9(e)(11)(v), the Board shall have the following powers:

1. To modify any restriction or condition on the distribution of funds for any specified charitable purposes or to specific organizations if in the sole judgment of the Board (without the necessity of the approval of any participating trustee, custodian or agent) such restriction or condition becomes, in effect, unnecessary, incapable of fulfillment, or inconsistent with the charitable needs of the community or area served by the Foundation;

2. To replace any participating trustee, custodian, or agent for violation of fiduciary duty under the laws of the Commonwealth; and

3. To replace any participating trustee, custodian or agent for failure to produce a reasonable return of net income over a reasonable period of time. The Board shall determine what constitutes "reasonable" in this regard.

The Board shall commit itself (by resolution or otherwise) to exercise the powers set forth in this Paragraph 4.1 of Article IV in the best interests of the Foundation.

Commented [DH15]: Is this code correct? Can it just be removed or does it need to designate the purpose of the definition.

Commented [DH16R15]: It is re-quoted 4 lines down

Commented [DH17R15]: CoF checked and confirmed

Commented [CH18]: Should be hyphenated

If a power granted to the Board is inconsistent with any law of the Commonwealth, even if such powers were expressly granted to the Board by the governing transfer, then the Foundation shall exercise such power to the fullest extent possible consistent with the law if it has grounds to exercise such power.

4.2 FIDUCIARY CAPACITY

Each member of the Board shall serve in a fiduciary capacity and refrain from exercising any power in such manner as to disqualify the Foundation from federal income tax exemption as a qualified charitable organization or any gift from deduction as a charitable contribution gift or bequest in computing federal income gift or estate tax of the donor or his or her estate.

4.3 CONFLICTS OF INTERESTS

Each director shall disclose conflicts of interest at the beginning of the fiscal year. A director shall not take any action to influence the conduct of the Board which results in financial benefit to himself or herself. In addition a director shall not take any action to influence the conduct of the Board in any matter or undertaking in which the director has an interest. If an issue arises in which the director or related party could obtain such a benefit, the affected director must disclose the potential conflict fully. If it is determined that a conflict exists, the director may not vote or engage in any discussion on the matter at issue.

Commented [CH19]: OK to change?

Commented [DH20R19]: This is an addition

The Board, by resolution, may adopt such other policies and requirements relating to conflicts as it deems appropriate.

4.4 EXPOSURE OF THE FOUNDATION AND SOLICITATION OF GIFTS

The Board shall take all appropriate actions to make the Foundation and its purposes known to the citizens and residents of the community or area served by the Foundation and in that connection seek gifts to the Foundation from institutions, businesses and individuals doing business located or residing in or having an interest in the community or area served by the Foundation.

4.5 ACCEPTANCE OF GIFTS

The Board of Directors or any officer or officers or agent or agents of the Foundation to whom such authority may be delegated by the Board may accept on behalf of the Foundation any contribution, gift, bequest or devise for the general purposes or of any special purpose of the Foundation. Such contributions, gifts, bequests or devises may be received and maintained in the form of separate funds, provided such contributions, etc., are structured in a manner that such separate funds will be treated as a component part of the Foundation rather than as a separate trust or non-profit corporation, in accordance with Section 1.170A-9(e)(11) of the regulations established under the Internal Revenue Code. No such separate fund may be directly or indirectly subjected to any material restriction or condition with respect to the transferred assets in violation of said Section 1.170A-9(e)(11) or any other relevant section of said regulations or the Internal Revenue Code.

Commented [DH21]: Need to check this and 4 lines down

Commented [DH22R21]: CoF confirmed

The Board, by resolution, may establish a gift acceptance policy, setting forth the manner that gifts will be received, and the funds or accounts into which gifts will be deposited and held.

In addition to the other powers of the Board contained in the Articles of Incorporation or in the By-Laws of the Foundation, if the Board, upon the unanimous recommendation of the members of the Distribution Committee declares that the purposes of any gift made pursuant to this Article IV, paragraph 4.4, have become (1) unnecessary, undesirable, impracticable or impossible of fulfillment, or (2) if any organization to which the income or principal of any gift shall be paid becomes nonexistent or shall have ceased its activities, or (3) if for any other reasons the application provided by the said donor or testator shall have become impossible, impracticable, unnecessary or undesirable, then, notwithstanding the directions of the donor or testator, the Board shall apply such gift to the purposes set forth in the Articles of Incorporation, subject to the provisions of those Articles of Incorporation and these By-Laws. The determination of the Board of Directors that such purposes have become unnecessary, undesirable, impracticable or

impossible of fulfillment shall be binding and conclusive upon all persons.

4.6 MANNER AND MAKING OF GIFTS AND DONATIONS

Any gift to the Foundation for the purposes provided for in these By-Laws or in the Articles of Incorporation of the Foundation may be made by effectively identifying the gift as made to or for the purposes of The Community Foundation of the Dan River Region, a Virginia corporation, or by effectively identifying and incorporating these By-Laws and the Articles of Incorporation of the Foundation by reference in a manner permitted by law in any will, deed or other written instrument legally operative to transfer title to the Foundation. In this respect the donor or testator may:

(1) Generally adopt all of the provisions of these By-Laws and the Articles of Incorporation, in which event the gift shall be devoted to the purpose set forth in paragraph 2 of the Articles of Incorporation;

(2) Adopt the provisions of the By-Laws and the Articles of Incorporation, but:

(a) Specify the charitable purpose to which such gift shall be applied as set forth in this Article IV, paragraph 4.4 of the By-Laws, or

(b) Specify the time for the distribution in whole or in part of the principal of the gift and its application, together with the income there from, pursuant to paragraph 2 of the Articles of Incorporation or to other specified charitable purposes as provided in this Article V, paragraph 5.5 of the By-Laws; or

(3) Adopt all of the provisions of these By-Laws and of the Articles of Incorporation but authorize the Board of Directors in its uncontrolled discretion to determine the time when and the purpose for which the principal and/or income of the gift shall be used and applied in whole or in part, pursuant to paragraph 2 of the Articles of Incorporation.

4.7 DISBURSEMENTS

The Board from time to time, but not less frequently than yearly, shall determine all

disbursements to be made by the Distribution Committee or for administrative expenses incurred by the Board and shall direct the Treasurer, the ~~Investment~~ Finance Committee, and all participating custodians and agents as to payment thereof and funds to be charged.

All final determinations of the Board of distributions recommended by the Distribution Committee shall be made by the affirmative vote or consent in writing by no less than two-thirds (2/3) of the members of the Board, unless otherwise expressly provided by the direction of the donor as a condition of any gift to the Foundation (provided such condition is permissible under these By-laws and the Articles of Incorporation of the Foundation).

The Board may also authorize a distribution without a preliminary determination of the Distribution Committee, but only after such distribution has been considered by the Distribution Committee. Any approval of a distribution by the Board in such circumstances shall be only upon the affirmative vote or consent in writing of not less than two-thirds (2/3) of the members of the Board.

Disbursements for administrative expenses incurred by Foundation, including but not limited to salaries of the Executive Director and other employees of the Foundation, compensation for professional and other assistance, and the expenses incurred by the Board or its Standing Committees shall be approved by a majority vote of the Board. Such expenses shall be paid, so far as possible, first from any funds directed by a donor for such purpose in connection with a particular distribution, and any balance out of income of the Foundation's funds.

Each participating custodian or agent shall make or withhold such distributions and disbursements as the Board may direct and shall be fully protected in acting on any written direction signed by the President or other person duly authorized by the Board. Participating custodians or agents shall not be responsible for any act or omission of the Board.

4.8 DEPOSITS

All funds of the Foundation not otherwise employed shall be deposited from time to time to

the credit of the Foundation in such banks, trust companies or other depositories as the directors may select.

4.9 MINGLING OF FOUNDATION FUNDS

The Foundation is authorized to mingle any property given to it under the terms of these By-laws or the Articles of Incorporation with other property given to the Foundation or hold such property separately, in accordance with the gift acceptance policies adopted by the Board.

4.10 RETURN ON INVESTMENTS

It shall be the duty of the Board to obtain information and take other appropriate steps to see that each participating trustee, custodian or agent administers such trust or fund in furtherance of the exempt purposes of the Foundation, in accordance with the terms of the common governing instrument of the Foundation (as defined in Paragraph 4.1 of Article IV of these By-laws) and accepted standards of fiduciary conduct to produce a reasonable return of net income (or appreciation, where not inconsistent with the Foundation's need for current income) with due regard to safety of principal. A Statement of Investment Policies approved annually by the Board shall detail these standards.

Commented [CH23]: Something like this

Commented [DH24R23]: I like it

4.11 CHECKS AND DRAFTS

All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Foundation shall be signed by such officer or officers, agent or agents, of the Foundation and in such manner as shall from time to time be determined by resolution of the directors, as detailed in the Financial Policies and Procedures.

Commented [CH25]: Add this

Commented [DH26R25]: I like it

4.12 REPORTS

Periodic financial reports shall be prepared by or at the direction of the Board regarding all funds which are held by the Foundation, either directly or in component parts, as funds of the Foundation. Such reports shall be prepared no less frequently than annually and more frequently

if required by the Internal Revenue Code, its regulations, and any other law or regulation. Included in these reports shall be the quarterly reports required of the Treasurer, as provided under Paragraph 5.5 of Article V.

4.13 AUDITS

Each year, the Board of Directors shall conduct an ~~external audit~~ internal audit of the financial affairs of, and the distributions made by, the Foundation. The audit shall be performed by a two-person audit committee composed of Board members other than the Treasurer, and members of the ~~Investment Finance~~ Committee and members of the Distribution Committee. The Committee shall meet with the Treasurer, ~~Investment Finance~~ Committee, and Distribution Committee in conducting the audit.

Upon resolution of the ~~Board of Directors~~ Finance Committee, the accounts and distributions of the Foundation may be audited by a reputable Certified Public Accountant, whose reports shall be submitted to each member of the Board.

Commented [CH27]: external

Commented [CH28]: Do we need the first paragraph??

Commented [DH29R28]: Does this authority need to be given to the Finance Committee

4.14 AUTHORITY TO ENGAGE AGENTS

The Board from time to time may appoint as advisors persons whose advice, assistance and support may be deemed necessary or appropriate for carrying out the Foundation's purposes, including but not limited to, an executive officer or director, attorneys, custodians, agents and assistants as the Board determines are needed for the administration of the Foundation.

4.15 CONTRACTS

The directors may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Foundation and such authority may be general or confined to specific instances. By resolution, the Board may delegate to the Executive Committee or to the Executive Director authority to engage such agents on behalf of the Board and to authorize the Executive Committee and the Executive Director, or other agents,

to perform such other acts or duties as deemed necessary or appropriate for the proper administration of the Foundation.

4.16 LOANS

No loans shall be contracted on behalf of the Foundation and no evidences of indebtedness shall be issued in its name unless authorized by resolution of the Board. Such authority may be general or confined to specific instances.

4.17 BONDS

At the direction of the Board, any officer or employee of the Foundation shall be bonded. The expense of furnishing any such bond shall be paid by the Foundation.

4.18 INDEMNITY

The Board in its discretion, on a case-by-case basis, may indemnify and reimburse or advance expenses to any person made a party to a suit or other proceeding because of their position as an employee, custodian, or agent of the Foundation to the extent permitted by applicable laws of the Commonwealth of Virginia.

ARTICLE V

OFFICERS

5.1 NUMBER

The officers of the Foundation shall be a President, a Vice-President, a Secretary and a Treasurer. The officers shall be selected from among and elected or appointed by the Board. All officers shall be elected for a one (1) year term. The election and appointment of officers shall take place at the annual meeting of the directors. Any officer may be elected or appointed to succeed himself or herself in office.

5.2 THE PRESIDENT

The President shall be the principal executive officer of the Foundation and, subject to the control of the directors, shall in general supervise and control all of the business and affairs of the

Foundation. He or she shall preside at all meetings of the Board and of the Executive Committee. The President shall appoint, subject to confirmation of the Board, and be an *ex officio* member of all standing and special committees. The President may sign, with the Secretary or any other officer of the Foundation so authorized by the directors, any deeds, mortgages, bonds, contracts or other instruments which the directors have authorized to be executed, except when the signing and execution thereof is be expressly delegated by the directors or by these By-laws to some other officer or agent of the Foundation or shall be required by law to be otherwise signed or executed; and in general shall perform all duties incident to the office of President and such other duties as may be prescribed by the directors from time to time.

5.3 THE VICE-PRESIDENT

The Vice-President shall assist the President and act for the President when the President is absent from the meetings or otherwise unable to carry out the duties of office.

5.4 THE SECRETARY

The Secretary shall keep the minutes of the directors' meetings in one or more books provided for that purpose, see that all notices are duly given in accordance with the provisions of these By-laws or as required by law, be custodian of the corporate records and of the seal of the Foundation and keep a register of the post office addresses of each director which shall be furnished to the Secretary by such director and in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him or her by the President or by the Board.

5.5 THE TREASURER

The Treasurer shall have charge and custody of and be responsible for all funds and securities of the Foundation; oversee the receipts for moneys due and payable to the Foundation from any source whatsoever and deposits of all such moneys in the name of the Foundation in such banks, trust companies, brokerage companies, mutual funds or other depositories as shall be selected in

accordance with these By-laws; and in general perform all of the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him or her by the President or by the directors. The Treasurer shall submit a financial report of the Foundation to the Board each calendar quarter. The reports shall show assets on hand as of the beginning of the quarter, receipts and disbursements for the quarter and assets on hand as of the end of the quarter.

The Treasurer shall be a voting member of the ~~Investment~~Finance Committee and attend the regular and special meetings of that committee.

Subject to the approval in advance by the Board, the Treasurer may employ and reasonably compensate custodians or agents on behalf of the Foundation to hold and manage any funds of the Foundation. All such custodians or agents shall be subject to all of the terms and conditions of these By-laws and of the Articles of Incorporation of the Foundation.

5.6 REMOVAL

Any officer or agent of the Foundation may be removed by the Board whenever in their judgment the best interests of the Foundation would be served thereby.

5.7 VACANCIES

A vacancy in any office because of death, resignation, removal, disqualification or otherwise may be filled by the directors for the unexpired portion of the term.

5.8 COMPENSATION

Officers as such shall not receive any compensation for their services as officers, but the Board may by resolution authorize reimbursement of expenses incurred in the performance of their duties. Such authorization may prescribe the procedure for approval and payment of such expenses by designated officers of the Foundation. Nothing herein shall preclude an officer from serving the Foundation in any other capacity and receiving compensation for such services.

ARTICLE VI

EXECUTIVE DIRECTOR

The Board may hire an executive officer or director. The Executive Director shall be charged with carrying out the plans and policies of the Board and shall be responsible for the administration of a corporate office in accordance with the standards established by the Board. The Executive Director shall work closely with the officers, the Executive Committee, and other Standing Committees in the performance of his or her duties. The Executive Director shall manage the daily operations of the Foundation, subject to the supervision and control of the Board. The Executive Director is expected to attend all Board meetings and all meetings of Standing Committees, but shall not have the right to vote as a member of the Board or any committee.

ARTICLE VII

STANDING COMMITTEES

7.1 STANDING COMMITTEES

The four initial Standing Committees of the Board shall be the Executive Committee, the Governance Committee, the Distribution Committee, and the Finance Committee. The duties and the responsibilities of each committee may be reorganized by the Board at any time. The Board may also establish additional Standing Committees as it deems necessary or appropriate.

7.2 MEETINGS OF STANDING COMMITTEES

A. Regular Meetings

Regular meetings of Standing Committees shall be held at such times, places, and intervals as each Standing Committee, for itself, or the Board may determine.

B. Special Meetings

Special meetings of Standing Committees may be held upon the call of the chairperson of the respective Standing Committee, its secretary, the President of the Board, or upon demand of any two (2) members of a respective Standing Committee or of the Board. This may include a vote taken by electronic means regarding issues considered to be time sensitive that will be reported at

Commented [DH30]: Somewhere in here I need permission to vote electronically without a called meeting for items that should not wait until the next meeting.

Commented [DH31R30]: Added with underline

the next scheduled meeting of the committee or board.

C. Notice of meetings; Waiver of Notice; Action without a Meeting;

The notice of meetings of Standing Committees shall be given in the same form and method as for meetings of the Board as provided in Article III, hereof, provided, however, notice of special meetings shall designate the time and place of such special meetings, the object thereof and upon whose demand the special meeting is called. Likewise notice of meetings of Standing Committees may be waived, and action may be taken in the same manner as applicable meetings of the Board.

D. Quorum for Meetings of Standing Committees

A majority of the members of a Standing Committee shall constitute a quorum at any meeting of a Standing Committee, whether regular or special. All other rules for quorum are set forth in paragraph 3.7 of Article 3.

Commented [DH32]: Add this

E. Conduct of Business

Unless otherwise specifically provided in these By-laws, each Standing Committee may adopt such procedures, rules or regulations for the conduct of its business as ~~to~~ it may seem proper.

F. Vote by Proxy

Any member of a Standing Committee may attend and vote at any meeting of a Standing Committee on which he or she serves either in person or by proxy. The members of a Standing Committee may adopt any written form for use in designating a proxy.

7.3 EXECUTIVE COMMITTEE

The Executive Committee shall be composed of the President, the Vice-president, the Treasurer, the Secretary, a member of the Board at large, the Chair of the Distribution Committee, the Chair of the Finance Committee, and the immediate Past President. The Executive Committee may exercise the powers of the Board and the management of the affairs of the Foundation between meetings. All action taken by the Executive Committee shall be reported to the Board at the next scheduled meeting of the Board

Commented [DH33]: Add this?

7.4 GOVERNANCE COMMITTEE

A. Organization

The Governance Committee shall consist of no less than Three (3) members of the Board. The Governance Committee is responsible for ongoing review and recommendations to enhance the quality and future viability of the Board. The Governance Committee leads in assessing current and anticipated needs for Board composition. The focus of the Governance Committee shall include 1) Board Role and Responsibilities, 2) Board Composition, 3) Board Knowledge, 4) Board Effectiveness, 5) Board Leadership and 6) Executive Succession Planning. The Governance Committee shall produce a slate of nominees for the Board appointments which will be presented to the Board at the annual meeting of the Board. In addition, at the annual meeting of the Board, the Governance Committee shall make recommendations to the Board of those who will serve as officers of the Foundation, members of the Standing Committees, and chair-person of each Standing Committee. The Governance Committee shall be nominated and appointed annually by the Board.

B. Nominees for the Board

Nominees may be drawn from local charities, financial institutions, businesses, professionals, religious organizations, educators, and the public at large, with the goal of attaining broad-based community representation on the Board. No dedicated or set positions shall be reserved on the slate of nominees for any entity or person.

Commented [DH34]: Added a hyphen

Commented [DH35R34]: Does an addition need to be made for representation as listed in 2.4?

7.5 DISTRIBUTION COMMITTEE

A. Organization

At each annual meeting of the Board, the Board shall appoint a Distribution Committee consisting of no less than Five (5) members of the Board, selected for their knowledge of the charitable, public, educational, scientific, literary, and other needs of the inhabitants of the community or area served by the Foundation.

B. Records

The Distribution Committee shall keep complete records of its proceedings and of its instructions for applying the funds of the Foundation. Such records shall be open at all times to the inspection of the Board.

C. Development of Guidelines and Educational Programs for Donors

The Distribution Committee shall develop guidelines and educational programs and materials, all of which shall be subject to the approval of The Board, for the purpose of informing and advising potential donors and transferors of any contribution, gift, bequest or devise that is to be received and maintained by the Foundation in the form of a separate fund. The guidelines, programs and materials shall indicate the nature of any material restrictions or conditions with respect to such separate fund which may prevent the Foundation from exercising control over such fund for the purposes consistent with the Foundation's exempt purpose and which would therefore be unacceptable to the Foundation. In general, such guidelines shall enumerate specific charitable needs within the community or area served by the Foundation that are consistent with the charitable purposes of the Foundation; and such educational programs shall publicize those guidelines to potential transferors and donors. In addition, in those instances where transferors or donors offer advice or suggestions as to the timing and nature of any distributions from such separate fund, the Distribution Committee shall cause an independent investigation of such advice or suggestions to be performed to evaluate whether such advice or suggestions are consistent with the specific charitable needs in the community or area served by the Foundation as stated in the guidelines. Such investigations may be performed by the staff of the Foundation. The Distribution Committee shall report on all such advice, suggestions and investigations to the Board.

D. Distributions

The Distribution Committee from time to time, but not less frequently than yearly, shall make a preliminary determination of all distributions to be made from the net income and principal

of the Foundation and shall report such preliminary determinations to the Board. The Board shall make the final determination and authorize and direct the payments to be made to the appropriate organizations or persons, including the amount of such payments, the timing of such payments, and any restrictions that should accompany such payments that are deemed necessary to assure use for the charitable purposes and in the manner intended.

All preliminary determinations shall be made by the affirmative vote or consent in writing by no less than three (3) members of the Distribution Committee, unless otherwise expressly provided by direction of the donor as a condition of any gift to the Foundation (provided such condition is permissible under these By-laws and the Articles of Incorporation of the Foundation). All final determinations shall be made by the board as set forth in Paragraph 4.6 of Article IV.

The Distribution Committee shall gather and analyze facts and conduct investigation and research as from time to time it deems necessary in order to determine the most effective agencies and means for meeting the needs of the community or area served by the Foundation through distribution of funds given for charitable purposes. The Distribution Committee may also direct disbursements for such fact-gathering, analysis, investigation and research from funds given for such purposes or from funds given without direction as to purpose, subject to approval thereof by a majority of the Board as hereinafter provided.

Determinations may be made to distribute capital from funds given without directions as to principal or income as well as pursuant to directions expressly permitting use of principal, but any custodian or agent holding such funds shall be informed as far in advance as practicable to permit the custodian or agent to adjust its investment policies accordingly. The order of distribution for such distribution may, upon advice from such custodian or agent as to how the desired distribution and any necessary liquidation of investments can most economically be accomplished, be adjusted by majority vote of the Board, so far as may be deemed practicable.

7.6 FINANCE COMMITTEE

Commented [DH36]: Name change from Investment committee

A. Organization

At each annual meeting of the Board the Board shall appoint a ~~Investment~~ Finance Committee.

B. Duties

The ~~Investment~~ Finance Committee shall meet annually and regularly with the Treasurer and Staff of the Foundation to provide oversight and control of investments and the annual audit. The Finance Committee will review and supervise the investment of all the Foundation's funds, including those held or managed by custodians or agents employed by the Foundation. It shall be the duty of the Finance Committee to monitor the rate of return from the Foundation's funds and to advise the Board as to whether or not those rates of return are reasonable with respect to the Board's duties under Paragraph 4.1 and 4.9 of Article IV. The Finance Committee shall supervise and assist the Treasurer in the preparation of the common reports required under Paragraph 4.11 of Article IV. ~~The Finance Committee will also interview potential auditors and make such recommendation to the Executive Committee for the appointment of the external auditors.~~ The Finance Committee shall report regularly to the Board with respect to all of the Committee's activities and shall accept such other assignments as may from time to time be requested by the Board.

Commented [DH37]: Conflict with 4.13

7.7 OTHER COMMITTEES

The Board may designate from among its members other committees, each consisting of two (2) or more Directors. Each such committee shall serve at the pleasure of the Board, subject to the laws of Virginia.

ARTICLE VIII

INDEMNIFICATION

8.1 DEFINITIONS

In this paragraph “applicant” means the person seeking indemnification pursuant to this Article. “Expenses” include counsel fees and other reasonable costs related to defense of a claim. “Liability” means the obligation to pay a judgment, settlement, penalty, fine, including any excise tax assessed with respect to an employee benefit plan, or reasonable expenses incurred with respect to any proceeding. “Party” includes an individual who was, is, or is threatened to be made a named defendant or respondent in a proceeding. “Proceeding” means any threatened, pending, or completed action, suit, or proceeding, whether or civil, criminal, administrative or investigative and whether formal or informal.

8.2 LIMITATION OF LIABILITY

In any proceeding brought by or in the right of the Foundation, no director or Officer of the Foundation shall be liable to the Foundation for monetary damages, including reasonable attorneys fees, with respect to any transaction, occurrence or course of conduct, whether prior or subsequent to the effective date of this Article, except for liability resulting from such person’s having engaged in willful misconduct or a knowing violation of the criminal law.

8.3.1 DIRECTORS LIABILITY INSURANCE

The Board shall provide directors’ liability insurance to each member of the Board in such form and with such coverage as may be approved by the Board.

8.4 INDEMNIFICATION

The Foundation shall indemnify (i) any person who was or is a party to any proceeding, including a proceeding brought by a director or other person in the right of the Foundation, by reason of the fact that he is or was a director or officer, employee or agent, of the Foundation, or (ii) any director or officer who is or was serving at the request of the Foundation as a director, trustee, partner or officer of another Foundation, partnership, joint venture, trust, employee benefit plan or other enterprise, against any liability incurred by him in connection with such proceeding

unless he engaged in willful misconduct or a knowing violation of the criminal law. The Board may, by a majority vote, enter into a contract to indemnify any director (or officer) with respect to any proceeding arising from any act or omission, whether occurring before or after the execution of such contract. The Board may extend the scope of this indemnity to the extent allowed by Section 13.1-875, Code of Virginia, 1950, as amended.

8.5 EFFECT OF AMENDMENT TO THIS ARTICLE

No amendment or repeal of this Article shall have any effect on the rights provided under this Article with respect to any act or omission occurring prior to such amendment or repeal.

8.6 EFFECT OF THE TERMINATION OF THE PROCEEDING

The termination of any proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent, shall not of itself create a presumption that the applicant did not meet the standard of conduct desired in paragraph 8.2 or 8.4.

8.7 SCOPE OF INDEMNITY

Every reference herein to directors, officers, or agents, includes former directors, officers, employees and agents of the Foundation and their respective heirs, executors and administrators. The indemnification hereby provided and provided hereafter pursuant to the power hereby conferred by this Article on the Board of Directors shall not be exclusive of any other rights to which any person may be entitled, including any right under policies of insurance that may be purchased and maintained by the Foundation or others, with respect to claims, issues or matters for which the Foundation would not have the power to indemnify such person under the provisions of this Article.

8.8 SEVERABILITY

Each provision of this Article shall be severable, and an adverse determination as to any such provision shall in no way affect the validity of any other provision.

Commented [DH38]: Does this section 8 cover the statement that the advice from Steve is not legal advice, but the advice of one board member. All Board members act as members of the board and do not act as legal counsel unless expressly stated?

ARTICLE IX
NON-DISCRIMINATION

The Foundation shall in no way discriminate against any person because of race, religion, color, age, sex, sexual orientation, or national or ethnic origin, or any other characteristic protected by law, in the conduct of any of the Foundation's activities (including, but not limited to, the selection or hiring of employees and contractors and the selection of those admitted to the Foundation's programs and activities).

ARTICLE X
COMMON GOVERNING INSTRUMENT

The Articles of Incorporation and the By-laws of the Foundation shall, together, be deemed the "Common Governing Instrument" of the Foundation for the purposes of Section 1.170A-9(e)(11)(iv) of the regulations established under the Internal Revenue Code. All funds of the Foundation shall be subject to the Common Governing Instrument.

ARTICLE XI
AMENDMENTS, TERMINATION AND REVOCATION

The By-laws may be altered, amended, or repealed and new By-laws may be adopted at a meeting of the Board upon receiving the vote of at least two-thirds majority of the number of directors fixed in accordance with these By-laws. The notice of such meeting shall set out the proposed amendment or amendments.

The maker of any gift for the uses and purposes expressed in these By-laws or in the Articles of Incorporation and all persons claiming by, through or under him or her, and the Foundation, by its acceptance of such gift, shall be conclusively deemed to have agreed to the following: the Board by resolution adopted by the affirmative vote of two-thirds of its members, may, from time

to time, or at any time, modify or supplement the administrative provisions of these By-laws or the Articles of Incorporation, including any change deemed advisable in the number, method of appointment, or qualification of the members of the Board or Distribution Committee, provided that any such modification, supplement or change shall be consistent with the general plan and purpose of the Foundation as expressed herein, and with the application of the entire net income and/or principal or any gift, for the purposes of the Foundation, as herein defined, but subject at all times to the provisions of Article V, paragraph 5 of these By-laws as respects purposes or directions specifically expressed in any particular gift. The Board shall further have the power to terminate the Foundation and all the powers and duties of the Board and Distribution Committee. In the event of a termination of the Foundation or termination of any fund by the Board, the remaining assets shall be disposed of exclusively for the purposes set forth in the Articles of Incorporation.

Each gift made hereunder shall expressly be deemed to be irrevocable by the donor thereof, or by anyone else.

These bylaws approved unanimously at its annual meeting as affirmed by the following signature of the President and the secretary.

These By-laws were originally accepted and approved by the Board of Directors of the DPC Community Foundation at its annual meeting held September 30, 2002

~~This is a re-stating of the By-laws to reflect~~ The corporation underwent a name change to The Community Foundation of the Dan River Region on July 1, 2004.

These By-Laws were reviewed and adopted on March 17, 2025. ~~This is a true and accurate copy of an original document duly adopted on June 23, 2014.~~

Commented [CH39]: Insert correct date

Richard S. Dixon, Secretary

Stephen G. Bass, President



Community Foundation *of the* Dan River Region

_____(Name)_____Scholarship Fund

THIS AGREEMENT, made this ____ day of _____, 20____, between _____ (“Donor”) and The Community Foundation of the Dan River Region, a Virginia community foundation (“Foundation”), provides as follows:

WHEREAS, the Donor desires to create an endowed fund for the charitable purpose of providing post-secondary educational scholarships to individuals in the service area of The Community Foundation of the Dan River Region, and

WHEREAS, the scholarships will be given to those students who have demonstrated a devotion to academics, or are otherwise talented, and who have a need for financial support, and

WHEREAS, the Foundation, with gratitude, desires to accept the Donor’s gift for such charitable purposes on the terms and conditions set forth below;

NOW, THEREFORE, in consideration of the mutual covenants herein, the Donor irrevocably gives to the Foundation the property set forth in Schedule A or as otherwise described, together with other property acceptable to the Foundation which the Donor or any other person(s) may from time to time contribute, subject to the Foundation’s policies and guidelines for scholarship funds and the terms and conditions below:

FIRST: The Fund is hereby established on the books of the Foundation and perpetually recognized as the _____ (*Name*) _____ (“the Fund”).

SECOND: The Fund will further the charitable interests of the Donor through annual scholarship grants to accredited post-secondary educational institutions.

THIRD: The Foundation will hold, administer and invest the Fund, will collect the earnings and will provide scholarships for the Fund’s purpose in accordance with Foundation policies for endowed Funds, which are intended to preserve and grow the value of the Fund’s principal over time.

FOURTH: The Fund is to be a component fund of The Foundation subject to The Foundation’s governing instruments and not a separate trust, including The Foundation’s variance power. Nothing in this agreement will affect the status of The Foundation as an organization described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, and as an organization which is not a private foundation within the meaning of Section 509(a) of the Code.

Donor Initials _____

FIFTH: The Board of Directors of the Foundation shall have the power to modify any restriction or condition on the distribution of funds for any specified charitable purposes or to a specified organization if, in the sole judgment of the Board, (without the necessity of the approval of any participating trustee, custodian or agent), such restriction or condition becomes, in effect, unnecessary, incapable of fulfillment, or inconsistent with the charitable needs of the community or area served.

SIXTH: The Foundation will assess administrative and investment management fees against the Scholarship Fund in accordance with The Foundation's published fee schedule, as amended from time to time. The Foundation may also assess the Fund to cover any unusual expenses incurred in connection with the contributed assets, including the cost of disposing of them, and in the administration of the Fund.

SEVENTH: To recognize and honor donors, The Foundation's policy is to include our donor's names in publicity about The Foundation unless they wish to remain anonymous. Please check the box below that best describes your wish regarding publicity:

- ☐ I have no objection to the inclusion of my name in Foundation publicity.
- ☐ I do not wish to have my name included in Foundation publicity and I wish to be listed as an anonymous donor.
- ☐ I do not wish to be listed as an anonymous donor, but I prefer Foundation publicity use the name of my fund rather than my personal name.
- ☐ Other _____

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

Donor

Gratefully accepted for

THE COMMUNITY FOUNDATION OF THE DAN RIVER REGION

By

Executive Director

* Each page of this Agreement, including the Schedule A, has been initialed by the Donor and no one page is valid without every initialed page being together.

Donor Initials _____

Schedule A

The __ (Fund Name) _____ Donor Advised Fund Agreement

**Is established
Through a gift from**

____ (Donor Name) _____

of

\$ ____ (Gift Amount) _____ *

*This gift, and all other gifts, becomes an asset of The Community Foundation of the Dan River Region and is irrevocable.

Donor Initials _____



Community Foundation *of the* Dan River Region

_____(Name)_____ **DONOR ADVISED FUND AGREEMENT**

THIS AGREEMENT, made this ____ day of _____, 20__, between _____ (Donor), and The Community Foundation of the Dan River Region, a Virginia community foundation (“The Foundation”), provides as follows:

WHEREAS, the Donor desires to create a permanent endowed fund for public, educational, and charitable purposes within The Foundation, and

WHEREAS, The Foundation desires to accept the Donor’s gift on the terms and conditions set forth below;

NOW, THEREFORE, in consideration of the mutual covenants herein, the Donor irrevocably gives to The Foundation the property set forth in Schedule A or as otherwise described, together with other property acceptable to The Foundation, which the Donor or any other person(s) may from time to time contribute, subject to The Foundation’s policies and guidelines and the terms and conditions below:

FIRST: The Fund hereby created will be established on the books of The Foundation and perpetually recognized as the _____ (Name)_____ Fund.

SECOND: The Fund will be a Donor Advised Fund, with the charitable interests of the Donor honored through grants to charitable organizations. The Donor(s) shall serve as the initial Advisor and will have the privilege during their lifetimes to advise The Foundation in writing, as to grants for charitable purposes disbursed from the Fund on an annual basis. Prior to making any grants, The Foundation will research these recommendations to ensure that they are consistent with the broad charitable mission of The Foundation and do not provide any private benefit to the Donor Advisors. All recommendations are advisory in nature and The Foundation may accept or reject recommendations.

The Donor(s) also have the privilege of electing one generation of a Successor Advisor; or may choose that upon their death the Fund be converted into a Designated Fund or a Field of Interest Fund. In the event a Successor Advisor is elected, then upon the death of the Successor Advisor, the Fund will become an unrestricted fund to benefit the community. The Foundation will take into consideration the kinds of organizations and programs which the Fund previously supported.

Upon the death, incapacity, or other disqualification of the above-named Advisor, the following individual may serve as successor Advisor to this Donor Advised Fund.

_____(Name)_____, _____(Address)_____, _____(Phone)_____

Donor Initials _____

_____(Name)____ Donor Advised Fund Agreement
Page 2

THIRD: The Foundation will hold, administer, and invest the Fund for the Fund's purpose in accordance with The Foundation's policies for endowed funds, which are intended to preserve and grow the value of the Fund's principal over time.

FOURTH: The Fund is to be a component fund of the Foundation subject to the Foundation's governing instruments and not a separate trust. Nothing in this agreement will affect the status of The Foundation as an organization described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, and as an organization which is not a private foundation within the meaning of Section 509(a) of the Code.

FIFTH: The Board of Directors of The Foundation shall have the power to modify any restriction or condition on the distribution of funds for any specified charitable purposes or to a specified organization, if, in the sole discretion of the Board, such restriction becomes, in effect, unnecessary, incapable of fulfillment, or inconsistent with the charitable needs of the community served.

SIXTH: The Foundation will assess administrative and investment management fees against the Donor Advised Fund in accordance with The Foundation's published fee schedule, as amended from time to time. The Foundation may also assess the Fund to cover any unusual expenses incurred in connection with the contributed assets, including the cost of disposing of them, and in the administration of the Fund.

SEVENTH: To recognize and honor donors, The Foundation's policy is to include our donor's names in publicity about The Foundation unless they wish to remain anonymous. Please check the box below that best describes your wish regarding publicity:

- ☐ I have no objection to the inclusion of my name in Foundation publicity.
- ☐ I do not wish to have my name included in Foundation publicity and I wish to be listed as an anonymous donor.
- ☐ I do not wish to be listed as an anonymous donor, but I prefer Foundation publicity use the name of my fund rather than my personal name.
- ☐ Other _____

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

(Donor)

Gratefully accepted for
THE COMMUNITY FOUNDATION OF THE DAN RIVER REGION

By _____
Executive Director

* Each page of this Agreement, including the Schedule A, has been initialed by the Donor and no one page is valid without every initialed page being together.

Donor Initials _____

Schedule A

The __ (Fund Name) _____ Donor Advised Fund Agreement

**Is established
Through a gift from**

____ (Donor Name) _____

of

\$ ____ (Gift Amount) _____ *

***This gift, and all other gifts, becomes an asset of The Community Foundation
of the Dan River Region and is irrevocable**

Donor Initials _____



**Community
Foundation**
of the
Dan River Region

MOVING FORWARD. GIVING BACK.

Activity Report November 15, 2024 to February 18, 2025

Top Items

Annual Appeal letter received \$48,000

Donations: As of 2/18/2025 \$3,352,564 in donations received since 7/1/2024. This number excludes the recurring \$300,000 from DRF and the \$78,585 from interfund transfers. It includes the \$3M from the Marshall Family Trust.

As of 2/18/2025

Board Participation Rate 68%

Staff Participation Rate 100%

Activity

11/25/24 - Dan Attended the ExTra Award Breakfast focusing on apprenticeships in Virginia. The guest speaker was Angela Kelly-Wiecek, Chief Deputy Commissioner for Virginia Works. Governor Youngkin has a goal of 20,000 Registered apprenticeship positions in Virginia. It was 10,000 at the beginning of his term and they just reached 15,000. Adult and Youth apprenticeships were both discussed. The current push from the institute is encouraging businesses currently doing apprenticeships under a different name to formalize and register their efforts (Medical, education).

11/17 - Created a form for Treasurer to be able to audit the check-writing process. This form lets her check the steps that were taken before the checks arrived to her.

12/3/24 – New Fund: Thompson Family Fund a donor advised fund was started to promote Agriculture and Career and Technical Education. She chose a fund to support programs in Caswell County rather than creating a scholarship. Ms. Thompson is from Caswell County.

- 12/5 Dan Recorded podcast in Halifax with Alyssa Rogers (Fund for Halifax Committee) Her podcast has several thousand followers in Halifax County and gave an in-depth opportunity to discuss the foundation.
- 12/5 Caswell County Chamber event – Met several Caswell influencers. This event was part of the URW Christmas series.
- 12/9 Christmas Card to donors dropped to USPS.
- 12/10 DPChamber event. URW in Danville.
- 12/12 Halifax County Chamber event. URW in Halifax
- 12/13 The Foundation staff participated together in supporting a family that needed a meal for Christmas with a gift card to buy Christmas dinner or presents. We participated through the Danville Department of Social Services.
- 12/16 Bartlett Yancey FAFSA night – In an ongoing effort to increase the number of applicants from Caswell County, we have also been in regular contact with the College Counselor and Principal.
- 12/18 Hospital Emergency room Open House
- 1/7 VFN Pre- Virginia Legislative briefing. A review of important issues in the Virginia legislature relating to typically funded issues in Virginia.
- 1/8 Grant Reception – Completed the FYE 25 Competitive Grant Cycle to give out \$946,433.
- 1/13/ Traci did scholarship presentation for Tunstall High School
- 1/15 Dan visit to Danville Historical Society. They are benefitting from an agency fund that was established for them. They perform a catalog of historical services for the city and amateur historians and genealogists.
- 1/15 ish Dan Presented an update about The Foundation to the Riverview Rotary Club.
- 1/21 - Met with Red Cross to discuss Emergency management in our efforts to define how we will handle our emergency fund in the future. They brought it to our attention that we were using their logo on our web page without authorization. We have removed the pictures.
- 1/22 - Communicated with Council on Foundations legal department – leading to a change in recording gifts. Credit card fees are deductible. If a donor makes an online gift to The Foundation and pays the transaction fee – the transaction fee should
- 1/23 - Trip South Boston – Visits, check presentations, and Chamber event. Visited Law offices, financial offices and funeral homes.
- 1/28 - Kathy Stump potential scholarship

1/30 Dan spoke at Averett Founders day – role of foundation and how they students should seek to serve.

2/3 - Dan meet with Federal Reserve Bank of Richmond about Rural initiative. The Federal Reserve employs a team with the responsibility of increasing the success rate of federal and state grants in rural areas. As a part of this, a coalition of funders has asked that we consider supporting the program at a level of between \$2,000 and \$15,000.

2/3 - Dan and Emily attended Non-Profit Network annual meeting. Spoke with ED about partnerships for developing the non-profits in Halifax.

2/10 - Dan and Carole attended funeral services for Frances Skenderis

2/12 - Emily attending Council on Foundations – Foundation basics class – four half days of online training.

2/12 - Dan attended national standards review training.

2/13 - Danville Education Collaborative meeting

2/17 - Met with the Non Profit Network and Ram Partners about funding a Concierge program that would give Emergency Cybersecurity support to small non-profits.

ONGOING Activity: The process of transitioning to akoyaGO has been smooth. Traci meets with them every week to ensure the project stays on target to meet the transition date in April. They have built the new program using our data as of December. On Feb 18-20 our program manager from akoyaGO is on site with us making sure that the program works as expected. He also began asking for the tasks that are inherently customized (letters, emails, etc.). In addition to our project manager, they have a staff member that is an expert in FIMS and akoyaGO. He has been walking Katy through the process of setting up the new software correctly.

Significant Individual Contacts:

Angela Upchurch – Possible Milton Agency Fund.

Ben Davenport – Former President. Introduction visit.

Cameron Starke – Halifax Fin. Advisor. Introduction visit.

John Moody – Danville Social Services. Introduction visit.

Keith Silverman – Possible scholarship in his will.

Kevin Bumper – Board Recruit – said no.

Pattie Cairns – Community Leader. Potential board member.

Ralph Rhyne – ED for God’s Final Call and Warning. Education about function of The Foundation. I offered him the three options: Agency Fund, Competitive Grant Cycle, Networking support.

Sarah Collie – Interested in starting a scholarship in honor of her mother, Barbara Collie.

Stuart Watlington – Caswell Attorney. Met him at Chamber event.

Vic Ingram – Possible partner as fiscal sponsor of First Responders Memorial in Chatham.

Wayne Alan – Owner – North Theater – Shared with him Agency Fund for the long term support of the Historic North Theatre.

Jessica Dalton – DCC VP of Workforce Services – Ben Davenport asked me to network with her about internship and Career / Technical Education.

Ken Larking and Earl Reynolds to talk about a Designated fund to support the Danville Social Services Neighbors helping Neighbors program. DSS requests \$50,000 every year to support people in dire straits of rent or their utility bill. A designated fund would support that effort, opening up that \$50,000 from our Competitive Grant Cycle to innovative programming.

Brandon Hudson – Halifax Attorney, possible board member

John Greenbacker – South Boston Attorney

Bill Kelehar – Former Board member

Ryan Garrett – Former Fund for Halifax member

Robbie Smart – Halifax County, Board of Supervisors

Social Media

We primarily focus on Facebook and Instagram. With Emily on board we have improved our consistency. An excellent tool for increasing visibility on social media is consistent posting. We have a presence on LinkedIn, but do not invest a lot of time in it.

From November 14 to December 30, we posted daily on Facebook to thank our donors and friends that attended the Donor Appreciation Luncheon.

Jan 2 – Facebook Post – Scholarship Cycle opening – We paid to boost the ad in Caswell County. Our total reach was 1,846 views and 121 engagements.

Dec 3 – We posted support for Giving Tuesday.

From Dec 8 to current – We are posting support in honor of the 64 organizations that received Grant funding from our competitive grant cycle.

E-Newsletters: Sent out to 1,113 email addresses

November: A review of the Donor Luncheon, Reminder of final reports being due for 2024 Grant cycle, opening of the Scholarship cycle, a year end giving reminder

December: Holiday hours, Grant Applications for Keokee, Autism, Arts and Cultural, Thompson Family Fund announcement, Success of 28th Annual Appeal, year end giving reminder

January 2: Scholarship cycle opening

January 23: Grant reception recap, Reminders for all open grant and scholarship cycles.

Commercial Partners

12/5 Nick Brown from SEI Institutional Group to talk about OCIO services

12/4 Met with Aaron Mendelson from Mason Investment Advisory Services. Spoke about Offsite Chief Investment Officer services (OCIO).

12/16 Jef Hamond – Van Scoyoc Associates – Lobbyist for Community Foundations in DC. They are not a membership organization. They target foundations with important congressmen in their district. The useful portion of being a member would be a training by immersion and contact with other CF Executives opportunity. No action requested at this time.

1/9 Sandra Stone – Piedmont Broadcasting to discuss marketing.

1/21 Sandra Stone – Piedmont Broadcasting with digital footprint analysis

1/27 Quarterly Tekabyte technology review.

1/28 John Mauger – Kegerris website review.

2/18-20 Full staff meetings with akoyaGO onsite for transition training.

Housekeeping

12/5 - Gutters Cleaned – Holt Chimney service.

1/10 ish – Pavement patch installed. There was no price increase from the estimate given in November.. I had expected one with price increases for the new year.

1/15 (est.) Rogers Heating and Air system check.