



Community Foundation *of the* Dan River Region

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

EXECUTIVE COMMITTEE MEETING AGENDA

September 8, 2025; 3:30 pm

- Call to Order and Welcome**..... Vince Kania Jr, President
- Approval of Minutes for June 2, 2025 Meeting**..... Vince Kania
- Old Business**..... Vince Kania
- Financial Report**.....Sheila Williamson-Branch, Treasurer
- Finance Committee Report**Bill Riddle, Chair
- Administrative Fee Schedule
 - Cash Availability Report
 - Policy for Booking Pledges
- Governance Committee Report**.....Steve Bass, Chair
- Distribution Committee Report**Elizabeth Hurt, Chair
- Quarterly Distribution
 - Competitive Grant Cycle
- Administrative Software Change Report**Dan Hayes, Executive Director
- Executive Committee Policy Review**Vince Kania
- Bereavement
 - Confidentiality
 - Conflict of Interest
 - Telework
- New Business**
- Board Retreat RecapVince Kania
 - Quality assurance/efficiency metrics.....Vince Kania
- Development Report**.....Dan Hayes
- Adjournment**Vince Kania
- Full Board Meeting September 22, 2025:**
Executive Committee Meeting: November 24, 2025

EXECUTIVE COMMITTEE MEETING MINUTES
June 2, 2025; 3:30 P.M.

Steve Bass, President, called the meeting to order with a quorum at 3:31 PM

Attending: Steve Bass, Scott Barnes, Kerri Burchett, Richard Dixon, Vince Kania, Danielle Montague, Bill Riddle, Sheila Williamson-Branch.

The Minutes for the Executive Committee meeting on March 3, 2025 meeting were approved on a motion by Dixon/Williamson-Branch.

Treasurer's Report was presented by Sheila Williamson-Branch, Treasurer. Key points were:

- Asset Increase smaller than last year's growth.
- Administrative revenue is up
- Items in the budget have been recategorized to better reflect our activity
- We are closing a checking account at First Citizens

Old Business

Dan Hayes, Executive Director, reviewed key changes of the Bylaws for discussion. A motion from Kania/Williamson-Branch passed to accept the changes as discussed, pending a review of a clean set of Bylaws to be voted on at the next quarterly board meeting.

Reports

Finance committee report presented by Bill Riddle, Chair:

- Fiscal Year 2025-2026 Proposed Budget to be voted on by the board
- Special Initiative Fund Request to be voted on by the board
- Policy recommendations for board approval: Credit Card Policy, Gift Acceptance Policy
- Cash Availability Report with supplemental explanation to be reported to the board
- Review of Edward Jones CD to be reported to the board. It is being moved to a money market account.

Governance: The slate of nominees to be voted on by the board for the 2025-2026 board year was presented by Scott Barnes, Chair.

Board Nominees; Directors and Committee Chairpersons Slate

- For a 3 year term starting in 2025:
For the Distribution Committee: Anne Foster, Debra Hairston, Paul Fox, Lisa Francisco
For the Finance Committee: Jeff Bond
- Officers for the 2025-2026 board year are:
President: Vince Kania
Vice President: Rick Dixon
Past President: Steve Bass
Secretary: Kunal Patel
Treasurer: Sheila Williamson-Branch

At-Large: Kerri Burchett

Finance Chair: Bill Riddle

Distribution Chair: Elizabeth Hurt

Distribution Committee Report presented by Danielle Montague, Chair, gave the

- June Distribution Report will be voted on at the board meeting. The consensus was that co-application from The Danville Library and The Church and Community Tutorial program should be reevaluated now that a funding source exists.
- Marshall Fund discussion: Six organizations receive money from the Marshall fund. The fund is growing significantly and requires proactive care of its management. Staff inquired: Should the beneficiaries be advised about the gross available funds annually (information not currently provided to fund beneficiaries); should those beneficiaries be requested to make no applications in the CGC but take only by application to the Marshall Fund so as to make more funds available to other grant applicants in the CGC. The consensus of the Executive Committee is that procedures for grant cycles should remain as they are, allowing Marshall Fund beneficiaries to apply for funds annually through the CGC. This consensus to be reported to the board, allowing comment and action, if requested.
- Fund for Halifax discussion: The decision to include Halifax in the Competitive Grant Cycle will be reported to the board.

Policy and Fund Agreement Revisions were presented by Dan Hayes. The decisions noted were accepted on a motion from Barnes/Montague .

- Telework Policy and Agreement – accepted as presented for vote by the board.
- Agency Fund Agreement – accepted as presented for notification to the board
- Annual Leave & Sick Leave Policy – change accepted for vote by the board
- Holidays – change accepted for vote by the board.
- Bereavement Policy

Vince Kania reported that the Board Orientation and Retreat Dates are:

June 24 - New Board Orientation

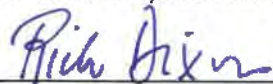
Aug 14 – Board Retreat Date

Dan Hayes shared an update on activity related to the Strategic Plan. Primary item discussed was that a Targeted Marketing Plan has been started, but is not complete.

Dan Hayes presented a Staff Activity Report since the last Executive Committee Meeting. Top items were: Lead Virginia, Home of Future Thinking, Past Presidents Breakfast, Arts and Cultural Foundation in Roanoke, Health Insurance rates are going up.

Seeing no further business, Steve Bass declared the meeting adjourned.

Submitted



Rick Dixon, Secretary

Quarterly Board Meeting - June 16, 2025

Next Executive Committee Meeting - September 8, 2025

Financial Statement Consolidated
Community Foundation of the Dan River Region
Balance Sheet
Statement of Financial Position
7/31/2024

	Month Ending 7/31/2024	Previous FY Ending 6/30/2024	Previous Year Ending 7/31/2023
ASSETS			
Petty Cash	94.58	94.58	97.98
Checking	303,202.50	211,051.20	144,358.88
Credit Card Checking	11,771.19	11,806.19	3,983.96
Non Endowed Money Market	399,261.33	577,876.64	2,825,059.73
Certificate of Deposit	113,257.37	113,257.37	107,192.82
Life Insurance	17,988.87	17,988.87	16,963.21
Investment Management Account #2	3,464,382.33	3,414,013.31	0.00
Investments in Equity Pool - Endowed	62,269,252.29	61,305,513.60	51,414,693.04
Prepaid Expenses	30,583.65	16,249.69	28,160.88
Furniture and Equipment	33,579.02	33,579.02	33,579.02
Accum. Depreciation-Furniture	(33,508.18)	(33,501.73)	(33,331.56)
Computer Equipment	21,334.29	21,334.29	21,334.29
Accum. Amortization - Computers	(20,604.77)	(20,538.47)	(18,886.60)
Real Estate - Office	323,014.18	323,014.18	323,014.18
Accum. Depreciation - Office	(210,328.67)	(209,309.84)	(198,102.49)
Accrued Interest	46,426.80	36,860.42	31,635.24
Total Assets	<u>\$66,769,706.78</u>	<u>\$65,819,289.32</u>	<u>\$54,699,752.58</u>
LIABILITIES			
Grants Payable	22,524.50	0.00	1,531.00
Accounts Payable	(264.49)	0.00	0.00
Total Liabilities	<u>22,260.01</u>	<u>0.00</u>	<u>1,531.00</u>
FUND BALANCES			
Fund Balance - Historic Gifts	53,352,917.65	53,351,989.65	45,633,722.72
Fund Balance - Net Earnings	10,416,417.95	10,784,727.30	6,477,002.95
Fund Balance - Available	2,978,111.17	1,682,572.37	2,587,495.91
Total Fund Balances	66,747,446.77	65,819,289.32	54,698,221.58
Total Liabilities & Fund Balances	<u>\$66,769,706.78</u>	<u>\$65,819,289.32</u>	<u>\$54,699,752.58</u>

Financial Statement Consolidated
Community Foundation of the Dan River Region
Profit & Loss Statement/Statement of Activities
For the Twelve Months Ending 6/30/2025

	Current Month 6/30/2025	YTD - Current 6/30/2025	YTD - Prior Year 6/30/2024
REVENUES			
Gifts & Bequests (Historic)	100,477.40	3,503,433.26	11,924,398.59
Gifts & Bequests (Avail)	550.75	318,324.31	316,930.00
Inter-fund Gifts (Historic)	0.00	22,804.23	34,858.05
Inter-fund Gifts (Avail)	50,000.00	122,970.00	29,278.00
Special Grant Income	0.00	0.00	0.00
Ordinary Income	0.00	0.00	40.00
Interest/Dividend Income	275,973.71	1,402,326.56	1,280,932.50
Realized Gain/Loss	1,485,045.88	1,996,459.59	(52,221.25)
Unrealized Gain/Loss	1,086,704.53	5,772,299.90	5,034,370.17
Misc Revenue	0.00	0.00	494.34
Administrative Fees Received by CFDRR	0.00	636,277.01	543,447.51
Total Revenues	\$2,998,752.27	\$13,774,894.86	\$19,112,527.91
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	39,350.00	2,014,078.72	1,861,561.39
Investment Mgt. Fees	15,012.06	194,928.90	159,060.17
Administrative Fees Paid by Funds	0.00	627,798.01	536,330.34
Salaries	22,279.63	275,458.26	217,093.86
Employee Benefits	5,277.43	51,847.77	38,983.44
Insurance	374.00	8,927.03	8,933.04
Utilities and Fuel	319.15	3,948.76	3,693.91
Telecommunications	315.48	3,798.70	3,775.98
Legal & Consult. Services	0.00	0.00	25.00
Accounting & Contract Services	466.00	21,088.75	36,676.04
Office Supplies	449.35	2,447.97	2,734.09
Mailing Expense	0.00	4,559.63	4,092.19
Building Maintenance	195.00	5,157.25	6,870.14
Promotion/Marketing/Advertising	1,709.00	4,877.08	17,996.46
Donor Services & Receptions	(543.71)	19,184.84	8,776.64
Development & Strategic Initiatives	0.00	7,159.38	0.00
Project Grant expense	(10,060.18)	0.00	0.00
Printing & Reproduction	394.60	2,132.12	1,441.54
Dues & Subscriptions	3,525.00	6,802.00	3,940.00
Software	4,910.06	87,528.16	61,937.34
IT/Server Expense	1,919.32	14,567.96	0.00
Website Design & Maintenance	150.00	1,895.88	1,800.00
Meetings	186.80	1,427.32	1,417.01
Board Development	68.68	1,400.74	1,060.81
Staff Development	1,592.55	2,256.36	1,177.00
Conference and Travel	(537.50)	1,162.31	387.33
Furniture & Equipment	3,565.98	5,086.98	4,480.64
Bank Fees	187.64	1,531.37	1,097.10
Licenses & Permits	0.00	75.00	50.00
Other Expenses	0.00	500.00	1,038.89
Depreciation Expense	1,227.36	13,235.04	14,213.88
Total Expenses	\$92,333.70	\$3,384,862.29	\$3,000,644.23
Net Activity	\$2,906,418.57	\$10,390,032.57	\$16,111,883.68

Financial Statement Consolidated
Community Foundation of the Dan River Region
Administrative Budget vs. Actual Monthly
Statement of Activities
For the Twelve Months Ending 6/30/2025

	Current Month	YTD - Actual	Budget v. Actual	Annual Budget
REVENUES				
Gifts & Bequests Available	500.00	8,950.00	1,700.00	7,250.00
Interfund Gifts Available	0.00	22,970.00	(391.00)	23,361.00
Ordinary Income	0.00	0.00	0.00	0.00
Interest and Dividend Income	3,891.57	49,272.97	15,272.97	34,000.00
Realized Gain/Loss	0.00	4.22	4.22	0.00
Unrealized Gain/Loss	247.50	2,043.86	2,043.86	0.00
Miscellaneous Revenue	0.00	0.00	0.00	0.00
Admin Fees	0.00	636,277.01	143,161.01	493,116.00
Total Revenue	\$4,639.07	\$719,518.06	161,791.06	\$557,727.00
TRANSFERS				
Total Transfers	\$0.00	\$0.00	0.00	\$0.00
EXPENSES				
Inter-fund Grants	50,000.00	50,000.00	(50,000.00)	0.00
Salaries	22,279.63	275,458.26	30,712.74	306,171.00
Employee Benefits	5,277.43	51,847.77	5,328.23	57,176.00
Insurance	374.00	8,927.03	(52.03)	8,875.00
Utilities & Fuel	319.15	3,948.76	51.24	4,000.00
Telecommunications	315.48	3,798.70	311.30	4,110.00
Legal/Consulting & State License	0.00	0.00	1,000.00	1,000.00
Accounting Services	466.00	21,088.75	(88.75)	21,000.00
Office Supplies	449.35	2,447.97	52.03	2,500.00
Mailing Expense	0.00	4,559.63	(59.63)	4,500.00
Building Maintenance	195.00	5,157.25	6,842.75	12,000.00
Project Grant Expense	(10,060.18)	0.00	0.00	0.00
Promotion/Marketing/Advertising	1,709.00	4,877.08	797.92	5,675.00
Donor Services & Receptions	(543.71)	19,184.84	315.16	19,500.00
Development & Strategic Initiatives	0.00	7,159.38	4,940.62	12,100.00
Print & Reproduction	394.60	2,132.12	367.88	2,500.00
Dues & Subscriptions	3,525.00	6,802.00	1,798.00	8,600.00
Software	4,910.06	87,528.16	(31,378.16)	56,150.00
IT/Server Expense	1,919.32	14,567.96	(97.96)	14,470.00
Website Design & Maintenance	150.00	1,895.88	4.12	1,900.00
Meetings	186.80	1,427.32	572.68	2,000.00
Board Development	68.68	1,400.74	99.26	1,500.00
Staff Development	1,592.55	2,256.36	1,343.64	3,600.00
Conference and Travel	(537.50)	1,162.31	837.69	2,000.00
Furniture and Equipment	3,565.98	5,086.98	(86.98)	5,000.00
Investment/Bank Fees	593.11	6,627.14	(5,302.14)	1,325.00
Licenses & Permits	0.00	75.00	0.00	75.00
Total Expenses	\$87,149.75	\$589,417.39	(31,690.39)	\$557,727.00
Net Activity	(\$82,510.68)	\$130,100.67	130,100.67	\$0.00

CFDRR Financial Statement Analysis

As of June 30, 2025

Balance Sheet/Statement of Financial Position

- Asset size has increased approximately \$10.4 million since 6/30/2024 primarily due to market value increase, realized gain and a \$3 million donation to the Marshall Fund in December.
- While fixed assets, Furniture and Equipment and Computer Hardware/Software have fully depreciated, they remain on the balance sheet because those items are still in use.

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 and total revenue are down from last year at this time primarily due to donations received for the Marshall Fund in FY24.
- Retained earnings were considerably higher in FY25 than FY24 due to investment performance and \$1.4 million in realized gain from Vanguard holdings liquidated to open the Wells Fargo accounts in August 2024.
- The FMV of securities increased in June resulting in \$1 million of unrealized gain for the month and approximately \$5.8 million of unrealized gain for FY25.
- The increase in investment management fees over last year is attributable to the fees assessed by Harbourvest, Atlantic Union and Wells Fargo. Harbourvest is a timing issue, and the Wells Fargo investment accounts as well as the Atlantic Union IMA accounts were not open in FY24.
- 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.
- Expenses for accounting services are down from last year because we no longer employ a contract accountant.
- Credit balances in expense accounts for the current month are the result of reclassing expenses.
- Software expenses increased over last year due to \$32,000 in implementation fees paid to Akoyago.

Administrative Budget vs. Actual Monthly

- Total revenue for the Admin Fund for FY25 was greater than budgeted because of additional interest and dividend income as well as increased administrative fees received from funds (\$636,000 for FY25).
- Project Grant Expense was a credit balance for June because of expenses reimbursed from DRF through our Capacity Development Grant.
- Most expense categories were either under budget or over budget less than \$100 except for Software and Investment/Bank Fees per the reasons list above.
- While total operational expenses were more than budgeted due to software implementation fees and a \$50,000 contribution to the Special Initiatives Fund, net activity for the year was \$130,101 under budget.

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

<u>Cash Available Non-Endowed</u>	<u>Interest Rate</u>	<u>Current Balance</u>
Atlantic Union Bank-Checking (7406)	0.03%	\$ 60,706
Edward Jones-Certificate of Deposit (73-1-0) 3.3% interest, matures 8/18/2025, balance as of 6/30/2025 (CD to liquidated upon maturity)	3.30%	\$ 119,019
Atlantic Union Bank Non-Endowed Money Market (6607) (Temporary funds and deposits in transit)	48.00%	\$ 23,725
Atlantic Union Investment Management Account #2 (1701)		
Agency Emergency fund		\$ 25,000
Danville Regional Foundation Fund		\$ 9,533
Emergency Preparedness fund		\$ 268,688
Special Initiatives Fund		\$ 50,000
Veterans Memorial Fund		\$ 63,151
Administrative fund		\$ 1,150,000
	4.34%	\$ 1,566,372
Total Non-Endowed Cash Available		\$ 1,769,823

<u>Cash Available Endowed (Investment In Pool)</u>		<u>Current Balance</u>
Atlantic Union Bank-Endowed Flow Thru Money Market (8307)	0.25%	\$ 54,053
Atlantic Union Investment Management Account #3 (1704)	4.34%	\$ 2,333,117
Atlantic Union Investment Management Account #1 (1707)		\$ 47,095
Atlantic Union Peregrine Custody Account (1700)		\$ 7,294
BOA Trust Cash/Currency cash balance (2367), balance as of 6/30/2025	4.26%	\$ 50,900
Wells Fargo Advisors cash (6036 & 8410)	2.36%	\$ 100,428
Total Investment In Pool Cash Available		\$ 2,592,888

<i>Endowed Funds Cash Target (4% of total)</i>	\$ 2,968,619
<i>Actual Endowed Funds Cash Percentage</i>	3.49%

<u>Estimated Endowed Upcoming Cash Needs</u>	
Endowed Grant Distribution- October 1, 2025	\$ 218,000
Quarterly Administrative Fees- October 1, 2025	\$ 167,000
Total Endowed Upcoming Cash Needed by October 1, 2025	\$ 385,000
Cash Available After Distribution	\$ 2,207,888

*The estimated endowed cash needs for this quarter are approximately \$385,000. This includes the quarterly administrative fees and grants due to be paid out at the beginning of October. Money will need to be transferred to the Atlantic Union checking account to cover all checks written. These funds (a) can be withdrawn from the Atlantic Union Endowed Flow Thru Money Market or Investment Management Account #3 of which there are sufficient funds already in cash or (b) can be liquidated from the investment pool to maintain the 4% target cash percentage.



Policy For Booking Pledges

Pending Board Approval September 8, 2025

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



Community
Foundation
of the
Dan River Region

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

BEREAVEMENT POLICY

Pending Board Approval September 22, 2025

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



Community
Foundation
of the
Dan River Region

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

CONFIDENTIALITY POLICY

Pending Board Approval September 8, 2025

POLICY

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

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

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

AGREEMENT

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

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

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

Signature _____ Date _____

Printed Name _____

Policy Revision History: Adopted by Board 3.27.2006; revised and Board approved 9.27.2021; reviewed and Board approved 9.25.2023; reviewed and Board approved 9.8.2025.

POLICY STATEMENT: DISCLOSURE OF CONFLICTS OF INTEREST

Pending Board Approval September 22, 2025

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

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

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

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

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

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

Policy Revision History: Adopted by Board 3.25.2002; revised and Board approved 7.1.2004; revised and Board approved 9.27.2021; Board approved 9.25.2023; reviewed and Board approved 9.8.2025.

CONFLICT-OF-INTEREST DISCLOSURE STATEMENT

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

Name (please print) _____

Current Employer or Business affiliation _____

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

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

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

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

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

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

Signature _____

Date _____



Telework Policy and Agreement

Pending Board Approval September 8, 2025

Purpose:

This policy establishes conditions for permitting an employee to qualify for and continue to exercise the privilege of teleworking. The Foundation reserves the right to revise the content of this agreement or its terms, in whole or in part, at its discretion.

Definition of Supervisor:

For purposes of this Telework Policy, the supervisor is a representative of The Foundation. The supervisor for Foundation staff is the Executive Director. The supervisor for the Executive Director is the Board President.

Safety:

Employee will verify the safety of an alternate worksite using the safety checklist of this agreement.

Employee is covered by The Community Foundation of the Dan River Region's Workers' Compensation Policy, if injured while working at the alternate worksite.

Employee agrees to bring to the immediate attention of his/her supervisor any accident or injury that occurs while working at an approved alternate work location.

Supervisor will investigate all accident and injury reports immediately following notification.

Supervisor reserves the right to inspect the alternate work location to ensure safety standards are met.

Confidentiality:

Employee agrees to apply safeguards to protect Foundation records from unauthorized disclosure or damage.

Employee will conduct work at the alternate work location in compliance with all Foundation policies.

Work Standards and Performance:

Position requirements and responsibilities will not change due to telework privileges. Workers face the same expectations in relation to professionalism, work output, and customer service, regardless of where the work is being performed.

Employee is expected to abide by the following general rules:

- Be transparent about availability and keep calendar and availability status up to date, indicating when online and offline.
- Maintain strong communication by conducting regular check-ins with manager and co-workers.
- Request PTO when away from work.
- Set up a dedicated workspace to allow you the most focus as possible.

Employee may be required to work at The Foundation, or specified locations (such as Grant Reception location) on scheduled remote work days based on operational requirements.

Telework for unplanned or temporary circumstances such as school closing, family illness, etc. may be approved by supervisor.

Compensation and Benefits:

All pay/salary rates, leave/retirement benefits and travel reimbursements will generally remain as if the employee performed all work at the employee's established base work location.

Non-exempt employee must obtain supervisory approval prior to working hours outside of normal work week.

Employee must obtain supervisory approval prior to taking leave in accordance with Foundation policies.

Equipment and Expenses:

Employee who borrows Foundation equipment agrees to protect such equipment in accordance with Foundation guidelines.

If employee provides their own equipment, employee is responsible for servicing and maintaining it, ensuring security standards of CFDRR are met.

The Foundation will not be liable for damages to an employee's personal or real property during the performance of assigned work or while using Foundation equipment in the employee's residence.

The Foundation is not obligated to assume responsibility for operating costs, home maintenance, or any other incidental costs in the use of employee homes or other alternate work locations for telework.

Initiation and Termination of Policy:

The supervisor and employee understand that telework shall be governed by the same Foundation personnel policies as those applicable to employees at the Foundation's central workplace except as modified by this policy.

The supervisor may terminate this telework agreement at any time. Agreement may be terminated for reasons to include, but not limited to, declining performance and organizational benefit.

The employee may terminate this telework agreement at any time unless telework is a condition of employment. Two weeks' notice to The Foundation should be provided unless there are unexpected or extreme changes to circumstances.

This telework policy and agreement should be reviewed and updated biennially.

Foundation Specific Terms and Conditions:

Special projects or meetings can preclude this option.

The employee must give two weeks' notice to supervisor, in writing, to request approval to change telework location or schedule.

If The Foundation determines the need to alter telework schedule of employee, supervisor will inform employee in writing.

Policy Revision History: Adopted by Board 6/12/2023; revised and not approved by Board 6/16/2025.

Telework Agreement

Employee Information:

Name: _____

Work Title: _____

Supervisor Name: _____

Telework Location Information:

Street Address: _____

City: _____

State: _____

Zip Code: _____

Telework Location Phone Number: _____

Telework Location Description: _____

Remote Work Schedule:

Start Date: _____ End Date: _____

Day of the week: _____

Schedule: _____

Safety Checklist:

The employee will designate a workspace as the home office and will maintain this workspace in a safe condition, free from hazards and other dangers to people and equipment. Employees must certify the following safety items for the area that they have designated as their telework workplace.

#	General	Yes	No
1	Temperature, ventilation, lighting, and noise levels are adequate for maintaining a work location		
2	Electrical equipment is free of recognized hazards that would cause physical harm (frayed, exposed, or loose wires; loose fixtures; bare conductors; etc.)		
3	Electrical system allows for grounding of electrical equipment (three prong receptacles).		
4	File drawers are not top-heavy and do not open into walkways.		
5	Work location space is free of excessive amounts of combustibles.		
6	Phone lines, electrical cords, and surge protectors are secured under a desk or alongside a baseboard.		
7	All stairs with four or more steps are equipped with handrails.		
8	Floors are clear and free from hazards. Carpets are well secured to the floor and free of frayed or worn seams.		

Employee Acknowledgement:

I have read and agree to the terms of this remote work policy, and I agree to the duties, obligations, responsibilities, and conditions outlined herein.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____



Telework Policy

Board Approved XXXXX

Telework is working from a location other than our physical office. This includes travel for training and conferences.

Due to the nature of our work, we expect employees to work from the office unless traveling for the purposes of The Foundation. Telework not related to travel may be granted in isolated incidents by the Executive Director.

Whenever an employee is working from a location other than the office, the employee is responsible for creating a safe and productive environment that maintains the confidentiality and security of our work and records. Any injuries or situations occurring during telework that would be reported while working in the office must be reported during telework.

Activity Report

May 23, 2025 – August 28, 2025

Fundraising Summary

\$3,976,230.57 in donations received during July 1, 2024, to June 30, 2025 (this number includes the recurring \$300,000 from DRF and the \$145,932 from interfund transfers).

Date Based Activity

5/22 - South Boston trip to meet Mrs. Hough to sign her fund agreement. Her fund will support The Prizery, St. Jude's, and Tunnels to Towers.

5/28 – Tekabyte delivered two new computers for Traci and Emily as part of the budgeted hardware replacement plan.

5/30 - Annual Chamber awards banquet – Dan sat with Branch Managers from First Citizens bank.

6/1 - Scholarship Reception in Chatham. A very positive attendance. Scholarships will be mailed to 39 schools for 152 students. The number of students attending was similar to previous years, but the number of guests was higher and made for a more celebratory event.

6/5 - Speak at Danville Kiwanis about the Foundation.

6/12 - Halifax Chamber event at Moore's Chevrolet in South Boston.

6/17 - Visited Caswell Farm Bureau to discuss the possibility of starting a designated fund or a scholarship. They are receiving a very generous gift from a deceased member. Probably close to \$3M and they are deciding how to deal with it. My contact is the executor of the estate – Bruce Pleasant. I believe he would be a good board member.

6/19 - Lead VA trip to Staunton – We spent more than half a day learning about the life of the Mennonites. Their culture is focused on supporting the community. The reason that they don't believe in cars is that cars just take you far enough that you forget to care about your neighbor. If the only people you know are within walking distance, you take better care of your neighbors. Most of their economic development seemed to be around food processing, warehousing, sharp metal, and plastic molding.

6/26 - Silverman funeral – Several of us attended Keith’s funeral. Keith has an agreement with us that after his wife’s death, his estate will create a scholarship fund in the name of his parents.

6/23/2025 - Dan and Traci traveled to Halifax to meet with the Fund for Halifax Advisory Committee to discuss the addition of Halifax to the Competitive Grant Cycle and to get recommendations for a new member.

6/24 - New Board member orientation. All new board members have had a 2 hour introduction to the workings of The Foundation. One board member came the following Wednesday.

7/15 - Work with Mid Atlantic Broadband to create a capacity-building training for non-profits, especially in Halifax, called EVOLVE. Dan will attend a a kickoff meeting and 2 virtual meetings to talk about funding. We are serving as a sponsor and will use this as an opportunity to share about Agency funds and meet their donors. At the kickoff, two Chamber Presidents from Mecklenburg County asked about what would be involved with us expanding to Mecklenburg County.

7/16 - Reached out to members of the Funders Forum, including: Amy Bailey (Hughes), Bobbye Rae Womack and Charlie Womack III (Womack), Sarah Capps (Tobacco) and Charli Harris (JTMM). Purpose = Initial Contact to introduce myself and discuss goals and purpose of funders forum.

7/17 - Chamber ribbon cutting for Arthritis and Rheumatology Specialists

7/21 - Breakfast at GW High School Traci attended and got tour

7/30 - Salvation Army Open House to make introductions with the new Lieutenants. They are newly married. She is from Atlanta, Georgia and he is from Richmond, VA. I spoke briefly with their development director and their planned giving director.

8/5-7 – Traci, Carole, Katy attended a conference in Detroit to learn how to maximize the usage of our new software, akoyaGO

8/6 - Dan attended the Blueprint 2030 presentation by the Virginia Chamber of Commerce. There were representative from throughout GoVirginia Region 3. Issues that rose to the top in the opinion of the audience were education and childcare. The focus of the Virginia Chamber is on making sure that legislators understand the diversity of Virginia and that we are leveraging any contacts to improve economic development. Our region has the highest percentage of people employed by a small business (less than 50 people) in the state at 74%. Additional areas of concern is retaining workforce and training workforce in productive use of Artificial Intelligence.

8/18-21 – Auditors from Harris Harvey Neal and Associates on site to perform our annual audit.

8/20 - Met with members of the Caswell Education Collaborative to discuss next steps for improving education in Caswell County. The group I participated with focused on Teacher retention. Caswell County's greatest threat is that the County has refused to supplement teacher salaries, but surrounding counties do. We focused on finding ways to address the problem directly and indirectly.

8/21 - Dan attended the Science Center donor event. Met members of the staff and board.

8/26 - Dan and Traci attended a meeting about the new direction for Goodwill Industries in our area. Their vision is to eliminate poverty. Their focus in our area is to provide services that are in their area of expertise and not duplicated by other organizations. For example, Goodwill is doing less training of citizens with IDD because The Arc of Southside is doing it better.

8/27 - Dan presented to the Caswell County Veterans monthly meeting. The meeting was at the Caswell County Senior Center, that we have given grants to in the past. I also met with Jeanine, the director of the Senior Center.

8/28 - Work with Brian Brown on a project to bring non-profit childcare to the area. Researching to see if we are the best avenue for serving as a fiscal sponsor for businesses donating to create Child Care spaces in the region.

8/28 - Dan and Traci attend the Transitional Housing Conversation – hosted by Third Chance Ministries and funded by CFDRR.

Project Based

Website Refresh – Our Website platform will no longer be supported starting in October. A website refresh is in the budget. We are reaching out to several different organizations for bids and will need to move quickly due to the website starting to have security issues. Our current vendor has expressed a desire to no longer do business with us.

Funders Forum – The Funders Forum is a networking group of local funders that was started by CFDRR to coordinate granting, share common resources, and common education for foundations in the area. Kathy's notes from 2021 mention a need to reevaluate the purpose of the group and to create a new strategic plan. Membership with the Virginia Funders Network (VFN) is similar, but has significantly more resources for us to receive. As a step in clarifying the purpose of the Funders Forum, we are having a combined meeting on September 3 with the OST Steering Committee (Out of School Time).

Granting – This quarter includes some tasks that require the staff to pull together as a team to complete.

Competitive Grant Cycle Given the introduction of new software, we took proactive steps to support organizations in navigating the updated system and addressing their questions. A total of 87 submissions were received, requesting \$2.2 million in funding—nearly double the \$1.2 million available. Notably, eight organizations submitted their applications after 5 PM on the final day. In preparation for the Distribution Committee’s review, four staff members dedicated the better part of a week to evaluating the grant applications, investing significant time in detailed, meticulous work

Distribution Committee – Discussions

- The committee is reviewing the grant applications for the competitive grant cycle

Finance Committee – Discussions

- Reviewing possible quality indicators to benchmark The Foundation.

New Engagements

Natalie Davis – Locus Impact – A governmental organization that helps people and organizations that need help with low interest loans. Primarily around housing or starting a business, especially if they aren’t eligible to work with a bank.

Debra Carlson – visited with her to learn about the procedures of applying for the Grant Trust. The purpose is very similar to the Marshall fund and sharing procedures was helpful.

Oscar Kemp – Past recipient of Doss scholarship, summer intern with city, still a student at UVA. Recruiting him to serve as a presenter at the Appreciation Luncheon in November.

Pat Marshall – Discuss ways to recognize Bobby Marshall

George Anderson – George is our Vanguard representative. He was in town and took a moment to visit.

Harold Garrison – and his wife visited to update their fund in the direction of internships and apprenticeships. It was previously a scholarship for STEM careers.

Brian Brown – Executive Director of Halifax IDA – How can the community foundation help community development in Halifax? We discussed encouraging corporate responsibility as a tax shelter and how we can make a difference in the child-care desert.

Social Media

Facebook and Instagram – At least 3 times per week a post is made about Education, Impact, Partnership, or Recognition. Our Facebook impact is growing, however Instagram posts have not been as popular as Facebook.

E-Newsletters

May – Brief announcement about scholarship total, Competitive Grant Cycle opens June 1, Past Presidents Council breakfast, Be a Luncheon Sponsor, Memorial Day office closure

June – 2025-26 scholarship recipients, Foundation recognizes board member (retirees), Fund Education: Designated Fund, Competitive Grant Cycle underway, July 4 office closure

July - Foundation remembers first board president, Competitive Grant Cycle closing, Fund Education: Field of Interest, luncheon sponsors, Help us grow

Partners

Lisa Wiley – Tekabyte quarterly meeting

Joe Console – Pacer Advisors – The Cash Cow funds. A set of funds that rebalances every 90 days by sector based on Free Cash Flow. They have grown from \$4 B to \$40 B. I shared the information with Seth Lynn from Dahab, he had concerns about their fee structure.