



Community Foundation *of the* Dan River Region

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

EXECUTIVE COMMITTEE MEETING AGENDA

November 24, 2025; 3:30 P.M.

The Community Foundation

Call to Order and Welcome	Vince Kania, President
Approval of Minutes for September 8, 2025	Vince Kania
Old Business	Vince Kania
Quality Metrics.....	Dan Hayes, Executive Director
Financial Report	Sheila Williamson-Branch, Treasurer
Finance Committee Report	Bill Riddle, Chair
Cash availability report	
Insurance review report	
Spending policy board vote	
Governance Committee Report	Steve Bass, Chair
Distribution Committee Report	Elizabeth Hurt, Chair
Quarterly Distribution	
New Business	Vince Kania
Policy Review	
Nondiscrimination	
Employee Handbook	
AI Policy	
Privacy Policy	
Next steps for the Strategic Plan	Dan Hayes
Activity Report	Dan Hayes
Adjournment	Vince Kania

Next Meetings

Full Board Meeting – December 8, 2025

Executive Committee Meeting – March 2, 2026



Community Foundation *of the* Dan River Region

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

EXECUTIVE COMMITTEE MEETING MINUTES September 8, 2025

Present: Vince Kania, Kerri Burchett, Steve Bass, Rick Dixon, Elizabeth Hurt, Sheila Williamson Branch

Online: Kunal Patel

Staff and guests: Dan Hayes

Vince Kania, President, called the meeting to order at 3:32 PM and thanked everyone for their time and commitment.

Minutes: Vince asked if everyone had a chance to review the minutes for the June 2, 2025, meeting of the Executive Committee. Seeing no changes, he asked for a motion to approve the minutes. A motion from Dixon/Hurt passed

Old Business: No old business without an agenda spot.

Treasurer's Report: Sheila Williamson-Branch, Treasurer, gave the financial report.

1. Asset size increased \$10.4 million from year-end last year. Mostly from market value increases.
2. On the P&L, gifts, bequests, and total revenue are down because of large individual gifts last year, especially the Marshall Family Fund.
3. Retained earnings were higher than expected.
4. Administrative Budget – had some fluctuation, but nothing more than \$100, except for the new software implementation fee of \$32,000 and investment fees for the new IMA Account opened in FY24.
5. We made a \$50,000 transfer to the Special Initiatives Fund.
6. Vinnie shared that Gifts and bequests should bump up for Q4 of the calendar year.

Finance Committee Report: Vince shared the committee report

1. The finance committee reviewed the Administrative Fee Schedule for how much our advisors are charging to manage our assets. It is currently acceptable.
2. Cash Availability Report – good position over last year and sufficient money to cover our commitments for the next quarter.
3. The finance committee reviewed the Policy for Booking Pledges and recommended only minor changes
4. There was a discussion about donor-advised funds. We have good options and opportunities, and should promote those and the advantages of working with The Foundation.

5. Because of the size of The Marshall Family Fund, there was a discussion about how much flexibility there is in who the recipients are – We confirmed that it is important to follow donor wishes to maintain trust for future development prospects.

Governance Committee: Steve Bass, Chair Governance Committee, asked that we start thinking of names of people who would be good board members. Recruitment should lead us to improving the diversity of the group by demographics, geography, and vocation.

Distribution Committee Report: Elizabeth Hurt, Chair of the Distribution Committee, shared her report. The distribution committee meets next Wednesday, so many topics are incomplete.

1. Elizabeth shared the Draft Quarterly Distribution report, which is expected to distribute approximately \$230,000. These are primarily designated funds that are outside of the competitive grant cycle.
2. She shared data regarding the Competitive Grant Cycle – there were 87 applications for \$2.2M in requests. The distribution committee has created a structure for managing the distribution of the Competitive Grant Funds: 5% to Animal Services, Arts and Culture 10%, Community Development 15%, Education and Youth 25%, Emergency Services 5%, Health and Wellness 15% and Human Services 25%. These percentages were set based on past distributions.
Grants totaling \$636,000 were administratively removed for procedural reasons by staff. The committee will have the opportunity to reverse those decisions at the meeting.
3. Elizabeth and Rick both shared about the usability of the new software. Technical issues were easier.

Software Change Update: Dan Hayes, Executive Director, shared that the software change is facing some challenges, but we are working through them.

Executive Committee Policy Review: Vince Kania led the discussion about policy change and review.

1. Bereavement – No changes recommended -
2. Confidentiality – No changes recommended -
3. Conflict of Interest – Dan asked who should be responsible for excluding a board member from voting, the Executive Director or the President. The consensus was that it should be the President.
4. Telework – After discussion about our existing telework policy, the consensus was to remove the telework policy and update the employee handbook to reflect that we work from the office unless on assignment by the executive director. This will be presented to the board.

New Business

1. **Board Retreat Recap:** Vince Kania shared that the event went well and was successful. The committee liked the committee meeting time. The Strategic Plan update is important for the board. Vince recommended that we ask for suggestions from the board about topics next July – to ask them: do you have any suggestions, your opinions are respected and cherished.

2. *Quality assurance/efficiency metrics:* Vince shared the recommendation during the Finance Committee meeting from Helm Dobbins about quality metrics. The consensus was to ask Dan to work with Helm to create some parameters to review at the Executive Committee level. It is a planning measure for the future. Based on our size, we want to avoid these being tracked to a point of being goals or bogging down the system. Dan will reach out to Helm to discuss

Development Report: Dan Hayes highlighted some of the activities of the Staff during the last few months.

1. Repeated visits regarding an estate that is seeking to create a scholarship in the name of the Caswell Farm Bureau. We have presented that it would be structured as a scholarship or as a designated fund that they would then give out as a scholarship.
2. Dan is participating in Lead Virginia. The trip to the Shenandoah Valley spent a significant amount of time meeting with and learning about the culture of the Mennonites, who are very focused on how to benefit the community.
3. We are working with the Non-Profit arm of Mid Atlantic Broadband to reach out to non-profit organizations in Halifax for capacity building. As a part of that process, two Chamber of Commerce representatives approached Dan about CFDRR serving Mecklenburg County. The consensus of the Executive Committee was that we see this as mission creep; we should proceed carefully to help but not take over.
4. Katie, Traci, and Carole attended a training in Detroit about how to maximize the usage of our AkoyaGo software. They also discussed Foundation issues because some foundations cannot go to multiple conferences.
5. Our Audit seemed to go smoothly
6. Brian Brown, Executive Director for the IDA in Halifax, reached out to us about serving as Fiscal Agent for an effort to provide more childcare slots in Halifax County. The Executive Committee was not opposed to the idea.
7. Staff is working to refresh and update the website and will move quickly.
8. Funders Forum was created by us, and Dan will be working to have it move forward, but not for us to be the sole driver of activity.
9. The Competitive Grant Cycle is underway; it has required a lot of time of most of the Staff. Thank you to the staff for their great work on providing the Distribution Committee with a pool of recipients to choose from.

Adjournment: With no further business, Vince Kania adjourned the meeting at 5:05 PM

Upcoming meetings:

Full Board Meeting September 22, 2025:

Executive Committee Meeting: November 24, 2025



KUNAL PATEL 9/22/25

Funds per staff

End of year funds that have funds divided by number of staff positions. Includes pass through funds, but does not include bequests or pass through scholarships.

FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26
83	88	74	51	42	45	

Salary & Benefit per end of year asset value

All Salary and Benefits come from 2 budget lines per end of fiscal year asset value. Note: in 2024 accounting was brought in house and became a position rather than a contracted expense.

FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26
0.00894	0.00687	0.00771	0.00713	0.00537	0.00459	0.00438

Marketing Expense per Asset Value

Items we file in the budget under accounting divided by the end of year asset value. In 2025 Marketing was broken into 3 categories: 1. Promotions, Marketing, Advertising 2. Development and Strategic initiative 3. Donor services and receptions.

FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26
0.00077	0.00059	0.00066	0.00061	0.00046	0.00039	0.00038

New funds per year

Excludes operational funds or funds set up to manage giving. Example: The Chatham endowed scholarship counts, but the pass through fund does not.

FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26
	6	10		10	5	5

New gifts and donations Per Staff

Annual contributions of new money per staff member. Excludes interfund transfers.

FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26
1,055,809	388,512	973,180	463,624	2,717,326	3,821,756	6,000,000

End of year asset value

Historic values pulled from annual reports

FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26
39,152,477	50,931,005	45,422,900	49,119,321	65,178,805	76,190,178	80,000,000

FTE Staff (full time equivalent)

FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26
2.0	2.0	2.5	3.5	4.5	4.5	4.5

Fundraising expense per dollar raised

Numbers from Audit

FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26
0.0144	0.0316	0.0186	0.0289	0.0044	0.0173	

Financial Statement Consolidated
Community Foundation of the Dan River Region
Balance Sheet
Statement of Financial Position
9/30/2025

	Month Ending 9/30/2025	Previous FY Ending 6/30/2025	Previous Year Ending 9/30/2024
ASSETS			
Petty Cash	78.51	78.51	94.58
Checking	320,224.29	57,706.19	218,564.67
Credit Card Checking	0.00	0.00	1,371.19
Non Endowed Money Market	244,751.61	14,355.68	456,089.95
Certificate of Deposit	3.64	119,019.49	116,551.35
Life Insurance	19,024.75	19,024.75	17,988.87
Investment Management Account #2	1,476,438.29	1,612,220.46	3,492,169.44
Investments in Equity Pool - Endowed	77,635,183.92	74,215,476.16	64,872,800.16
Prepaid Expenses	4,567.50	1,420.26	22,326.73
Furniture and Equipment	33,579.02	33,579.02	33,579.02
Accum. Depreciation-Furniture	(33,579.02)	(33,579.02)	(33,521.06)
Computer Hardware/Software	21,334.29	21,334.29	21,334.29
Accum. Amortization - Computers	(21,334.29)	(21,334.29)	(20,737.41)
Real Estate - Office	331,159.18	331,159.18	323,014.18
Accum. Depreciation - Office	(224,728.32)	(221,671.77)	(212,366.37)
Accrued Interest	61,536.84	60,532.98	41,898.63
Total Assets	\$79,868,240.21	\$76,209,321.89	\$69,351,158.22
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	61,141,573.29	56,878,227.14	53,387,039.70
Fund Balance - Net Earnings	17,216,935.18	17,380,843.68	13,035,809.80
Fund Balance - Available	1,509,731.74	1,950,251.07	2,928,308.72
Total Fund Balances	79,868,240.21	76,209,321.89	69,351,158.22
Total Liabilities & Fund Balances	\$79,868,240.21	\$76,209,321.89	\$69,351,158.22

Financial Statement Consolidated
Community Foundation of the Dan River Region
Profit & Loss Statement/Statement of Activities
9/30/2025

	Current Month 9/30/2025	YTD - Current 9/30/2025	YTD - Prior Year 9/30/2024
REVENUES			
Gifts & Bequests (Historic)	136,012.15	365,959.73	34,137.82
Gifts & Bequests (Avail)	0.00	0.00	7,491.96
Inter-fund Gifts (Historic)	0.00	27,600.00	912.23
Inter-fund Gifts (Avail)	0.00	0.00	0.00
Special Grant Income	0.00	0.00	0.00
Ordinary Income	0.00	0.00	0.00
Interest/Dividend Income	246,873.80	327,501.61	246,378.37
Realized Gain/Loss	75,685.88	117,815.25	(11,871.41)
Unrealized Gain/Loss	1,391,988.51	3,593,558.89	3,946,947.13
Misc Revenue	0.00	0.00	0.00
Administrative Fees Received by CFDRR	(17.66)	165,313.23	150,545.74
Total Revenues	\$1,850,542.68	\$4,597,748.71	\$4,374,541.84
TRANSFERS			
Spend Policy Transfers-Net Earnings	0.00	0.00	1,712,397.00
Spend Policy Transfers-Available	0.00	0.00	(1,712,397.00)
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	0.00	564,884.00	510,401.05
Investment Mgt. Fees	9,491.89	24,616.03	52,292.90
Administrative Fees Paid by Funds	0.00	165,380.36	150,545.74
Salaries	23,402.16	82,473.42	73,895.03
Employee Benefits	9,758.72	22,267.22	11,879.76
Insurance	(22.00)	(22.00)	0.00
Utilities and Fuel	376.52	1,061.98	1,258.80
Telecommunications	315.24	945.96	957.31
Legal & Consult. Services	0.00	0.00	0.00
Accounting & Contract Services	466.00	1,701.00	1,722.25
Office Supplies	40.73	939.54	598.28
Mailing Expense	29.95	853.50	796.15
Building Maintenance	260.00	866.00	1,002.10
Promotion/Marketing/Advertising	562.00	1,576.00	6,391.79
Donor Services & Receptions	0.00	0.00	0.00
Development & Strategic Initiatives	0.00	0.00	0.00
Project Grant expense	0.00	347.22	7,850.34
Printing & Reproduction	113.28	876.73	554.78
Dues & Subscriptions	0.00	1,150.00	1,150.00
Software	12,172.13	14,607.39	14,560.87
IT/Server Expense	1,109.32	3,327.96	0.00
Website Design & Maintenance	10,150.00	10,470.17	450.00
Meetings	209.08	286.69	492.70
Board Development	0.00	1,620.51	1,547.66
Staff Development	320.00	320.00	686.34
Conference and Travel	159.60	3,129.70	93.13
Furniture & Equipment	0.00	0.00	0.00
Bank Fees	130.77	397.42	246.16
Licenses & Permits	0.00	25.00	25.00
Other Expenses	0.00	0.00	0.00
Depreciation Expense	1,018.85	3,056.55	3,274.80
Total Expenses	\$70,064.24	\$907,158.35	\$842,672.94
Net Activity	\$1,780,478.44	\$3,690,590.36	\$3,531,868.90

Financial Statement Consolidated
Community Foundation of the Dan River Region
Administrative Budget vs. Actual Monthly
Statement of Activities
9/30/2025

	Current Month	YTD - Actual	Budget v. Actual	Annual Budget
REVENUES				
Gifts & Bequests Available	0.00	0.00	(7,500.00)	7,500.00
Interfund Gifts Available	0.00	24,100.00	(600.00)	24,700.00
Ordinary Income	0.00	0.00	0.00	0.00
Interest and Dividend Income	5,914.02	18,408.41	(23,591.59)	42,000.00
Realized Gain/Loss	0.00	179.64	179.64	0.00
Unrealized Gain/Loss	0.00	0.00	0.00	0.00
Miscellaneous Revenue	0.00	0.00	0.00	0.00
Admin Fees	0.00	165,380.36	(460,619.64)	626,000.00
Total Revenue	\$5,914.02	\$208,068.41	(492,131.59)	\$700,200.00
TRANSFERS				
Total Transfers	\$0.00	\$0.00	0.00	\$0.00
EXPENSES				
Inter-fund Grants	0.00	0.00	50,000.00	50,000.00
Salaries	23,402.16	82,473.42	227,526.58	310,000.00
Employee Benefits	9,758.72	22,267.22	57,732.78	80,000.00
Insurance	(22.00)	(22.00)	9,222.00	9,200.00
Utilities & Fuel	376.52	1,061.98	3,438.02	4,500.00
Telecommunications	315.24	945.96	3,229.04	4,175.00
Legal/Consulting & State License	0.00	0.00	1,000.00	1,000.00
Accounting Services	466.00	1,701.00	22,299.00	24,000.00
Office Supplies	40.73	939.54	3,060.46	4,000.00
Mailing Expense	29.95	853.50	5,146.50	6,000.00
Building Maintenance	260.00	866.00	11,134.00	12,000.00
Project Grant Expense	0.00	347.22	(347.22)	0.00
Promotion/Marketing/Advertising	562.00	1,576.00	4,824.00	6,400.00
Donor Services & Receptions	0.00	0.00	24,500.00	24,500.00
Development & Strategic Initiatives	0.00	0.00	13,300.00	13,300.00
Print & Reproduction	113.28	876.73	2,123.27	3,000.00
Dues & Subscriptions	0.00	1,150.00	5,950.00	7,100.00
Software	12,172.13	14,607.39	41,392.61	56,000.00
IT/Server Expense	1,109.32	3,327.96	16,672.04	20,000.00
Website Design & Maintenance	10,150.00	10,470.17	7,529.83	18,000.00
Meetings	209.08	286.69	2,213.31	2,500.00
Board Development	0.00	1,620.51	1,379.49	3,000.00
Staff Development	320.00	320.00	3,430.00	3,750.00
Conference and Travel	159.60	3,129.70	9,370.30	12,500.00
Furniture and Equipment	0.00	0.00	5,000.00	5,000.00
Investment/Bank Fees	718.62	16,109.41	(9,109.41)	7,000.00
Licenses & Permits	0.00	25.00	50.00	75.00
Operational Surplus Retained	0.00	0.00	13,200.00	13,200.00
Total Expenses	\$60,141.35	\$164,933.40	535,266.60	\$700,200.00
Net Activity	(\$54,227.33)	\$43,135.01	43,135.01	\$0.00

CFDRR Financial Statement Analysis

As of September 30, 2025

Balance Sheet/Statement of Financial Position

- Asset size has increased approximately \$3.6 million since 6/30/2025 primarily due to market value increase, and gift donations with the addition of eight new funds.
- 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 is the first quarter that we have been fully integrated with the new software (Akoyago/Business Central). There have been some issues with the transition and changes in processes. We are still working to resolve them. Therefore, there may be changes or reclassifications that will need to be made to the general ledger and will affect the income statement. This should be fully resolved within the next quarter.
- 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 up from last year with the addition of eight new funds.
- Administrative fees paid by funds are higher than last year because of increased asset size.
- Salary and Employee Benefit expenses are up from last year because of the increase in full-time staff.
- Website Design and Maintenance expenses are greater than last year since we are in the process of redesigning our website. The current website was capitalized in 2019, however, according to Stephen Gaye, the new website with Piedmont Digital Group qualifies as an expense.

Administrative Budget vs. Actual Monthly

- During our audit this past year, we were informed that part-time staff are eligible for the same retirement benefits as full-time employees. Therefore, a \$4,149 payment was made to Carole Holland's SEP account to retroactively reimburse her for missed benefits. These benefits were not included in the FY26 budget, so we will go over budget for this line item.

Community Foundation of the Dan River Region
Cash Availability Statement
As of October 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
Atlantic Union Bank Non-Endowed Money Market (6607) (Temporary funds and deposits in transit)	0.92%	\$ 23,725
Atlantic Union Investment Management Account #2 (1701)		
Agency Emergency fund		\$ 25,000
Danville Regional Foundation Fund		\$ 9,533
Emergency Preparedness fund		\$ 317,998
Special Initiatives Fund		\$ 38,000
Veterans Memorial Fund		\$ 63,777
Administrative fund		\$ 1,406,415
	4.53%	\$ 1,860,723
Total Non-Endowed Cash Available		\$ 1,945,154

<u>Cash Available Endowed (Investment In Pool)</u>		<u>Current Balance</u>
Atlantic Union Bank-Endowed Flow Thru Money Market (8307)	0.25%	\$ 77,887
Atlantic Union Investment Management Account #3 (1704)	4.53%	\$ 2,582,837
Atlantic Union Investment Management Account #1 (1707)		\$ 78,595
Atlantic Union Peregrine Custody Account (1700)		\$ 8,047
BOA Trust Cash/Currency cash balance (2367)	3.98%	\$ 54,285
Wells Fargo Advisors cash (6036 & 8410), balance as of 9/30/2025	2.36%	\$ 40,879
Total Investment In Pool Cash Available		\$ 2,842,532

<i>Endowed Funds Cash Target (4% of total)</i>	\$ 3,105,407
<i>Actual Endowed Funds Cash Percentage</i>	3.66%

<u>Estimated Endowed Upcoming Cash Flow</u>	
Endowed Quarterly Grant Distribution- December 15, 2025	\$ (100,000)
Projected Donation for the Marshall Family Fund- by December 31, 2025	\$ 4,000,000
Quarterly Administrative Fees- January 2, 2026	\$ (165,000)
Endowed Competitive Grant Distribution- January 7, 2026	\$ (700,000)
Total Endowed Cash Receipts and Distributions	\$ 3,035,000
Cash Available After Distribution	\$ 5,877,532

*The estimated endowed cash needs for this quarter are approximately \$965,000. This includes quarterly administrative fees and grants due to be paid out at the beginning of January. We also expect a \$4,000,000 donation to the Marshall Family Fund by December 31, 2025. After all grants are paid, net cash receipts will be approximately \$3,000,000. This money will be deposited into the Investment Management Account #3 (high interest money market) until a decision can be made at the February 25, 2025 Finance Committee as to how to allocate the additional funds within the investment pool.

Recommendations Summary

Recommendations

Coverage	Current Limit	Recommended Limit
Directors & Officers	Current: 1,000,000	Increase to \$3,000,000
Crime Coverage	Current: \$500,000	Increase to \$1,000,000
Cyber Liability	Current: \$2,000,000	Increase to \$4,000,000

- There is no estimated premium savings in changing carriers
- The current carriers are providing an excellent overall value as it relates to coverage terms and premium

CFDRR Insurance Policy Summary 2026-2027

Updated by CMH 11/18/2025

Type of Insurance Coverage	Name of Insurance Company	Policy Dates	Policy Coverage	Recommendation	Current Payment	Last Payment	Next Payment
Directors & Officers	Affinity Nonprofits Insurance	1/8/2026-1/8/2027	Limit of Liability 1M; breach of privacy limit 250K; Fiduciary Liability limit 250K;	Mid-level need for increase: Increase limit to 3 million.33% of nonprofits have 1M - remaining have 2M+.	1,153.00 (\$1,118.00 + \$35 Admin Fee)	\$ 1,120.00	12/13/2025
	Arch Insurance Group			Bearing cannot compete with this - Stay with Affinity.	Completing paperwork for		
	Policy #: NFP0130859-05						
Cyber Insurance	Bearing Insurance	1/9/2025-1/9/2026	Cyber incident reponse 2M; Cyber crime 250K; System damage and business interruption 2M;Network security & Privacy liability 2M; Media liability 2M; Technology errors 0; Court attendance costs 100K.	Slight need for increase: We are covered for 94% of possible claims. To increase this to 98% of claims, we should increase coverage to 4M.	\$ 2,991.54	\$ 2,881.54	1/9/2026
	CFC Insurance				Expect a 2% increase		
	Policy #: ESM0039855795 2024-01-09						
Commercial Crime (Management Liability)	Bearing Insurance	1/8/2024-1/8/2027	Employee Theft 500K; Computer and Funds Transfer Fraud 500K, Claim expense 25K	High need for increase: Increase this to 1M for theft, computer and funds transfer fraud (most likely scenario for theft)	\$ 614.00	\$ 614.00	1/2/2026
	Cincinnati Insurance Co.			79% similar nonprofits have 1M, 21% have 2-5 M policies.	Should remain flat if no change to policy		
	Account #: 1000559298				Requested quote for 1M policy		
	Policy #: EMN0601116						
Business Owner's General Liability & Property	Bearing Insurance	2/21/2025 - 2/21/2026	Limit of liability & medical expenses 1M per occurrence; 2M aggregate/umbrella	No need for increase: Could consider lowering the umbrella policy.	\$ 3,247.00	\$ 2,905.00	2/21/2026
	Hanover Insurance Group				Expect a 5% increase		
	Customer ID: COMMF0U-02						
	Policy #: OBRH443172						
Worker's Compensation	Outstaffing	7/30/2025 - 7/30/2026	Bodily injury by accident: 100K/accident; by disease 500K/policy limit; by disease 100K/employee	No Need to change. Bearing cannot compete with this - Stay with the same company.	\$ 374.00	\$ 405.00	6/26/2026
	American Zurich Insurance (handled by Hartford Inc. Co. - smaller co.)						
	Policy #: 6ZZUB-5N08167-1-24						

Spending Policy Payout Percentage Proposal

Fund	6/30/25 Balance*	3.75%	4.00%	Difference
Roy L. and Mary G. Doss Scholarship Fund	2,377,779.75	89,166.74	95,111.19	5,944.45
The Free Clinic of Danville Fund	2,039,549.32	76,483.10	81,581.97	5,098.87
Marshall Family Fund	18,304,681.94	686,425.57	732,187.28	45,761.70
Mr. and Mrs. P.L. Anderson, Jr. Family Fund	3,057,958.66	114,673.45	122,318.35	7,644.90
James Russell Anderson and Zora Carter Anderson Fnd	5,930,628.99	222,398.59	237,225.16	14,826.57
Faith Home Endowment Fund	7,430,235.88	278,633.85	297,209.44	18,575.59
Dan River Inc. Endowment Fund	4,848,061.92	181,802.32	193,922.48	12,120.15
	\$ 43,988,896.46	\$ 1,649,583.62	\$ 1,759,555.86	\$ 109,972.24

Assumptions:

*Please note that the spending policy payout is calculated using the 20 quarter average balance instead, so the dollar amount increase will be less than reflected above.

As per the Statement of Investment Policy, annual payout including grants and administrative fees is limited to no more than 5% of the fund balance based on a 20 quarter average.

With our stepped fee schedule, funds with balances above \$1,500,000 incur annual administrative fees of 1%.

Recommendation:

Endowed funds with a 20 quarter average balance of \$1,500,000 or greater will use the 4% payout calculation. All other endowed funds will continue to use the calculation of 3.75%.



**Distribution Committee Report
Board Meeting
December 8, 2025 - DRAFT**

Need Board Approval for All of the Following Grants:

- ❖ Distribution Committee received seventy-nine (87) grant requests totaling more than \$2.2 million for the 2025-26 Competitive Grant Cycle. Seventy-two (72) were selected to advance to the second review phase. Sixty-seven (67) grant proposals were approved by the Distribution Committee, totaling **\$1,004,400**.

The following Donor Advised, Field of Interest, Community Impact, and Danville Regional Foundation funds support the 2025-26 Competitive Grant Cycle:

- ❖ **Philip & Frances Daly Fund – Donor Advised (\$9,500)**
 - House of Hope - \$9,500 – to purchase and install a new heating/air unit in a newly renovated area of the shelter
- ❖ **P. Niles and Carol Daly, Jr. Fund – Donor Advised (\$3,900)**
 - House of Hope - \$3,900 - to purchase and install a new heating/air unit in a newly renovated area of the shelter
- ❖ **Gamewood Technology Fund – Donor Advised (\$7,000)**
 - Caswell County Partnership for Children - \$7,000 – to purchase summer learning kits
- ❖ **Irving H. and Louise Hambrick Scarce Animal Welfare Fund – Donor Advised (\$1,300)**
 - SPCA of Pittsylvania County - \$1,300 – to support veterinary care for rescue animals
- ❖ **Audrey F. Millner and H. Victor Millner, Jr., Fund – Donor Advised (\$1,400)**
 - Danville Literacy Council in honor of Laura Morgan Powell- \$1,400 – to support the workshops of Commune Tea
- ❖ **Helen and Webb Maddux Fund – Donor Advised (\$4,700)**
 - Danville Life Saving and First Aid Crew, Inc. - \$4,700 – to support the purchase of 18 Toughbooks
- ❖ **Ahmed Children’s Fund – Field of Interest (\$500)**

- Simply Said, Inc. - \$500 – to support Toys are Tools Toolboxes to families with children 0 - 3
- ❖ **W. Earl & Elise M. G. Allen Fund – Field of Interest (\$21,000)**
 - Town of Chatham - \$13,000 - to paint a mural at the western entrance to Chatham via US Hwy 57
 - Good Hope Equestrian & Regen Farm - \$5,000 - to provide support for a year-round organic food production greenhouse project
 - Mount Hermon Fire Dept - \$3,000 – to replace aging airbags to remove trapped accident victims
- ❖ **Animal Welfare Fund – Field of Interest (\$1,200)**
 - SPCA of Pittsylvania County - \$1,200 - to support veterinary care for rescue animals
- ❖ **Mary Cahill Historic Preservation Fund – Field of Interest (\$500)**
 - VA-NC Piedmont Genealogical Society - \$500 - to upgrade software and hardware with two new computers, a WiFi router and IT support
- ❖ **Faye Carter Fund – Field of Interest (\$13,200)**
 - Danville Science Center, Inc - \$13,000 - to support the purchase of films and licenses for the digital dome theater
 - Simply Said, Inc. - \$200 - to support Toys are Tools Toolboxes to families with children 0 - 3
- ❖ **Free Clinic of Danville Fund – Field of Interest (\$66,400)**
 - Danville-Pittsylvania Cancer Association - \$19,200 - to provide mileage reimbursement to cancer related appointments
 - Danville Life Saving and First Aid Crew, Inc.- \$10,100 - to support the purchase of 18 Toughbooks
 - Blairs Fire and Rescue - \$16,100 - to support the purchase of 7 sets of turnout gear
 - Haven of the Dan River Region, Inc. - \$11,000 - to provide financial support for a licensed counselor and meeting space rentals
 - American Red Cross - \$10,000 - to support two local blood drives
- ❖ **Laurie S. Moran Rotary Service Fund – Field of Interest (\$500)**
 - Communities in Schools of Virginia - \$500 - to support after-school enrichment and career-readiness programming at seven Danville public schools
- ❖ **Stratford House Fund – Field of Interest (\$44,700)**
 - City of Danville Parks and Recreation - \$7,000 - to provide a cost-free fitness area to active older adults at the Ballou Recreation Center
 - Southern Area Agency on Aging - \$20,500 - to provide a safety net for low-income older adults having a financial emergency

- Danville Symphony Orchestra - \$5,300 - to support a free, live orchestral performance
 - Danville Concert Association - \$4,200 - to support the G. Thomas Allen Quintet performance
 - The Doorways - \$7,000 - to provide lodging and amenities to residents in The Foundation's service area seeking medical care in Richmond, Virginia
 - Mount Hermon Volunteer Fire Dept - \$700 - to replace aging airbags to remove trapped accident victims
- ❖ **Fund for Halifax County – Field of Interest (\$4,100)**
- Feed More, Inc - \$1,600 – to support the four school markets in Halifax County
 - Southern Virginia Higher Education Center - \$2,500 – to support the Creative Pathways program
- ❖ **South Boston Medical Fund – Field of Interest (\$1,200)**
- Tri-County Community Action Agency, Inc.- \$1,200 – to support the home visiting model with nursery packages
- ❖ **Community Impact Fund – Unrestricted (\$541,364)**
- to support competitive grant cycle-Attached to this report
- ❖ **Danville Regional Foundation Fund – Granted (\$282,000)**
- to support competitive grant cycle-Attached to this report

TOTAL for 2025 Competitive Grant Cycle: \$1,004,400

The following Designated, Donor Advised, and Field of Interest funds are included in the recurring December payouts:

- ❖ **Charles G. and Carol E. Ellis Fund – Designated (\$1,299)**
- Danville Symphony Orchestra - \$433 – unrestricted
 - Danville Life Saving Crew - \$433 – unrestricted
 - Rockledge Presbyterian Church - \$433 - unrestricted
- ❖ **Nancy Flippen Fund – Designated (\$1,800)**
- Boys and Girls Clubs of the Danville Area - \$900 - for educational purposes
 - Danville Concert Association - \$900 – for general purposes
- ❖ **Garden Club of Danville Fund - Designated (\$1,400)**
- The Garden Club of Danville – \$1,400 – for its charitable purposes
- ❖ **Peter and Jo Ann Howard L’Dor V’Dor Fund – Designated (\$2,200)**
- Temple Beth Sholom - \$2,200 – unrestricted
- ❖ **Carol and Charley Majors Fund – Designated (\$2,800)**

- Danville Public Schools Education Foundation - \$2,800 – to purchase books for Kindergarteners at Schoolfield Elementary School
- ❖ **Wayne and Nancy Oakes Fund – Designated (\$20,000)**
 - Averett University - \$6,000 – unrestricted
 - Danville Community College Educational Foundation - \$6,000 – to support business and economic development related trainings or events
 - Danville Concert Association - \$3,000 – to support their annual concert series
 - Danville Symphony Orchestra - \$3,000 – to support the orchestral concert season
 - Downtown Danville Association dba River District Association - \$2,000 – to support business and economic development related trainings or events
- ❖ **John S. and Nancy P. Garwood Fund – Designated (\$2,600)**
 - First Baptist Church - \$1,300 - unrestricted
 - God's Pit Crew - \$260 - unrestricted
 - Danville Family YMCA - \$260 - unrestricted
 - Danville Community College - \$130 – Townes Family Scholarship
 - Danville Kiwanis Foundation - \$130 - unrestricted
 - God's Storehouse - \$130 - unrestricted
 - Grace & Main - \$130 - unrestricted
 - Danville Life Saving and First Aid Crew - \$130 - unrestricted
 - Charlotte YMCA - \$130 – for Camp Harrison (the Nature Center)
- ❖ **Veterans Memorial Endowment Fund - Designated (\$10,800)**
 - Veterans Memorial Discretionary Trust - \$10,800
- ❖ **Veterans Memorial Temporary Fund (\$?)**
 - Veterans Memorial Discretionary Trust - \$ – unrestricted
- ❖ **H. Lee Fowlkes Endowment Fund for Caswell Arts – Designated (\$2,000)**
 - Caswell Council for the Arts agency fund- \$2,000 – to support charitable or educational purposes
 - Caswell Council for the Arts individual fund - \$0 – to support charitable or educational purposes
- ❖ **My Brothers Keeper Foundation, Inc. – Designated Agency Fund (\$300)**
 - My Brothers Keeper Foundation - \$300 – payment from Agency Fund
- ❖ **Ed and Virginia Hughes Memorial Fund – Designated (\$300)**
 - Danville Life Saving and First Aid Crew - \$150 – unrestricted
 - Mount Cross Fire Volunteer Fire Department - \$150 – unrestricted
- ❖ **Pat and Cathy Daly Fund – Donor Advised Fund (\$8,200)**
 - Boys and Girls Clubs of the Danville Area - \$8,200 – unrestricted

- ❖ **The Thompson Family Fund – Donor Advised Fund (\$500)**
 - Caswell County Schools - \$500 - to support the vocational department under Dr. Medina Jones
- ❖ **Lady Bug Fund – Field of Interest (\$800)**
 - Virginia’s Chapter of the American Foundation for Suicide Prevention - \$800 - to support youth mental health and suicide awareness and prevention
- ❖ **Mary Neil Literacy Fund – Field of Interest (\$500)**
 - Project Literacy - \$500 - to help support adult literacy
- ❖ **Community Impact Fund – Unrestricted (\$1,000)**
 - Graduate of Merit Program – \$600 – We would like to provide financial support for students from each Pittsylvania County High School.
 - Danville Public Schools Graduate of Distinction Program – \$400 – We wish to provide financial support for students from each Danville City High School. The money raised goes toward the scholarship fund for each Graduate of Distinction.
- ❖ **Special Initiatives Fund – Pass Through Fund (\$5,000)**
 - Daly Family Impact Fund - \$5,000 – Matching grant funding from the Daly Family Trust to support

TOTAL for recurring December payouts: \$

TOTAL for Competitive Grant Cycle and recurring December payouts: \$

Updates:

- ❖ Our annual Grant Reception is scheduled for Wednesday, January 7, 2026, at 2:30 p.m. at Ballou Park Recreation Center.
- ❖ Scholarship Applications have been updated and will be available online January 1, 2026.
- ❖ Autism, Arts and Cultural and Keokee grant cycles will begin January 1, 2026. Marshall grant cycle will begin February 1, 2026.



Community
Foundation
of the
Dan River Region

NONDISCRIMINATION POLICY

Pending Board Approval December 8, 2025

The Community Foundation of the Dan River Region is committed to fostering an inclusive, equitable, and respectful environment in all aspects of its work.

Employment

The Community Foundation of the Dan River Region follows an equal opportunity employment policy and employs personnel without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, pregnancy, veteran status, military obligations, marital status, disability, political affiliation, and belief. This policy applies to hiring, internal promotions, training, opportunities for advancement, and terminations.

Gifts

The Foundation will not accept gifts which are intended to discriminate against any person or organization.

Grantmaking

No person in the United States shall, on the basis of actual or perceived race, color, religion, national origin, sex, gender identity (as defined in paragraph 249(c)(4) of title 18, United States Code), sexual orientation, marital or parental status, **age, disability**, political affiliation, military service, or any other **legally protected characteristic** ~~improper criterion~~ be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part ~~with funds made available~~ by The Foundation, and any other program or activity funded in whole or in part with funds appropriated for grants, cooperative agreements, and other assistance administered by The Foundation.

Legal Compliance

All grantees must comply with applicable federal, state, and local non-discrimination laws, including but not limited to Title VI of the Civil Rights Act, Title IX of the Education Amendments, Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act.

Changes to Employee Handbook of note (all in red):

Page 5 – Telework - Per Board recommendation on 9/22/2025, deleted this policy.

Page 6 - Expenses and Reimbursement - Change to mileage reimbursement policy.

Page 6 & 7 – Holidays - Listing was updated.

Page 7 - SEP - Part-time employees are eligible for this.

Page 10 – Telephone - Added verbiage to make this clearer.

Page 11 - AI usage - Added AI Policy information.

Some changes were made for clarification.



EMPLOYEE HANDBOOK

Welcome

It is our privilege to welcome you to The Community Foundation of the Dan River Region. We wish you every success in your new job, and we hope that you quickly feel at home. We hope that your experience here will be challenging, enjoyable, and rewarding.

This Employee Handbook (“Handbook”) is a compilation of personnel policies, guidelines, and procedures currently in effect at CFDRR (“Organization”). The Handbook is designed to introduce you to our Organization, familiarize you with Organization policies, provide general guidelines on work rules, benefits and other issues related to your employment, and help answer many of the questions that may arise in connection with your employment. This Handbook describes some of the expectations we have for our employees and what you can expect from us. It cannot cover every matter that might arise in the workplace. For this reason, specific questions regarding the applicability of a particular policy or practice should be addressed to the Executive Director.

This Handbook is not a contract of employment and does not create a contract of employment. Like most American companies, CFDRR **generally** does not offer individual employees formal employment contracts with the Organization. This Handbook does not create a contract, express or implied, guaranteeing you any specific term of employment, nor does it obligate you to continue your employment for a specific period.

The Organization reserves the right to modify any of our policies and procedures, including those covered in this Handbook, at any time. We will seek to notify you of such changes by email and other appropriate means. However, such notice is not required for changes to be effective.

Your Role and Our Expectations:

The Community Foundation is a community-based organization that relies on building strong working relationships to enable us to provide unique opportunities to improve the quality of life in the Dan River Region. Our employees play an integral role in achieving our goals. As part of that role, we expect you to:

- Treat our donors and recipients with respect. They are why CFDRR exists. Our donors provide the means for us to continue sponsoring meaningful programs in the Dan River Region. Our grant recipients benefit from the gifts we receive. Both are to be treated with the utmost respect, courtesy, promptness, cooperation, friendliness, and confidentiality.
- Be a good citizen. CFDRR is committed to being a good organizational citizen. We care for our employees, volunteers, donors, our community, and the environment. We continue to build on our legacy, and we are dedicated to assisting our community to thrive. This is accomplished through collaboration with other non-profit organizations and through support for our donors in their efforts to fulfill their philanthropic goals.
- Provide for inclusion and diversity. CFDRR creates an environment where all employees, volunteers, donors, and our community are valued and respected through inclusion and diversity. Diversity is the differences that a workforce brings together – including men and women from different nationalities, cultures, ethnic groups, lifestyles, generations, backgrounds, and abilities. Inclusion is the environment

we create to allow these differences to thrive, by providing opportunities to create organizational success.

- Do your job well. You are here because of your abilities and expertise. We need you to be at work as scheduled, understand, and perform your job well, and consider ways to improve your work.
- Help make this a good place to work. Each one of us is part of the team and impacts our co-workers and how they feel about working here. By cooperating with each other, finding ways to help even when not asked to, by knowing and respecting each other's strengths and weaknesses, and treating each other with courtesy, we can each do our part to make this a pleasant and rewarding place to work.
- Represent the Foundation positively. Your image and presentation make a big difference in how you are perceived by our donors and recipients. Your appearance, attitude, courtesy, and personal hygiene make an impression on others -- about you personally AND the Foundation. Make it positive!

CFDRR offers benefits that supplement the employee's salary. These benefits are handled by a third-party administrator, Outstaffing, Inc. (Outstaffing), who will assist employees with the sign-up information. A waiting period may apply for some of the benefits for new employees. Employees with benefit questions should first contact the Executive Director, with a follow-up to Outstaffing if necessary.

Employment at will: All employment with CFDRR is "at will". Employment can and may be terminated voluntarily by employee and/or CFDRR, with or without cause, and with or without notice.

Policy References: It is important for employees to have a thorough understanding of CFDRR's policies and benefits. All policies have been approved by the Board of Directors and may impact employee behavior. Some policies may require a signature and/or require an annual employee update. Policies may, from time to time, be The following policies are found on the shared drive of CFDRR:

The following policies are referenced in this Handbook.

1. Annual Leave and Sick Leave Time Policy
2. Bereavement Policy
3. Confidentiality Policy (Requires annual employee signature)
4. Conflict of Interest Policy (Requires annual employee update and signature)
5. Document Retention Policy
6. Social Media Policy
7. Whistleblower Policy
8. Nondiscrimination Policy
9. ~~Telework Policy and Agreement~~
10. Family and Medical Leave Act/Other Types of Leave

Working Hours

Hours of Work: The workweek is generally from Monday through Friday, with normal operating hours from 9:00 AM to 5:00 PM., with one hour for lunch.

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

When 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 to your supervisor while working in the office must similarly be reported during telework.

Overtime Hours Policy: Because of the nature of our business, your job may periodically require overtime work. You should not work overtime hours without prior approval from the Executive Director.

Attendance and Punctuality: It is important for you to report to work on time and to avoid unnecessary absences. The Organization recognizes that illness or other circumstances beyond your control may cause you to be absent from work from time to time. However, frequent absenteeism or tardiness may result in disciplinary action, up to and including discharge. Excessive absenteeism or frequent tardiness puts an unnecessary strain on your co-workers and can have a negative impact on the success of the Organization.

Whenever you know that you are going to be absent or tardy, you should contact the Executive Director. In the event the Executive Director is unavailable, you must contact a coworker.

Please note that some, but not all, absences are compensated under the Organization's leave policies.

Weather: The Organization is open for business unless there is a government-declared state of emergency or unless you are advised otherwise by the Executive Director. There may be times when we will delay opening or close early due to the weather. If the Organization's facilities are closed by the Organization, employees will be paid for the day. If the Organization's facilities are open and you are delayed getting to work or cannot get to work at all because of inclement weather, the absence will be charged to (1) paid time off or (2) unpaid time off, in that order. ~~Each employee will have the option of working remotely, if possible.~~

When severe weather develops or is anticipated to develop during the day and a decision is made by the Organization to close early, you will be compensated as if you had worked to the end of your regularly scheduled hours for that day. If you elect to leave prior to the time the Organization closes, you will be required to use paid time off in an amount equal to the number of hours between the time you left and the time the office closed.

Payroll Procedure

Payroll Practices: Employees are paid bi-weekly, on Friday. All paychecks are deposited directly into your bank account.

Salary Deductions and Withholding: The Organization will withhold the following from your paycheck:

- Taxes - Federal, state, and local taxes, as required by law, as well as the required FICA (Social Security and Medicare) payments.
- Contributory benefits - If you choose to participate in contributory benefits, such as health or other insurance, your portion of the premium(s).

~~**Direct Deposit:** All paychecks are deposited directly into your bank account.~~

Expenses & Reimbursement: Employees must get approval from the Executive Director before accruing any business-related expenses. Reimbursement forms are available on the shared drive. **We reimburse mileage for trips away from town at the federal reimbursement rate for the first 100 miles and 50% of the rate for additional miles.**

Employment Classifications: The following terms will be used to describe employment classifications and status:

Exempt Employees: Exempt employees are individuals not subject to overtime pay laws. In general, overtime laws require that exempt employees:

- Receive a pre-determined weekly salary that is not subject to change based on the employee's work quality or quantity.
- Receive a salary that is at least equal to the salary level set by law; and
- Meet the requirements of an exempt job classification.

The federal Fair Labor Standards Act (FLSA) contains the most common set of overtime exemption standards. However, additional state and local laws may also apply.

Non-Exempt Employees: Salaried employees who do not meet all criteria for an overtime exemption and many hourly employees are generally not exempt from overtime pay requirements.

Full-Time Employees: Full-time employees are those who are regularly scheduled to work at least 40 hours per week that are not hired on a temporary basis.

Temporary Employees: Temporary employees are hired for an interim period, usually to fill in for vacations, leaves of absence, or projects of a limited duration. Temporary employees are not eligible for Organization-paid benefits, except as required by law.

Employee Benefits

Below is a listing of the benefits of the Organization. Outstaffing oversees some of the benefits of the Organization and a full description of these may be found on the Outstaffing CFDRR website at <https://outstaffing.com/medical/va-cfdr/med/>.

Annual Leave and Sick Leave Time: See Annual Leave and Sick Leave ~~Time~~ Policy.

Holiday Pay: Full-time and part-time employees will receive pay for eight hours per Board approved holiday. If an approved holiday falls on a Saturday, the office will be closed on the prior Friday. If the holiday is on a Sunday, the office will close the following Monday. Holidays are:

New Year's Day, Martin Luther King Jr. Day, **President's Day**, **Good Friday**, Memorial Day, Juneteenth, July Fourth, Labor Day, Thanksgiving Day, Thanksgiving Friday, Christmas Eve, Christmas Day, ~~half day New Year's Eve~~.

Health Insurance Plan: The Organization offers a health insurance plan to eligible, full-time employees through Outstaffing. The health insurance plan is contributory; that is, you are responsible for a portion of the premium for your benefits. A portion of the premium, up to a maximum per month, is contributed by the Organization. Your contributory cost is deducted from your paycheck. The plan is subject to change at the Organization's discretion.

Call-A-Doctor Virtual Health Option: The Organization offers a virtual health insurance option to eligible, full-time employees, and employees are automatically enrolled through Outstaffing. This option is subject to change at the Organization's discretion.

Dental Insurance Plan: The Organization offers a dental plan to eligible, full-time employees through Outstaffing. **The dental insurance plan is contributory; that is, you are responsible for a portion of the premium for your benefits. A portion of the premium, up to a maximum per month, is contributed by the Organization. Your contributory cost is deducted from your paycheck.** The plan is subject to change at the Organization's discretion.

Life Insurance Plan: The Organization offers a group term life insurance plan to eligible, full-time employees and eligible employees are automatically enrolled through Outstaffing. Enrollees may designate or change the beneficiary for this policy at any time. The Organization pays the premium for this program. The face value of this benefit is equal to one time the employee's annual salary. The plan is subject to change at the Organization's discretion.

Simplified Employee Pension Plan (SEP): The Foundation has a Simplified Employee Pension (SEP) Plan. ~~Full-Time~~ Employees are eligible to participate in the Plan after one year of employment ~~eligibility has been satisfied~~. The contribution is at the discretion of the Foundation, but the Organization has historically contributed 6% of the employee's salary. The plan is subject to change at the Organization's discretion.

Other Insurance Plans/Benefits: Full-time employees may choose insurance and other benefits through Outstaffing.

Workers' Compensation Insurance: To provide for payment of your medical expenses and for partial salary continuation in the event of a work-related accident or illness, you are covered by workers' compensation insurance, provided by the Organization, and based on state regulations. The number of benefits payable, as well as the duration of payments, depends upon the nature of your injury or illness. However, all medical expenses incurred in connection with an on-the-job injury or illness and partial salary payments are paid in accordance with applicable state law. If you are injured or become ill on the job, you must immediately report the injury or illness to the Executive Director. This ensures that the Organization can help you obtain appropriate medical treatment. Your failure to follow this procedure may delay your benefits or may even jeopardize your receipt of benefits. Questions regarding workers' compensation insurance should be directed to the Executive Director.

COBRA Policy: Applicable law generally requires employers to give employees, spouses, and dependent children the right to continue group health benefits for limited periods of time under certain circumstances, such as job loss, reduction in hours worked, death, divorce, and other life events. Employees generally may

continue their health coverage for up to 18 months when their employment is terminated, though different requirements may apply under Virginia law.

Leave:

Bereavement Leave: See Bereavement Policy.

Jury Duty: The Organization encourages employees to fulfill their civic duties. To that end, employees will be allowed leave to serve on a jury, if summoned. We request that you give the Executive Director a copy of your summons notice as soon as you receive it, so that we may keep it on file. The Organization will provide additional documentation in this regard, if necessary, to obtain a postponement.

Jury duty can last from a portion of a single day to several months or more. During this time, you will be considered on a leave of absence and will be entitled to continue to participate in insurance and other benefits as if you were working. While serving on jury duty, you are expected to call your Executive Director periodically to keep him or her apprised of your status.

The Organization will compensate full-time employees for the difference between jury duty compensation and your current daily pay for the first 5 days of jury service (or in accordance with applicable law, if different). If additional time is required, it will be granted, but without pay.

Victim Leave: An employee who is the victim of a crime may be granted leave to attend criminal proceedings related to the crime. The employee may be required to provide a copy of the notice for each scheduled criminal proceeding. This leave is not subject to the accrual and use rules outlined above. Contact the Executive Director for more information.

Family and Medical Leave/Military Leave: See FMLA information. Employees may be eligible to take unpaid family and medical leave under the federal Family and Medical Leave Act (FMLA). Employees should contact the Executive Director to learn more about short-term leave benefits provided by temporary, emergency laws.

Break Time for Nursing Mothers: The federal Fair Labor Standards Act (FLSA) allows employees to take reasonable, unpaid break time to express breast milk as needed for up to one (1) year after the birth of a child. The Organization will provide a place for the employee to express breast milk, other than a bathroom, that is shielded from view and free from intrusion from co-workers and the public. Employees will not be discharged or in any other manner discriminated against in exercising their rights under this policy.

Religious Observance: Federal and state equal opportunity laws generally require employers to accommodate the religious beliefs of employees, but do not require them to provide paid leave. The Organization respects your religious beliefs, however, and therefore will provide one (1) day of paid leave to employees who, for religious reasons, must be away from the office on days of normal operation. This leave must be requested through the Executive Director two weeks prior to the event.

Appearing as a Witness: An employee subpoenaed as a witness by any legal tribunal will be permitted time off to appear as summoned but without pay. An employee will be permitted to use accrued paid or unpaid time off when appearing as a witness.

Voting: The Organization encourages all employees to vote. Most polling facilities for elections for public office have hours that are scheduled to accommodate working voters. The Organization, therefore, requests that employees schedule their voting for before or after their work shifts. An employee who expects a conflict, however, should notify the Executive Director, in advance, so that schedules can be adjusted if necessary.

Workplace Guidelines

Dress Code and Public Image: The current Organization dress code is business casual. Please keep in mind that the Organization is a professional business office, where clients and others often visit. Generally, clean, neat clothing is acceptable. As always, please use common sense in your choice of business attire.

Workspace: Employees are responsible for maintaining the workspace assigned to them. A clean, orderly workspace provides an environment conducive to working efficiently. Employees should keep in mind that their workspace is part of a professional environment that portrays the Organization's overall dedication to providing quality service to its clients. Therefore, your workspace should be clean, organized, and free of items that are not required to perform your job.

Office Equipment: Certain equipment is assigned to staff depending on the needs of the job, such as a calculator, personal computer, printer and access to our central computers and servers. This equipment is the property of the Organization and cannot be removed from the office without prior approval from your Executive Director. The Organization expects that you will treat this equipment with care and report any malfunctions immediately to staff members equipped to diagnose the problem and take corrective action.

Personnel Records: It is important that the Organization maintain accurate personnel records at all times. You are responsible for notifying the Executive Director of any change in name, home address, telephone number, immigration status, or any other pertinent information. By promptly notifying the Organization of such changes, you will avoid compromise of your benefit eligibility, the return of W-2 forms, or similar inconvenience.

Performance Reviews, Salary Reviews: An employee's performance review will be conducted annually. All performance reviews will be completed in writing by the Executive Director on the form designated by the Organization and reviewed during a conference with you. Factors considered in your review include the quality of your job performance, your attendance, meeting the requirements of your job description, dependability, attitude, cooperation, compliance with the Organization employment policies, any disciplinary actions, and year-to-year improvement in overall performance. Compensation increases may be given by the Organization at its discretion in consideration of various factors, including your performance review.

Work – Policies – See Shared Drive for current policies

- **Confidentiality Policy:** Requires annual employee update and signature.
- **Conflict of Interest Policy:** Requires annual employee update and signature.
- **Document Retention Policy**
- **Social Media Policy**
- **Whistleblower Policy**
- **Nondiscrimination Policy**

Technology Guidelines

Email: The email system is the property of the Organization. All emails are archived on the server in accordance with our Document Retention Policy, and all emails are subject to review by the Organization. You may make limited use of our email system for personal business matters, so long as such use is kept to a minimum and does not interfere with your work.

The Organization email system is Organization property, and as such, is subject to monitoring. System monitoring is done for your protection and the protection of the rights or property of the provider of these services. Please consider this when conducting personal business using Organization hardware and software.

Electronic mail is like any other form of Organization communication and may not be used for harassment or other unlawful purposes. Your email account is an Organization-provided privilege and is Organization property. Remember that when you send email from the Organization domain, you represent the Organization whether your message is business-related or personal.

Telephone: Access to the Organization's telephone system is given principally for work-related activities or approved educational/training activities. Incidental and occasional personal use is permitted. This privilege should not be abused and must not affect the employee's performance of employment-related activities. Telephone usage should be based upon cost-effective practices that support the Organization's mission and should comply with applicable rules and regulations.

Our security protocols require that you prove who you are before having access to our computers. To this end we will ask you to add an authenticator app to your phone that will allow you to use your phone to approve your access to your computer. This app does not provide us access or control over your phone.

You should use common sense and your best judgment when making or receiving personal cellular phone calls at work and when using your cell phone camera. To the extent possible, employees should make personal cellphone calls during their breaks or lunch times. We often communicate by text for after-hour announcements; therefore, it is helpful to share your contact information with your coworkers. Please share any exceptions with the Executive Director.

Internet: Access to the internet is given principally for work-related activities or approved educational/training activities. Incidental and occasional personal use and study use is permitted. This privilege should not be abused and must not affect the employee's performance of employment-related activities.

Right to Monitor: The Organization's email and internet system is always the property of the Organization. By accessing the internet and electronic mail services through facilities provided by the Organization, you acknowledge that the Organization (by itself or through its Internet Service Provider) may from time-to-time monitor, log and gather statistics on employee internet activity and may examine all individual connections and communications. Please note that the Organization uses email filters to block spam and computer viruses and these filters may block legitimate email messages.

Responsibilities and Obligations: Employees may not access, download, or distribute material that is illegal, or which others may find offensive or objectionable, such as material that is pornographic, discriminatory, harassing, or an incitement to violence.

You must respect and comply with copyright, trademark, and similar laws, and use such protected

information in compliance with applicable legal standards. When using web-based sources, you must provide appropriate attribution and citation of information to the websites. Software must not be downloaded from the internet without the prior approval of qualified persons within the Organization.

Violation of this Policy: In all circumstances, use of internet access and email systems must be consistent with the law and Organization policies. Violation of this policy is a serious offense and subject to the requirements of the law, may result in a range of sanctions, from restriction of access to electronic communication facilities to disciplinary action, up to and including termination.

Artificial Intelligence (AI) Usage: AI is a useful and important tool. Staff should only use approved AI tools. Any report, email, policy, or proposal that AI **was used for** ~~participated in~~ should be read by at least two humans. No confidential or personal data should be entered into an AI **platform**. If using public AI, only public information should be **entered** used. Before using AI, ~~please~~ review our Artificial Intelligence Policy ~~the full policy~~.

Employee Privacy

In this age of the internet where privacy has become an increasing concern, we take your privacy very seriously. The privacy and security of your personal data (“Personal Information”) which we collect from you is important to us. It is equally important that you understand how we handle this data. The Organization will not knowingly collect or use Personal Information in any manner not consistent with this policy, as it may be amended from time to time, and applicable laws.

Collection of Information: While conducting our business and complying with federal, state, and local government regulations governing such matters as employment, tax, insurance, etc., we must collect Personal Information from you. The nature of the information collected varies somewhat for each employee, depending on your employment responsibilities, and other factors. We collect Personal Information from you solely for business purposes, including those related directly to your employment with the Organization, and those required by governmental agencies.

Use of the Information Collected: The primary purposes for collection, storage and/or use of your Personal Information include, but are not limited to, Human Resources Management, Business Processes and Management, Safety and Security Management, and Communication and Identification.

Limited Disclosure: The Organization acts to protect your Personal Information and ensure that unauthorized individuals do not have access to such information by using security measures to protect Personal Information.

Security of Personal Information: We employ reasonable security measures and technologies, such as password protection, encryption, physical locks, etc., to protect the confidentiality of your Personal Information. Only authorized employees have access to Personal Information. If you are an employee with such authorization, it is imperative that you take the appropriate safeguards to protect such information. Paper and other hard copies containing Personal Information (or any other confidential information) should be secured in a locked location when not in use. Computers and other access points should be secured when not in use by logging out or locking. Passwords and user IDs should be guarded and not shared. When no longer necessary for business purposes, paper and hard copies should be immediately destroyed using paper shredders or similar devices. Do not leave copies in unsecured locations waiting to be shredded or otherwise destroyed. Do not make or distribute unauthorized copies of documents or other tangible mediums containing Personal Information.

Electronic files containing Personal Information should only be stored on secure computers and not copied or otherwise shared with unauthorized individuals within or outside of the Organization. The Organization will make reasonable efforts to secure Personal Information stored or transmitted electronically from hackers or other persons who are not authorized to access such information.

Any violation or potential violation of this policy should be reported to the Executive Director. The failure by any employee to follow these privacy policies may result in discipline up to and including discharge of the employee.

Safety and Substance Abuse

Smoking Policy: To provide a safe and comfortable working environment for all employees, smoking and vaping are strictly prohibited inside any Organization building or within 20 feet of any building entrance, window, or ventilation system.

Drug-Free Workspace: The Organization takes the problem of drug and alcohol abuse seriously and is committed to providing a substance abuse-free workplace for its employees. Substance abuse of any kind is inconsistent with the behavior expected of our employees, subjects all employees and visitors to our facilities to unacceptable safety risks, and undermines our ability to operate effectively and efficiently.

Substance Use: The Organization recognizes alcohol and drug abuse as potential health, safety, and security problems. The Organization expects all employees to assist in maintaining a work environment free from the effects of alcohol, drugs, or other intoxicating substances.

All employees are prohibited from engaging in the unlawful manufacture, possession, use, distribution or purchase of illicit drugs, alcohol, or other intoxicants, as well as the misuse of prescription drugs on Organization premises or at any time and any place during working hours. While we cannot control your behavior off the premises on your own time, we certainly encourage you to always behave responsibly and appropriately. All employees are required to report to their jobs in appropriate mental and physical condition, ready to work.

Substance abuse is an illness that can be treated. Employees who have an alcohol or drug abuse problem are encouraged to seek appropriate professional assistance. You may ask the Executive Director for assistance in seeking help to address substance abuse. He or she can also help you determine coverage available under the Organization's medical insurance plan.

When work performance is impaired, admission to or use of a treatment or other program does not preclude appropriate action by the Organization.

Discrimination, ADA, Harassment, etc.

The Organization is an equal opportunity employer and makes all employment decisions without regard to race (including traits that are historically associated with race, such as hair texture and protective hairstyles, including braids, locks, and twists), religion, color, sex (including pregnancy, sexual orientation and gender identity), national origin, disability, age, genetic information, military status or any other status protected under applicable federal, state or local laws. This policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, benefits, compensation, and training. We seek to comply with all applicable federal, state, and local

laws related to discrimination and will not tolerate interference with the ability of any of the Organization's employees to perform their job duties.

The Organization makes decisions concerning employment based strictly on an individual's qualifications and ability to perform the job under consideration, the comparative qualifications and abilities of other applicants or employees, and the individual's past performance within the organization.

If you believe that an employment decision has been made that does not conform with management's commitment to equal opportunity, you should promptly bring the matter to the attention of the Executive Director. Your complaint will be promptly, thoroughly, and impartially investigated. There will be no retaliation against any employee who files a complaint in good faith, even if the result of the investigation produces insufficient evidence to support the complaint.

Americans With Disabilities Act: The federal Americans with Disabilities Act (ADA) prohibits discrimination against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, fringe benefits, job training, and other terms, conditions, and privileges of employment. The ADA does not alter the Organization's right to hire the best-qualified applicant, but it does prohibit discrimination against a qualified applicant or employee because of his or her disability, or because of a perceived disability. As a matter of Organization policy, the Organization prohibits discrimination of any kind against people with disabilities.

Disabled Defined: An applicant or employee is considered disabled if he or she (1) has a physical or mental impairment that substantially limits one or more major life activities; (2) has a record or past history of such an impairment; or (3) is regarded or perceived (correctly or incorrectly) as having such impairment.

A qualified employee or applicant with a disability is an individual who satisfies the requisite skill, experience, education and other job-related requirements of the position held or desired, and who, with or without reasonable accommodation, can perform the essential functions of that position.

Reasonable Accommodation: A reasonable accommodation is any change in the work environment (or in the way things are usually done) to help a person with a disability apply for a job, perform the duties of a job, or enjoy the benefits and privileges of employment.

Qualified applicants or employees who are disabled should request reasonable accommodation from the Organization to allow them to perform a particular job. If you are disabled and you desire such reasonable accommodation, contact the Executive Director. On receipt of your request, we will meet with you to discuss your disability. We may ask for information from your health care provider(s) regarding the nature of your disability and the nature of your limitations or take other steps necessary to help us determine viable options for reasonable accommodation. We will then work with you to determine whether your disability can be reasonably accommodated, and if it can be accommodated, we will explore alternatives with you and endeavor to implement a mutually agreeable accommodation.

Reasonable accommodation may take many forms and it will vary from one employee to another. Please note that according to the ADA, the Organization does not have to provide the exact accommodation you want, and if more than one accommodation works, we may choose which one to provide. Furthermore, the Organization does not have to provide an accommodation if doing so would cause undue hardship to the Organization.

Workplace Harassment

The Organization is committed to providing a work environment that provides employees equality, respect, and dignity. In keeping with this commitment, the Organization has adopted a policy of “zero tolerance” regarding employee harassment. Harassment is defined under federal law as unwelcome conduct that is based on race, color, religion, sex (including pregnancy, sexual orientation, and gender identity), national origin, age (40 or older), disability or genetic information. Harassment becomes unlawful where: (1) enduring the offensive conduct becomes a condition of continued employment; or (2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

This policy applies to all aspects of your employment. Harassment of any other person, including, without limitation, fellow employees, contractors, visitors, clients, or customers, whether at work or outside of work, is grounds for immediate termination. The Organization will make every reasonable effort to ensure that its entire community is familiar with this policy and that all employees are aware that every complaint received will be promptly, thoroughly, and impartially investigated, and resolved appropriately. The Organization will not tolerate retaliation against anyone who complains of harassment or who participates in an investigation.

Sexual Harassment: Sexual harassment is prohibited by federal, state, and local laws, and applies equally to men and women. Federal law defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when the conduct: (1) explicitly or implicitly affects a term or condition of an employee’s employment; (2) is used as the basis for employment decisions affecting the employee; or (3) unreasonably interferes with an employee’s work performance or creates an intimidating, hostile or offensive working environment.

Such conduct may include but is not limited to: subtle or overt pressure for sexual favors; inappropriate touching; lewd, sexually oriented comments or jokes; foul or obscene language; posting of suggestive or sexually explicit posters, calendars, photographs, graffiti or cartoons; and repeated requests for dates. Organization policy further prohibits harassment and discrimination based on sex stereotyping. Sex stereotyping occurs when one person perceives a man to be unduly effeminate or a woman to be unduly masculine and harasses or discriminates against that person because he or she does not fit the stereotype of being male or female. The Organization encourages reporting of all perceived incidents of sexual harassment, regardless of who the offender may be. Every employee is encouraged to raise any questions or concerns with the Executive Director.

Procedures for Reporting and Investigating Harassment: Employees should report incidents of inappropriate behavior or sexual harassment as soon as possible after the occurrence. Employees who believe they have been harassed, regardless of whether the offensive act was committed by a manager, co-worker, vendor, visitor, or client, should promptly notify the Executive Director. If the Executive Director is involved in the incident, the employee should report the incident to the Board President. The Organization takes claims of harassment seriously, no matter how trivial a claim may appear. All complaints of harassment, sexual harassment, or other inappropriate sexual conduct will be promptly, thoroughly, and impartially investigated by the Organization.

The Organization prohibits retaliation against any employee who files or pursues a harassment claim. To the extent possible, all complaints and related information will remain confidential, except to those individuals who need the information to investigate, educate or act in response to the complaint.

All employees are expected to cooperate fully with any ongoing investigation regarding a harassment incident. Employees who believe they have been unjustly charged with harassment can defend themselves verbally or in writing at any stage of the investigation.

To protect the privacy of persons involved, confidentiality will be maintained throughout the investigatory process to the extent practicable and appropriate under the circumstances. Investigations may include interviews with the parties involved, and, where necessary, individuals who may have observed the alleged conduct or who may have relevant knowledge.

At the conclusion of a harassment investigation, the complainant and the alleged “harasser” will be informed of the determination. Where appropriate, the “harasser” and the “victim” may be offered mediation or counseling through an employee assistance program (EAP).

Penalties for Violation of Anti-Harassment: If it is determined that inappropriate conduct has occurred, the Organization will act promptly to eliminate the offending conduct, and take such action as is appropriate under the circumstances. Such action may range from counseling to termination of employment and may include such other forms of disciplinary action (such as, for example, suspension), as the Organization deems appropriate under the circumstances and in accordance with applicable law.

Dispute Resolution

Although we seek to provide a workplace in which all employees feel that they are an important part of the Organization and where employees feel fairly treated, there may be times when you have a dispute with the Organization which can best be resolved through a formal procedure for dispute resolution. All disputes between any employee and the Organization are to be resolved in accordance with the following procedure. Please note, however, that the Organization reserves the right to modify this procedure at any time and nothing in this procedure should be construed to constitute a contract between you and the Organization or to constitute any part of a contract between you and the Organization.

A grievance is a complaint by an employee concerning any matter related to the employee’s employment with the Organization. You must first address your grievance with the Executive Director. This may be done orally in informal discussion. If your informal attempts to resolve the matter are not successful, you may implement the formal grievance process, listed below:

Step 1: You must first submit your grievance in writing to the Executive Director. Grievances must be submitted within thirty (30) calendar days following the date you first knew or should have known of the grievance. If you do not submit the grievance within the thirty (30) day period, you waive your right to assert it.

The Executive Director will respond in writing within ten (10) days following receipt of your grievance. All grievances and replies in Step 1 must be in writing. If the grievance is not settled in Step 1, then you may proceed to Step 2.

Step 2: Within ten (10) days following your receipt of the written answer to your Step 1 grievance from the Executive Director, you may appeal the disposition of your grievance by the Executive Director to the Board President. The Board President will then undertake an investigation of your grievance and the underlying facts. Within 15 business days following receipt of your grievance, the Board President will meet with you in person to discuss your grievance. The Board President will then provide a written response to your grievance within 15 business days following the date of your meeting.

Step 3: If you are not satisfied with the response of the Board President at Step 2, you may submit your grievance to the entire Board of Directors of the Organization within five (5) days following receipt of the written response from the Board President. The President's designee will review the grievance and provide a written response within 15 business days following receipt of the Step 3 grievance.

Step 4: You may appeal a Step 3 grievance to Step 4 and request final and binding arbitration of your grievance. The request for arbitration must be in writing and must be made within 30 days following receipt of the response of the President or the President's designee at Step 3.

Upon receipt of your request, the Organization will, within ten (10) working days of its receipt of your request, ask the Federal Mediation and Conciliation Service or the American Arbitration Association to provide a list of prospective arbitrators. The parties will choose an arbitrator from the list provided. If the parties cannot agree upon the choice of an arbitrator, then you and the Organization will ask the American Arbitration Association to appoint an arbitrator to hear your case.

All fees or expenses of arbitration, including, without limitation, the arbitrator's fees and expenses, and rental of a venue for the arbitration, if necessary, shall be borne equally by the parties. Each party will pay its own attorneys' fees or costs other than the arbitrator's fees and expenses.

The grievant bears the burden of proof as to the validity of the grievance.

The decision of the arbitrator shall be in writing and the decision is final and binding. Arbitration is the exclusive forum for resolution of discipline and discharge cases, and both the Organization and you waive your right to bring any action in court or to submit such matter to a jury. Either party may, however, seek to enforce an arbitrator's award in a court of competent jurisdiction. In addition, the Organization retains the right to seek injunctive or other relief in the case of misappropriation of trade secrets or other confidential information, or any other action by an employee which might reasonably be expected to lead to irreparable harm to the Organization.

Acknowledgement of Receipt

I acknowledge that I have received a copy of the CFDRR employee Handbook (“Handbook”). I understand that I am responsible for reading and abiding by all policies and procedures in this Handbook, as well as all other policies and procedures of the Organization. I understand that I am responsible for reading all policies and procedures, which can be found on the CFDRR shared drive under S/Board/Policies. I further understand that if I am unable to locate items referenced in this Handbook, I am responsible for asking the Executive Director for assistance.

I understand that the purpose of this Handbook is to inform me of the Organization's policies and procedures, and that it is not a contract of employment. Nothing in this Handbook provides any entitlement to me or to any Organization employee, nor is it intended to create contractual obligations of any kind.

I understand that CFDRR has the right to change any provision of this Handbook at any time and that I will be bound by any such changes.

I understand that CFDRR has the right to change policies and procedures referenced in this Handbook at any time and that I will be bound by any such changes. The Executive Director will notify me of changes to any policies and procedures.

The employee hereby acknowledges that compliance with this agreement is a condition of employment, and that nothing in this agreement terminates the right of either employee or CFDRR to terminate the employment relationship at any time, with or without cause.

Employee Signature

Date

Full Name (please print)

Executive Director Signature

Please sign and date one copy of this acknowledgement and return it to the Executive Director. Retain a second copy for your reference.



Artificial Intelligence Policy

Pending Board Approval December 8, 2025

Introduction

The Community Foundation of the Dan River Region (“The Foundation”) has created this policy to outline the guidelines for the effective, ethical, secure, and responsible use of Artificial Intelligence (AI) technologies by its employees. The Foundation recognizes that we have simultaneous obligations to 1) use technology to maximize our impact and effectiveness toward our mission while 2) respecting the rights and dignity of all individuals.

Ethical Principles for AI Use

We commit to using AI fairly, transparently, and non-discriminatory. Our AI applications will prioritize the welfare and rights of individuals, ensuring that decisions are made considering their potential impacts on society.

Data Privacy and Protection

We will collect and use data responsibly, ensuring informed consent is obtained. Data will be stored securely, with access strictly controlled. We will comply with all relevant data protection laws and ensure that personal information is treated with the utmost confidentiality.

We will not upload personal, private, or sensitive data to train external AI models without express consent from affected parties.

AI System Transparency

We will be open about our use of AI systems. When AI is used in decision-making, we will provide clear explanations of the processes involved, ensuring that these decisions can be understood.

We will take the following steps in AI-produced content:

1. A human will review all text written with the help of AI before it is made public.
2. Any photorealistic image or video created primarily by AI is clearly labeled as such, and any person(s) in said images or videos have permitted such usage.

Employee Training and Awareness

Employees will receive training to understand AI technologies, ethical considerations, and best practices in AI use. This will foster a culture of responsible AI use within the organization.

Approved and adopted by Board: 12.8.2025.

Monitoring and Evaluation

We will continuously monitor the performance of our AI systems, assessing their impact on our operations and the communities we serve. Regular evaluations will inform improvements and adjustments to our AI strategies.

Review and Update of Policy

This policy will be reviewed at least bi-annually or as needed to reflect new developments in AI technology and changes in regulatory requirements. The process for updates will be transparent and inclusive.



Visitor and Subscriber Privacy Policy

Pending Board Approval December 8, 2025

Privacy Statement

This Privacy Policy is designed to assist you in understanding how we collect and use any personal information you provide us. The Foundation is committed to honoring the privacy of all those we work with, including visitors to our website and subscribers to our electronic newsletters.

Website Usage

Our website is owned and operated by The Community Foundation of the Dan River Region ("The Foundation"). When you visit The Foundation online, you remain anonymous, as we do not require registration to view our website or access information.

If you choose to register online to receive our electronic newsletter and other updates regarding The Foundation, we will request some personal data, such as name and email address. The Foundation will not share, distribute, sell, or make public any personal information received.

Donations

As a donor, we would like to honor you with recognition in The Foundation Annual Report covering the fiscal year in which your donation is made unless you indicate the gift is anonymous. Apart from the Annual Report, your personal information will not be shared, distributed, sold or made public.

If you donate to a donor-created fund, such as a donor-advised fund or scholarship fund, that you did not establish, your name and mailing address will be shared with the Fund Representative, if there is one, unless you indicate the gift is anonymous.

Credit Card Information

The Foundation does not receive credit card information that is entered through our online giving portal. These transactions are completed through a secure third party, and that information is not shared with The Foundation.

Communications

If at any time you wish to stop receiving The Foundation's electronic communications, you may unsubscribe from that list as explained in each communication. Please notify us at the office if you wish to stop receiving postal mailings.

Public Information

The following Foundation documents are public information:

- IRS Forms 990 and affiliated schedules for the past three years.
- Exemption letter from the IRS.
- Approved application for exemption with supporting documentation.
- Annual Audit
- Quarterly Investment Performance Reports
- Annual Reports
- Investment Policy Statement
- Gift and Fund Acceptance Policy
- Privacy Policy

Questions and Comments

To share feedback or to request information from the Foundation staff, please contact us at:

The Community Foundation of the Dan River Region
541 Loyal Street
Danville, VA 24541
P. 434-793-0884
E. info@cfdr.org



Community Foundation *of the* Dan River Region

Staff Activity Review

September 1, 2025 – November 14, 2025

Summary As of 11/13/2025

Donations received since 7/1/2025\$764,236
Gifts over \$5,00017
Board Giving Participation Rate26%
Staff Giving Participation Rate80%
Gifts to the Board Endowment Fund7

Activity in addition to administrative.

- 9/3 Vince, Emily, Traci, and Dan attended the joint meeting of the Funders Forum and the OST committee to learn about Out of School Time and the efforts to coordinate efforts in Danville.
- 9/4 Dan and Lisa Johnson-Knight attended the Education Collaborative meeting in Yanceyville, the topic was School Board 101.
- 9/5 - Tunstall College Prep night
- 9/15 - A prospect visited and designed a fund that will become funded upon her death. Referred by Steve Bass
- 9/25 - Attended the opening of the new Danville Lifesaving Crew, George and Sara Buchanan East Station
- 9/26 - Dan volunteered at the Halifax Chamber Golf Tournament
- 9/30 - Emily attended a training about the usage of Artificial Intelligence (AI)
- 10/2 - Dan volunteered as the “Welcome Inspirer” at the Career Expo hosted by the IALR at the ODAC.
- 10/2 - Dan attended the Chamber event at Hargrave Military Academy
- 10/3 - Dan attended Halifax Manufacturing Day – Coffee and Commerce.
- 10/7 - Traci attended Cybercon, hosted by Tekabyte, an opportunity to review our security and understand the newest concerns. A featured topic was safely using AI as a part of business.
- 10/15 - Dan visited Pat and Cathy Daly about starting two funds. One for ALS research and one for scholarships supporting the Victory Junction Gang camp.

- 10/16 -18 Dan Attended Lead Virginia in Bristol, Virginia. Southwest Virginia is doing some interesting projects surrounding education in their area. Our IALR hosts an annual Career Choice Seminar, SWVA has created a year-round workforce and child development hub in the footprint of a retired Kmart, allowing ongoing programs per year focusing on career development. The operation is called EO.
- 10/16 - Emily attended the VFN Regional Gathering in Martinsville. It was a full program focusing on the problems surrounding affordable working-class housing. It has triggered a working group among the staff to research how The Foundation can be a leader.
- 10/21 - Dan presented at the Evolve training for non-profits in South Boston. One of the questions participants asked was about how we could expand into Mecklenburg County. We can create designated funds for donors, but we are not able to use our other grant cycles for that county.
- 10/23 - Met with Brian Brown of the Halifax County IDA and created a pass-through fund to support childcare providers and more seats in Halifax County.
- 10/24 - Traci and Dan visited with Karen Harris from God's Storehouse and Tess Moss from Danville Social Services to talk about what resources were needed to support food pantries if the SNAP benefits were not funded on November 1. We set the meeting before the Governor announced a state of emergency. We continued the meeting and used the opportunity to compare notes for the Danville area. We will use our contacts and influence to build some Marketing buzz for supporting food pantries in our entire community. The lingering concern is that USDA benefits have cut the amount of food going to food pantries, and organizations across our community require help with filling that gap.
- 10/28 - Chatham FAFSA night
- 10/29 - Chatham FAFSA night part 2
- 11/6 - Attended a summit of organizations supporting faith based child care.
- 11/6 - Attended the funeral of Bill Kelehar. Bill served on the board and worked with Carroll Thaxton to create the Fund for Halifax. Delivered cookies from The Windmill to Cameron Starke to thank him and his staff for referring a customer. Dan also attended the Halifax Chamber event that evening.
- 11/6 - Carole attended the DP Chamber event
- 11/10 - DCC College Transfer event. Tunstall Scholarship night
- 11/12 - Delivered Mexican pastries from Zocalo to 5 professionals who have referred business to us to thank them and their staff for remembering us: Steve Bass, Robert Vaughan, Chris Eastwood, Josh Barrett, Mark Holland, and Jim Daniel for his ongoing support. Dan presented to a ladies' lunch social group, "the Ya Yas" (formerly Red Hats), about the history, outcomes and future of The Foundation. Most of them are retired teachers.
- 11/13 - Donor appreciation luncheon had 141 guests. Featured program was a review of scholarship recipients that are doing impressive work. Oscar Kemp served as host with Dustin Echolls and Sara Weller.

11/14 - Met with Ken Larking and Briana Evans. Briana is one of the new Assistant City Managers starting in December. She will be focusing on Social Services, Parks and Recreation, and Tourism.

Distribution Committee – Discussions

- Discussion surrounding stewardship of the Marshall fund. (this was written before the Distribution Committee meeting; this is a projection)

Finance Committee – Discussions

- Spending policy updates to increase available funds
- Insurance coverage limits reviewed
- Auditor review

Ongoing

The Education Collaborative: primarily opportunities to network and clarify how CFDRR can make a strategic impact.

Funders Forum – No real action this quarter

EVOLVE Program – In a partnership with Non-Profit Network and Mid Atlantic Broadband, we are supporting a 5-month training program supporting non-profits in Halifax County.

New Engagements

Roy Ford – interest meeting.

Jessie Mayhew – Feels that the foundation should focus more on education and scholarships. If we just give to organizations that can do their own fundraising, are we just becoming the United Way?

Ron Brade, town manager of Halifax, expressed interest in creating a designated fund that would support his Veterans Memorial

Dexter Gilliam asked to have a meeting. Dexter Gilliam formerly worked at American National Bank and is now the mayor of the Town of Halifax.

Website – We have committed to update our website with Piedmont Digital. A branch of Piedmont Broadcasting.

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.

Partners

Lisa Wiley – Tekabyte quarterly meeting

Bri from Piedmont Service Group to talk about our HVAC maintenance

Robert Jones – Bearing Insurance – Review our policy coverages