



EXECUTIVE COMMITTEE MEETING MINUTES

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

The Community Foundation

Call to Order and Welcome- Vince Kania, President, called the meeting to order at 3:30 PM

Present – Vince Kania, Richard Dixon, Steve Bass, Sheila Williamson-Branch, Kunal Patel, Elizabeth Hurt.

Not Present - Bill Riddle

Staff - Dan Hayes

Approval of Minutes for September 8, 2025 -Vince asked if everyone had reviewed the minutes and asked for any changes. Minutes passed on a motion by Dixon/Hurt

Old Business – Vince asked Dan Hayes, Executive Director, to review the quality metrics that have been worked on by Dan and Helm Dobbins. These metrics are an effort to start tracking how our different numbers relate to each other. This will help us make decisions in the future about staff size and budget management. We reviewed the numbers included in the report.

Financial Report - Sheila Williamson-Branch, Treasurer, reported on highlights from the financial report.

- Asset size has increased \$3.6 million, primarily from market value increases and donations with the addition of eight new funds.
- The balance sheet has several items that are fully depreciated, but still on the balance sheet because they are still in use.
- The benefits budget line will end the year over budget because our audit revealed that all employees should receive equal SEP payments. Updating this included a one-time payment.

Finance Committee Report – Dan shared the report of the Finance Committee.

Cash availability is sufficient and appropriate.

Insurance review report - Because of our growth, some of our insurance policies require an increase to put us in a position of being appropriately insured.

Spending policy – The finance committee will be asking for a board vote to change the spending policy on funds over \$1.5 million to 4% from 3.75%

Governance Committee Report - Steve Bass, Chair, asked the committee to review names to replace 3 board members who are rolling off. He will ask the board to do so also. He also asked

that the board be given a list of former members to review people who have been on the board in the past.

Distribution Committee Report - Elizabeth Hurt, Chair, shared the Quarterly Distribution proposal. There was some discussion about ways to improve the governance of the Competitive Grant Process. Improving the technology side by creating another column on the spreadsheet that calculates the changes to the funding levels. Adding some order (modified Robert's Rules) to the process so that the ideas accepted are not only the loudest ones.

New Business –

Policy review - Vince led a discussion about policy review – All policies were approved with exceptions noted below on a motion by Bass/Dixon.

Nondiscrimination – Approved pending approval by legal counsel.

Employee Handbook – Approved except a change was made from the proposal to keep the mileage rate at the government rate.

AI Policy – Approved with addition of acceptable models: Copilot and ChatGPT

Privacy Policy – This policy was included on recommendation by our Council on Foundation accreditation.

Next steps for the Strategic Plan - Dan shared three options for seeking a next step in our strategic plan to meet unmet community needs. It is difficult to find needs that are completely unmet because there are so many organizations reaching out. The staff is working to find a funding gap to possibly move the struggle forward. The three we are working on are national issues, so we are not likely to find a complete solution. In all cases, our goal will be to convene organizations that we have worked with in the past to see what they could do by working together. Discussion surrounded possible solutions in the topics of Childcare Shortage, Housing Shortage, or Career and Technical Education. The consensus was to focus on childcare or housing.

Activity Report - Dan presented highlights from his submitted report.

- Annual Reports are going in the mail today.
- The staff is participating in the Danville Social Services Angel Tree. A \$100 gift card is being purchased by us to support a family having a Christmas meal.
- The giving statistics were reviewed.
- Several new funds have been started. Most were named in honor of another person by the donor. The desire of one of the donors is to use their fund to regularly bring awareness to supporting ALS cure research.
- We entered a partnership with the Halifax County IDA to help create more childcare seats in Halifax County
- The website redesign is in progress. The template and design have been chosen and now they are filling in the pages.
- Dan completed all 6 of his region visits to complete the Lead Virginia program. This program gave insights to the needs and progress in the 6 regions of the state. Topics focused on Economic Development, Education, and Healthcare. The purpose of the program is for the Commonwealth to act as a team rather than in competition with

itself, which could be complicated considering the difference between the regions, ie No VA, vs SW VA.

Adjournment - seeing no further business, Vince Kania asked for a motion to adjourn that was offered by Dixon/Wiliamson-Branch. Adjourn at 5:10 PM

Next Meetings

Full Board Meeting – December 8, 2025

Executive Committee Meeting – March 2, 2026

Kunal Patel