



Meeting of the Board of Directors
Tuesday, October 27, 2015 ~ From 3:30 to 5:30 PM
945 S. Main Street #208 Salinas, CA

Agenda

1. Call to Order - Rick Kennifer, Board Chair 3:30
2. Consent Agenda-Rick Kennifer 3:35
 - Board Meeting Minutes – August 25, 2015 **(1-5)**
 - Executive Committee Minutes – September 22, 2015 **(6-8)**
 - Finance Committee Minutes – August 25, 2015 **(9)**
 - Investment Committee Minutes – August 10, 2015 **(10-11)**
 - Resource Development Committee Minutes – October 7, 2015 **(12-14)**
 - Vice President of Grants and Programs Report – October 2015 **(15-16)**
3. Report of the Chair-Rick Kennifer 3:40
 - Celebration of Philanthropy
 - Strategic Plan 2015 **(17-23)**
 - Summary Presentation
4. Treasurer / Finance Committee -Tina Lopez 4:00
 - August and September Financials **(24-31, 32-39)**
 - 2016 Budget Progress Report
5. Investment Committee -Ken Petersen 4:10
6. Governance Committee -Gail Delorey 4:15
 - Nominating Report
7. Grants and Programs - Alfred Diaz-Infante 4:25
 - Grant Approvals - **(40-45)**
 - Stanton Fund Minutes and Grant Recommendations **(46-47)**
 - Recommendation to revise the Community Impact Framework **(48-52)**
8. Funds Approved since last meeting - Dan Baldwin 4:35
 - Tassajara Fire Fund
 - Mike and Mary Orradre Fund - (merging endowed fund with non-endowed)
9. New Fund Approvals – Dan Baldwin 4:40
 - Central Coast Young Men’s Christian Association Stewardship Fund

Mission Statement

To inspire philanthropy and be a catalyst for strengthening communities throughout Monterey County

Strategic Priorities

- Community Impact – Invest in developing healthy, safe and vibrant communities across Monterey County
- Philanthropic Leadership – Inspire and facilitate philanthropy throughout Monterey County
- Operational Excellence – Optimize performance and stewardship for maximum impact

- William S. and Janice R Anderson Fund - (endowed to non-endowed)
 - Youth Arts Collective Stewardship Fund
10. Resource Development Committee - Greg Chilton 4:45
- Development Summary – September 2015 **(53-54)**
 - Gift Acceptance Policy Summary **(55)**
 - Bubbles and Bags
11. President/CEO Report - Dan Baldwin 5:00
- President's Update - sent electronically
 - Sarment Scholarship Criteria Change Recommendation **(56-57)**
 - Personnel Policy 2015 Summary **(58-59)**
 - Agency and Stewardship Fund Fees **(60)**
 - 2015 "Functional" Organization Chart **(61-65)**
 - Fundraising/Development/Philanthropy Handout **(66)**
 - Homeless Providers Update
12. Executive Session 5:20

Adjourn

Next Board Meeting: December 15, 2015 3:30-5:30 PM
Board and Guest Holiday Social 6:00-7:30 PM
2354 Garden Road, Monterey



**Minutes of the Meeting of the Board of Directors
August 25, 2015**

Board Members Present: Rick Kennifer, Greg Chilton, Steve McGowan, Tina Starkey Lopez, Tonya Antle, Steve Dart, Alfred Diaz-Infante, Catherine Kobrinsky Evans, Patti Hiramoto, Raul Rodriguez, Ken Petersen, Anna Marie Ponce, Ken Wright.

Absent: Ida Chan, Gail Delorey, Erica Padilla-Chavez, Jimmy Panetta, John Phillips
A quorum was established.

Staff: Dan Baldwin, Laurel Lee-Alexander, Christine Dawson, Diane Nonella, Amanda Holder, Julie Conrad.

CALL TO ORDER

Board chair Rick Kennifer called the regular meeting of the Board of Directors of the Community Foundation for Monterey County to order at 3:35 PM, Tuesday, August 25, 2015 at the Foundation's Monterey Office.

CONSENT AGENDA – Rick Kennifer

Rick Kennifer asked the board if they had any questions or required clarification on matters related to the consent agenda. There were no questions or concerns.

- Board Meeting Minutes – June 23, 2015
- Executive Committee Minutes – July 28, 2015
- Finance Committee Minutes – June 23, 2015
- Investment Committee Minutes – August 10, 2015
- Grants and Programs Committee Minutes – August 12, 2015
- Vice President of Grants and Programs Report – July 2015

Motion: to approve the Consent Agenda. Catherine Kobrinsky Evans / Ken Wright second.
Motion carried unanimously.

REPORT OF THE CHAIR – Rick Kennifer

Rick led a discussion concerning the outcome of the August 15 strategic plan retreat and addressed any follow up questions or afterthoughts. The facilitator, Chris Sutherland, and Dan Baldwin will compile a draft plan, including the statement previously overlooked about our responsibility to be stewards of our assets. The draft strategic plan will go the September Executive Committee meeting for discussion.

Rick reported the Celebration of Philanthropy (COP) is scheduled for October 28, at Corral de Tierra, 4:00-7:00 PM. Nancy Ausonio will be honored with the 2015 Distinguished Trustee Award.

National Standards is a certification program established to ensure the values of community foundations are demonstrated through a commitment to legal compliance, philanthropic best practices and excellence that benefits communities. Rick asked the board to approve a recertification agreement that CFMC must submit to begin the 2016 National Standards process.

Motion: to approve the application for 2016 Re-Accreditation with National Standards for U.S. Community Foundations for the Community Foundation for Monterey County.
Greg Chilton / Ken Petersen second. Motion carried unanimously.

TREASURER / FINANCE COMMITTEE –Tina Starkey Lopez
June 30, 2015

Assets

Total Assets through 6/30/2015 are **\$183,334,413** a **1.80%** increase since June 2014, and a **2.24%** increase since December 2014.

Operating Fund

Total revenue was \$6,930 less than the budget, and total expenses were \$107,205 less than the budget. The actual net operating surplus is \$158,654 compared to a budgeted surplus of \$100,275.

Note: The Expendable Operating Cash-on-Hand is at 6.9 months, excluding the operating reserve of \$250,000 and the building reserve of \$125,000.

Gifts, Pledges, Bequests, Future Funds Greater than \$25,000, and Grants

Total new contributions for the month were \$1,501,126, including \$60,000 from Chamber Music Monterey Bay for the Chamber Music Monterey Bay Stewardship Fund; \$354,907 from the Scottish Fiddlers of California to establish the Learning Opportunities Endowment Fund for Scottish Fiddlers of California; and a \$50,000 grant from the College Futures Foundation for the Operating Fund, to pay for a feasibility assessment of a strategic scholarships program.

Grants to agencies for the month totaling \$529,336 were approved and recorded.

Interfund activity for the month totaled \$30,400.

Bequests Receivable

We recorded a bequest receivable for the Farrell/Allen Carmel Rotary Fund, in the amount of \$958,528, from the estate of Richard W. LaSalle, which represents 75% of the appraised value of the home located in Carmel.

Prior Period Note

In May, we received payment on a receivable from the Monterey Peninsula Foundation, in the amount of \$100,000, for The Monterey Experience Project Fund.

Motion: to approve the June 30, 2015 Financials.

Tina Starkey Lopez / Ken Wright second. Motion carried unanimously.

July 31, 2015 Financials

Assets

Total Assets through 7/31/2015 are **\$183,446,543** a **3.59%** increase since July 2014, and a **2.30%** increase since December 2014.

Operating Fund

Total revenue was \$6,022 less than the budget, and total expenses were \$134,490 less than the budget. The actual net operating deficit is \$63,811 compared to a budgeted deficit of \$192,279.

Note: The Expendable Operating Cash-on-Hand is at 6.2 months, excluding the operating reserve of \$250,000 and the building reserve of \$125,000.

Gifts, Pledges, Bequests, Future Funds Greater than \$25,000, and Grants

Total new contributions for the month were \$587,448, including \$75,000 from the Monterey Peninsula Foundation for the Girls Health Initiative; \$200,000 from the Monterey Peninsula Foundation for the Monterey County Weekly Community Fund; \$50,000 from the David and Lucile Packard Foundation for

the Girls Health Initiative; \$80,000 from the David and Lucile Packard Foundation for the Center for Nonprofit Excellence; and \$105,298 from the Pebble Beach Company for the Del Monte Forest Conservancy Fund.

Grants to agencies for the month totaling 1,179,365 were approved and recorded.

Interfund activity for the month totaled \$500.

Contribution Receivable

We recorded a contribution receivable for the Monterey County Weekly Community Fund, in the amount of \$200,000, from the Monterey Peninsula Foundation, which is their second year commitment to the MC Gives Campaign.

Motion: to approve the July 31, 2015 Financials.

Tina Starkey Lopez / Alfred Diaz-Infante second. Motion carried unanimously.

Tina reported on the on the 2014 990 process and document information. The document is filed with the IRS after approval by the board.

Motion: to approve the 2014 990. Tina Starkey Lopez / Ken Wright second. Motion carried unanimously.

Tina reported the second draft 2016 budget will go to the Finance Committee in September.

INVESTMENT COMMITTEE – Ken Petersen

Ken Petersen described the purpose of creating a medium term portfolio as an option for agency, stewardship and non-endowed donor advised funds that are looking for alternatives to the long term endowment portfolio, which is designed for endowment investing.

The committee reviewed and approved the draft addendum to the 2012 Investment Policy Statement prepared by Stephen Dart and Dan Baldwin. The committee agreed the fund will be titled *Medium Term Fund* and recommends the board adopt the Investment Policy Statement Addendum.

Motion: to adopt the Investment Policy Statement Addendum recommended by the Investment Committee for the Medium Term Fund. Ken Wright / Alfred Diaz-Infante second. Motion carried unanimously.

GOVERNANCE COMMITTEE – Dan Baldwin for Gail Delorey (absent)

Dan Baldwin reported the Governance Committee will meet September 15 to discuss the addition of up to 4 board members in 2016. Kurt Gollnick and David Armanasco will sit on the Nominating Committee as community members.

GRANTS AND PROGRAMS - Alfred Diaz-Infante

Alfred Diaz-Infante asked to approve the June 1 – July 31, 2015 Grant Awards. The Community Foundation awarded 153 grants totaling \$1,263,601 since the last board report.

Motion: To approve the 153 grant awards from June 1 – July 31, 2015 totaling \$1,263,601 and the The David and Lucile Packard Foundation Fund (Year 3) grant to the City of Salinas for \$50,000 to the Salinas Youth Initiative.

Alfred Diaz-Infante/ Ken Wright second. Motion carried unanimously.

NEW FUNDS APPROVED SINCE LAST MEETING: Dan Baldwin

- John and Kristina Magill Fund
- Anne C. Leach Scholarship Fund (Stewardship Fund)
- The Buchalter/Adler Family Fund

NEW FUND APPROVALS – Dan Baldwin

Dan Baldwin reported there are six new funds for approval:

1. Fund name change from the Davis Factor, Jr. Fund to:
Davis Factor, Jr. and Christine B. Factor Fund

Motion: to approve the name change from the Davis Factor, Jr. Fund to The Davis Factor, Jr. and Christine B. Factor Fund.

Ken Wright / Greg Chilton second. Motion carried unanimously.

2. Friends of Community Animal Services Donor Advised Fund
3. Ila Davis Fund
4. Eric and Ila Davis Fund

Motion: to approve the Friends of Community Animal Services Donor Advised Fund, the Ila Davis Fund and the Eric and Ila Davis Fund.

Ken Wright / Anna Marie Ponce second. Motion carried unanimously.

5. Robert Hass CGA (\$55,000)

Motion: to approve the Robert Hass CGA for \$55,000.

Tina Starkey Lopez / Ken Wright second. Motion carried unanimously.

6. Carl Young Memorial Earth Science Endowment Fund

Motion: to approve the Carl Young Memorial Earth Science Endowment Fund.

Alfred Diaz-Infante / Steve McGowan second. Motion carried unanimously.

RESOURCE DEVELOPMENT – Greg Chilton

Greg Chilton reported on the July Resource Development Summary.

The Celebration of Philanthropy is October 28, at Corral de Tierra from 4:00-7:00PM.

Christin Dawson reported on the College Futures Foundation that recently awarded CFMC a \$50,000 planning grant to support the process of adding a strategic scholarships program to increase college attainment among low-income students in Monterey County. The planning grant period will be June 1, 2015 through February 29, 2016.

PRESIDENTS REPORT – Dan Baldwin

Dan described the history of a promissory note held by CFMC that was established December 15, 2006, between William T. Kiepura and Thomas Forbath for the First National Bank Building (also known as the Timmerman Building), a historic high-rise in Andalusia, Alabama. The original note was for \$217,000.

The CFMC became the holder of the note in 2011, through the estate of William T. Kiepura. At the time the note was transferred the balance due was \$208,276.19, and the terms were monthly interest only payments of \$1,250, with a maturity date of December 1, 2011.

In November 2011, Dan Baldwin and the board approved a temporary extension. There have been one-year extensions approved by the board with the same terms (monthly payments calculated on a 20 year amortization schedule, with a 5% fixed rate,) every year since 2011.

Tom Forbath has requested an additional one-year extension, with the same terms. Payment on the note is current through August 2015.

The principal balance due at 6/30/2015 was \$185,071.51, and the principal balance due at 6/30/2016 will be \$177,641.39. Additional interest payments, for the one-year extension, to The William Kiepura Fund will be \$9,085.24.

Motion: to approve the additional one-year extension (through June 30, 2016), with the same terms (monthly payments of \$1,375.53, calculated on a 20 year amortization schedule, with a 5% fixed rate) on the promissory note between William T. Kiepura Fund and Thomas Forbath for the First National Bank Building. Greg Chilton / Ken Wright second. Motion carried unanimously.

Dan described how the CFMC works with “expectancies.” This is a term commonly used within planned giving programs to unofficially report the value or approximate value of gifts to be received in the future.

Dan updated the board on the Council on Foundation’s current unsettled relationship to the national community foundation field and the complicated situation that may force the League of California Community Foundations to play a larger role as an association advocate for California CFs.

The board went into Executive Session at 5:25 PM.

ADJOURN

Next meeting:

October 27- in the Salinas office, 945 South Main Street, #207, 3:30- 5:30 PM

Minutes prepared by: _____
Julie Conrad, Administrative Services Manager

Approved by: _____
Steve McGowan, Secretary of the Board of Directors



**Executive Committee Meeting
2354 Garden Road, Monterey, CA
September 22, 2015**

MINUTES

Committee Members Present: Rick Kennifer, Gail Delorey, Tina Starkey Lopez, Greg Chilton, Alfred Diaz-Infante, Ken Petersen

Absent: Steve McGowan

CFMC Staff Present: Dan Baldwin, Laurel Lee-Alexander, Christine Dawson, Diane Nonella, Julie Conrad

CALL TO ORDER – Rick Kennifer

Rick Kennifer called the regular meeting of the Executive Committee of the Community Foundation for Monterey County to order at 3:35 PM, Tuesday, September 22, 2015 at the Foundation's Monterey office.

APPROVAL OF MINUTES

Motion: to approve the July 28, 2015 minutes: Gail Delorey/Greg Chilton second. Motion carried unanimously.

REPORT OF THE CHAIR – Rick Kennifer

Rick Kennifer reported the annual CFMC Celebration of Philanthropy is Wednesday, October 28, from 4:00 to 7:00 PM at Corral de Tierra Country Club. Nancy Ausonio is the 2015 Distinguished Trustee.

Rick led the committee in a discussion of the final draft of the 2015 Strategic Plan. Greg Chilton recommended the full board have a presentation of the final draft before voting to approve the strategic plan. Dan will present the plan at the October 27 board meeting.

Motion: to recommend the draft 2015 Strategic Plan be presented to the board as written at the October 27, 2015 board meeting. Greg Chilton / Alfred Diaz- Infante second. Motion carried unanimously.

The November 24 Executive Committee meeting will be moved to November 17, due to the Thanksgiving holiday. The meeting will be held in the Salinas office.

**TREASURERS REPORT-Tina Starkey Lopez
August 30, 2015**

Assets

Total Assets through 8/31/2015 are \$177,141,786 a 1.90% decrease since August 2014, and a 1.21% decrease since December 2014.

Operating Fund

Total revenue was \$3,856 less than the budget, and total expenses were \$146,432 less than the budget. The actual net operating deficit is \$246,097 compared to a budgeted deficit of \$388,673.

Note: The Expendable Operating Cash-on-Hand is at 5.3 months, excluding the operating reserve of \$250,000 and the building reserve of \$125,000.

Gifts, Pledges, Bequests, Future Funds Greater than \$25,000, and Grants

Total new contributions for the month were \$1,068,578, including \$150,000 from an anonymous donor for the Fund for Homeless Women; \$481,500 from the David and Lucile Packard Foundation for the Community Leadership Project ; \$30,000 from the Carmel Heritage Society for the Carmel Heritage Society Stewardship Fund; \$55,000 from Mr. Robert Haas to establish his fourth Charitable Gift Annuity; \$54,119 from the estate of Mary B. Dawson for the John & Mary Dawson Learning Fund; and \$250,000 from the Central Coast Young Men's Christian Association to establish the Central Coast Young Men's Christian Association Stewardship Fund.

Grants to agencies for the month totaling \$219,000 were approved and recorded.

Interfund activity for the month totaled \$2,346.

Motion: to approve the August 30, 2015 financials. Tina Starkey Lopez / Gail Delorey second. Motion carried unanimously.

Tina reported the fourth draft of 2016 budget will be reviewed at the October 27 Finance Committee meeting. The Finance Committee will add a meeting on November 17 to finalize the budget and present it at the December board meeting.

GRANTS AND PROGRAMS COMMITTEE - Alfred Diaz-Infante

Alfred Diaz-Infante reported the fall Community Impact Grant cycle is in process. There were 59 large (over \$12,000) grant requests and 36 small (under \$12,000) grant requests. There were no grants to approve.

INVESTMENT COMMITTEE - Ken Petersen

Ken Petersen reported the next Investment Committee meeting is November 2. The committee will review the spending policy, investment policy statement and evaluation of Verus.

GOVERNANCE COMMITTEE – Gail Delorey

Gail Delorey reported the Governance Committee met September 16 and selected four candidates and four alternatives to join the board in 2016. The nominees represent a broad cross section of demographic and geographic diversity. The candidates' names will be presented at the October 27 board meeting.

NEW FUNDS APPROVED SINCE LAST MEETING - Dan Baldwin

No funds approved.

NEW FUND APPROVALS - Dan Baldwin

No new funds to approve.

RESOURCE DEVELOPMENT COMMITTEE - Greg Chilton

Greg Chilton highlighted the total contributions for the year are \$9,879,790, with 15 new funds created. The committee has completed the Gift Acceptance Policy which will be presented to the board at the October meeting.

PRESIDENTS/CEO REPORT - Dan Baldwin

Dan Baldwin reported CFMC, the Monterey County Weekly and the Monterey Peninsula Foundation met at the World Theater to inform 141 local nonprofits about the 2015 MC Gives! campaign and matching gift details.

The CFMC Personnel Policy has been reviewed and updated by TPO and CFMC's human resource attorney, Sara Boynes, to comply with current state law. Dan asked for approval of the 2015 Personnel Policy. An executive summary of the policy changes was in the committee packet, and the entire policy was available on the board portal of the CFMC website.

Motion: to recommend to the full board the changes to the CFMC Personnel Policy for approval at the October 27 meeting. Greg Chilton / Alfred Diaz-Infante second. Motion carried unanimously.

Dan described recent staff changes and promotions on the CFMC organization chart.

Dan discussed the current fee structure for agency and stewardship funds and presented two options that would expand the range of fees. (See attached spreadsheet) After discussion about the two structures, the committee settled on structure #1 to recommend to the CFMC board.

Motion: to recommend to the full board the Fee Structure #1 for approval at the October 27, 2015 meeting. Ken Petersen / Tina Starkey Lopez second. Motion carried unanimously.

Executive Session

Rick Kennifer asked for a short Executive Session.

Meeting adjourned at 5:45

Next Executive Committee Meeting is:

- **Tuesday, November 17, 2015 in the Salinas office**

The meeting date has changed due to Thanksgiving Holiday.

Minutes prepared by: _____
Julie Conrad, Administrative Services Manager

Approved by: _____
Rick Kennifer, Chair of the Board of Directors



**Finance Committee Minutes
August 25, 2015**

Present: Tina Starkey Lopez, Stephen Dart and Rick Kennifer

Absent: Gail Delorey, CPA

Staff: Dan Baldwin, Angela Cline and Diane Nonella

The meeting of the Finance Committee of the Community Foundation for Monterey County was called to order by Tina Starkey Lopez at 2:10PM on August 25, 2015.

Minutes

On a motion by Rick Kennifer, seconded by Stephen Dart, the minutes of the June 23, 2015 meeting were accepted as written.

Financial Statement Review

Tina Starkey Lopez reviewed the complete financial statement for June 2105.

On a motion by Stephen Dart, seconded by Rick Kennifer, the committee approved the June 2015 financial statement.

Tina then reviewed the complete financial statement for July 2015.

On a motion by Rick Kennifer, seconded by Stephen Dart, the committee approved the May 2015 financial statement.

Dan Baldwin informed the committee the Carmel house in the estate of Mr. Richard LaSalle has sold, and the trustee plans to make a substantial distribution from the estate soon.

Form 990 Review

Tina Starkey Lopez reviewed the final draft of the 2014 Form 990.

On a motion by Rick Kennifer, seconded by Stephen Dart, the committee approved recommending to the board the 2014 Form 990 be accepted and filed as presented.

Discussion Items

Dan Baldwin reviewed the Growth-At-a-Glance charts, noting the year over year increase in grantmaking, while maintaining the same number of staff. Dan then discussed current staff changes, and potential future staff additions.

Diane Nonella informed the committee the first round draft of the 2016 operating budget has been completed, and there is a deficit of approximately \$121,000, which is less than previous years at this stage of budgeting.

The second round is due from the managers on September 10th; the draft will be reviewed with the committee at its October meeting, and a full review at the November meeting. The final draft will be presented at the December meeting for review and approval to move forward to the board for final approval.

Having no further business, the meeting was adjourned at 3:08PM.

Minutes prepared by:

Approved by:

Diane R. Nonella
Director of Finance and HR

Tina Starkey Lopez
Committee Chair



**Investment Committee Minutes
August 10, 2015**

Present: Ken Petersen, Committee Chair, David Benjamin, Stephen Dart, Bill Doolittle, Craig Johnson, Rick Kennifer, Tina Starkey Lopez, Jimmy Panetta, Bill Sharpe and Ken Wright

Absent: Ida Lopez Chan and Steve McGowan

Staff: Dan Baldwin, Angela Cline and Diane Nonella

Also Attending: Anne Westreich, Verus

The meeting of the Investment Committee of the Community Foundation for Monterey County was called to order by Ken Petersen at 3:08PM on August 10, 2015.

Verus:

Anne Westreich reviewed the second quarter 2015 results. The market value of the portfolio at 6/30/2015 was \$147,661,771. The YTD returns were 1.8% compared to the policy benchmark of 1.5%.

Anne then reviewed the Up/Down Market Capture presentation, which showed the actual portfolio capture ratio versus the portfolio benchmarks.

Committee recommendation for Board Action Item:

Ken Petersen described the purpose of adding a Short/Medium Term portfolio option, and his question on whether to include “short” in the title.

Dan Baldwin described the audience expected to use this portfolio, including medium-term agency funds, stewardship funds and non-endowed donor advised funds.

The committee reviewed and discussed the draft addendum to the Investment Policy Statement prepared by Stephen Dart and Anne Westreich, agreed the fund will be titled Medium Term Fund, and to make a few minor edits. At the conclusion of their discussion, on a motion by Rick Kennifer, seconded by Tina Starkey Lopez, the committee approved recommending the board adopt the Investment Policy Statement Addendum, with the changes discussed.

Action Item:

Anne Westreich reviewed the recommended asset allocation for the Medium Term Fund, and the analysis scenarios of the historical performance of the recommended asset allocation versus the current portfolio allocation.

The committee discussed the recommended allocation, and agreed to eliminate the 5% allocation to PIMCO All Asset and redistribute it to the fixed income holdings.

On a motion by Jimmy Panetta, seconded by Tina Starkey Lopez, the committee approved the Medium Term Fund asset allocation, with the changes.

Discussion Item

Anne Westreich reviewed the Annual Manager Review presentation.

Anne next reviewed the portfolio rebalancing worksheet. Bill Sharpe noted that the addition to PIMCO All Asset would be adding to a fund that the committee had decided would not be included in the Medium Term Fund. The committee discussed alternatives, and decided to add to the Vanguard Short-Term Investment Grade holdings.

2015 Meetings

The remaining 2015 meetings are scheduled as follows:

Monday, November 9, 2015, **3:00 - 5:30PM**

Having no further business, the meeting was adjourned by Ken Petersen at 5:12PM.

Minutes prepared by:

Diane R. Nonella, Director of Finance and HR

Approved by:

Ken Petersen, Investment Committee Chair



**Community Foundation for Monterey County (CFMC)
Resource Development Committee
Meeting Minutes of October 7, 2015**

Present: Greg Chilton, Kurt Gollnick, Rick Kennifer, Jimmy Panetta, Raul Rodriguez, Christine Dawson, Amanda Holder, Jan McAlister, Aurelio Salazar, Brian Thayer, Josh Warburg

Absent: Tonya Antle, Dan Baldwin, Steve McGowan, Erica Padilla-Chavez

Greg Chilton welcomed committee members and staff, called the meeting to order at 3:32 PM.

Review of Meeting Minutes from June 9, 2015.

There were no additions or corrections to the minutes. Motion to approve minutes made by Raul Rodriguez; with 2nd by Kurt Gollnick.

Activity Update

Christine Dawson – Recap of Development Summary for August

- 15 new funds have been opened through August 2015
- Year to date gifts are higher this year, due in part to the large estate gift to the Carmel Rotary and new donors to the CFMC from MC Gives!, Homeless Women's Fund and the Women's Fund
- **Events**
 - **Celebration of Philanthropy**
 - October 28, 2015, 4:00 – 6:00 pm at Corral de Tierra Country Club
 - Honoring Nancy Ausonio as our Distinguished Trustee
 - Outgoing board member Alfred Diaz-Infante
 - We are expecting 250 – 280 guests
 - Viewed video of Bertie Elliott
 - **Professional Advisor Events**
 - Salvation Army PA event 9/21/15 - 40 attendees
 - CPE Forum PA event 9/29/15 – 40 attendees
 - Professional Advisor Council – we are forming a new council to build long-term relationships with the top professional advisors in our region and expand our planned giving program.
The first meeting will be held on 10/29/15. This council will meet twice a year

- **MC Gives!**
 - Monterey Peninsula Foundation has joined with CFMC and the Weekly in this campaign as a major donor, this will increase the match money for the agency's
 - There are 141 agency's participating in this year's campaign, last year there were 101 agencies
 - Mc Gives! kick off meeting was held on 9/17/15 at the World Theater at CSUMB, with 140 + people attending
 - Lunch & Learn was held at the CFMC conference room on 9/22/15. There were 50 + attendees
 - Agencies have already collected 80 challenge gifts
- **Women's Fund Leadership Council**
 - Women's Fund Leadership Council – The Community Foundation for Monterey County is forming a Women's Fund Leadership Council. The Council will meet twice annually to assist with strategic priorities and the overall direction of the CFMC's Women's Fund of Monterey County. The first meeting will be held on 11/10/15

Philanthropic Services Update

- Donor advisor co-investment letters will be sent out next week
- Deadline for grants is 11/6/15 in the areas of the Arts and Environment
- Donor advisors will be able to donate directly to the McGives! overall match and fields of interest.

Communications Report

- Reviewed communication outreach for 2015
- Annual Report was mailed in July
- New CFMC website launched in September
- Fall newsletter – theme "Giving Together"
- Reviewed recent press releases, print ads for the Pine Cone and Public Radio spots
- The number of Social media followers is growing
- Hiring a PT Communications Associate

Philanthropic Services Organizational Chart

- Discussed changes/promotions in the Philanthropic Services Organizational Chart

Gift Acceptance Policy

- Several working group meetings were held to revise and update the CFMC Gift Acceptance Policy
- Review of updates to the Gift Acceptance Policy based on best practices and standards in the field
- Motion to approve the Gift Acceptance Policy be sent to the board made by Jimmy Panetta with a 2nd by Kurt Gollnick

Fund Agreements and Fund Audits

- Josh, Christine and Dan have completed a review/audit of the CFMC fund agreements, both active and dormant funds
- Minor changes will be made to our current fund agreements
- CFMC staff are reaching out to dormant fund holders to engage them with their grantmaking.

Affiliate Funds Activity

- Southern Monterey County Fund
 - Next grant deadline is approaching
 - 8 grant requests received in the amount of \$16,000 amount available amount to grant is \$9,000
 - Fund now has 19 founding families
- Greenfield, Soledad, Gonzales
 - Raul Rodriguez, Kurt Gollnick and Erica Padilla-Chavez are working on creating interest to start this fund
 - Suggested that more CFMC branding is needed in the area
 - Small meetings with individuals to be scheduled to gain interest
- North Monterey County
 - There is interest in starting a North Monterey County Fund
 - CFMC is currently engaging individuals in the region
- Big Sur
 - Interest in an affiliate fund for Big Sur is showing promise

Building a Culture of Philanthropy

- Building long-term relationships
- Vision is for the future
- Multi-generational philanthropy

The next Resource Development committee meeting is scheduled for Wednesday, December 9, 2015 at 3:30pm in the Salinas conference room.

Meeting adjourned at 5:02 PM

Prepared by: Jan McAlister, Development Associate

Approved by: Greg Chilton, Resource Development Committee Chair

Laurel Lee-Alexander, Vice President of Grants and Programs
October 27, 2015 Board Meeting

ACTION ITEMS:

1. **Approve Grant Awards, August 1 – September 30, 2015.** The Community Foundation awarded 157 grants totaling \$1,166,190 since the last board report.
(List included – page 40)
2. **Other Grant Approvals:**
 - a. **Robert and Virginia Stanton Endowment**, 10 grants totaling \$206,006 (committee meeting minutes included – page 46)
3. **Recommendation to revise the Community Impact Framework** (Summary and Recommendation – page 48)

OTHER UPDATES

1. **Fall Cycle Grantmaking**
 - a. Community Impact (CI) Grants Program:
 - The fall grantmaking cycle is in process. Committees are staffed by Program Officers (Arts & Culture, Heritage – Lynn Bentaleb) and Strengthening Our Communities/Stewarding Our Environment (Aurelio Salazar, Jr.). Grant Committees are in the process of application review and will meet in November to make grant recommendations to be presented at the December Board meeting.
 - b. Special Purpose Grantmaking
 - This program includes grantmaking for the Fund for Homeless Women, Douglas Madsen Fund for HIV/AIDS Housing, Tri-County Blood Bank Fund, Terry Layne Fund for Beach Protection, Katherine Curtis Springer Fibromyalgia and Chronic Fatigue Fund, Anita Tarr Turk Fund for Breast Cancer Research and is staffed by Senior Program Officer Janet Shing.
 - c. Stanton Endowment
 - The Stanton Endowment grant committee considered 14 grant applications, attended site visits and made grant recommendations for consideration at this Board meeting. The committee is staffed by Laurel Lee-Alexander and Lynn Bentaleb.
 - d. Organizational Development and Opportunity
 - Similar to last year's assessment of the Community Impact grant program, staff has begun an assessment of these two small (\$5,000) grant programs. A survey of grantees and review of grants are expected to result in clearer guidelines, possible revised funding priorities (in light of small Community Impact grants) and an

improved process. This assessment is led by Janet Shing; no external consultant is expected to be used.

2. Center for Nonprofit Excellence (CNE):

- As part of our plan to bring targeted CNE programs to South Monterey County, a bilingual workshop, “Cooperating to Get Things Done: Strategies for Small Community Groups” will be held in Greenfield in November.
- CNE and NGP will jointly present a workshop, “Incorporating as a Nonprofit or Not?” on November 10 for groups interested in learning more about the responsibilities of incorporating as a nonprofit 501(c)3.
- 14 applications were received for the 2016 LEAD Institute. 2015 LEAD participants have completed their leadership coaching engagements and will graduate on December 11.
- CNE has presented several workshops this fall on topics including working with the media (designed for Coalition of Homeless Service Providers members), succession planning, social media, and evaluation.
- The Board Chairs and Executive Directors’ roundtables continue to meet monthly, offering excellent opportunities to discuss key issues of nonprofit leadership.
- CNE has continued to develop a program to build capacity among smaller nonprofits that often provide key services in the community but have few resources available to help them thrive.

3. Girls’ Health in Girls’ Hands

- The Girls’ Leadership Network (GLN) cohort for 2015-2016 is made up of 18 high-school aged girls representing each of the partner agencies. In September, the GLN presented a formal request to the Monterey County Office of Education (MCOE) to adopt a resolution prioritizing social and emotional health and recognizing the work of GHGH. The Board unanimously passed the Resolution on October 7. This is the first youth-drafted resolution to be passed by MCOE. The resolution will be presented to the Monterey County Mental Health Commission on October 29, 2015.
- The annual GLN-led summit will be held on November 21 at Asilomar Conference Grounds. Over 100 girls from across the county are expected to participate in the day-long event which includes health, leadership and advocacy workshops.
- GHGH transition to the Health Department is progressing. Interviews for the program coordinator position are expected to occur in November, and we plan to officially transition the program in December/January.
- Other updates: the Hub is in the process of hiring a consultant to work with GHGH to create a strategic planning process; the Practitioner Learning Network (PLN) has participated in three capacity building and professional development trainings since August, including self-care retreat, communication skills training and a training with The Respect Institute, a widely recognized group focused on youth empowerment and advocacy.



**Community Foundation for Monterey County
Draft Strategic Plan
October 2015**

CFMC Vision, Mission and Values

Vision

Healthy, safe, vibrant communities

Mission Statement

To inspire philanthropy and be a catalyst for strengthening communities throughout Monterey County

Values

- We **advance positive change** through grant making, community engagement and collaboration.
- We **build a legacy for future generations** through responsible stewardship of the resources entrusted to us.
- We **operate with the highest standards** of integrity, ethics and accountability.
- We **embrace inclusivity** and diversity.
- We **commit to fairness** and respect for the dignity of all people.
- We **are open and honest** with our philanthropic partners, grantees and the community.
- We **strive for excellence** in all that we do.

PLANNING ASSUMPTIONS

The Community Foundation for Monterey County continues to experience significant, positive change. As a trusted steward of assets and donor intent, a valued partner of nonprofits and a thoughtful leader on community issues, the CFMC can build on its successes, and strive to provide deeper impact to a greater part of Monterey County.

The CFMC must:

- Remain committed to a truly countywide reach in all aspects of its operations.
- Implement a focused grantmaking strategy that will continually strive to achieve greater impact.
- Proactively seek philanthropic partners for focused investments on shared priorities. Philanthropic partners may be donor advisors, third-party funders, or recipients of the CFMC's private foundation services.
- Elevate its role as a convener, partner and community leader.
- Implement a strong asset development plan in order to grow the resources with which to address pressing community needs and support a vigorous, focused grantmaking program.
- Remain committed to building capacity of our nonprofit partners.
- Enhance services and support to fund holders to create higher philanthropic impact.
- Stay apace of changing communications strategies to elevate community awareness by telling its story to a wider audience.
- Be a strong steward of its assets.
- Be a responsible steward of the environment.



GOALS

Goal One: Community Impact

Invest in developing healthy, safe and vibrant communities across Monterey County.

Goal Two: Philanthropic Leadership

Inspire and facilitate philanthropy throughout Monterey County.

Goal Three: Community Leadership

Recognize opportunities for facilitation of solutions to community issues.

Goal Four: Organizational Excellence

Optimize performance and stewardship for maximum impact.

Goal One: Community Impact
Invest in developing healthy, safe and vibrant communities
across Monterey County.

The CMFC has greatly evolved its grantmaking through the development of the Community Impact program and closely working with donor advisors. The CFMC seeks to implement grant programs that, while broad enough to address Monterey County's most pressing needs, have focus and result in tangible and demonstrable impact. All grant programs should seek to align with *"investing in healthy, safe and vibrant communities across Monterey County."* Goal one will be driven by the following three statements.

- 1. Proactively be a partner and catalyst for addressing community challenges.**
- 2. Focus grantmaking toward strategic results.**
- 3. Work closely with donor advisors to align their interests with community need.**
- 4. Strengthen nonprofit sector excellence.**

Goal Two: Philanthropic Leadership

Inspire and facilitate philanthropy throughout Monterey County.

The Community Foundation for Monterey County has a strong asset base, and an enviable percentage of endowed and/or discretionary assets. The CFMC's commitment to building endowment funds, primarily through planned gifts, has never waned. However, more emphasis can be placed on building discretionary assets (unrestricted/field of interest). The gift life cycle of creating these funds through estate planning is very long and requires tremendous patience.

The CFMC's commitment to stronger relationships with donor advisors is producing remarkable results. We must continue to build on this success. We must adhere to a resource development plan that actively engages and updates the professional advisor community, and always offer philanthropic value to individuals, families, corporations and private foundations.

Diversity in Monterey County takes many forms: geography, ethnicity, gender, philanthropic interests. The CFMC must be aware of the ever-changing nature of Monterey County and developing relationships in all our communities.

All resource development efforts should celebrate the power of philanthropy, and reinforce a brand that a strong culture of philanthropy resides within the CFMC. Goal two will be driven by the following five statements:

- 1. Educate the public about philanthropy.**
- 2. Grow CFMC's philanthropic assets.**
- 3. Continue to enhance fund holder philanthropy.**
- 4. Seek and align with funding partners to realize greater community impact.**
- 5. Engage a more diverse philanthropic donor base.**

Goal Three: Community Leadership
Recognize opportunities for facilitation of solutions to community issues.

The Community Foundation for Monterey County is a recognized leader in the nonprofit sector and community overall. As the CFMC has increased its transparency, reached out to diverse audiences across the county, enhanced the work and profile of the Center for Nonprofit Excellence, and developed stronger partnerships with agencies and regional funders, its role as a leader has become more important. The CFMC has been engaged in leadership work for years. Community leadership requires tremendous diplomacy, marked by a desire to facilitate positive outcomes rather than work toward a pre-conceived CFMC solution. Goal three will be driven by the following four statements.

- 1. Be aware of emerging circumstances and issues for which the CFMC can be a positive player in finding community solutions.**
- 2. Respond proactively to emergencies, disasters, civic unrest, and other circumstances in which the staff and board of directors feel the CFMC can play a positive role.**
- 3. Grow the CFMC's profile in advocacy when such activity can create a strong environment for the CFMC to prosper, or support initiatives that align with the CFMC's core values. This may be accomplished through participation in the League of California Community Foundations advocacy work, working with the Council on Foundations or other national lobbying groups, partnering with local organizations or, when appropriate, developing our own initiatives.**
- 4. Utilize CFMC's assets for community impact beyond grantmaking.**

Goal Four: Organizational Excellence
Optimize performance and stewardship for maximum effectiveness.

The CFMC takes great pride in being an exceptional organization. This requires a commitment to excellence and constant reappraisal of our systems. The CFMC is expanding and becoming more complex. Our operations and organizational structure (including governance) must stay ahead of these changing circumstances. The CFMC is known for strong asset management. Continuing stewardship is key to having resources for granting and maintaining community confidence. Goal four will be driven by the following five statements:

- 1. Invest in infrastructure (human, financial and technological) improvements aligned with CFMC's goals.**
- 2. Elevate CFMC visibility countywide; tell our story more effectively.**
- 3. Maintain a strong, innovative, diverse board of directors and staff that reflect Monterey County.**
- 4. Be a responsible steward of CFMC assets.**
- 5. Operate in an environmentally responsible way.**



Here for Good

Community Foundation
for Monterey County

FINANCIAL STATEMENT

For the Eight Months Ended August 31, 2015

**COMMUNITY FOUNDATION FOR MONTEREY COUNTY
FINANCIAL REPORTS
For the Eight Months Ended August 31, 2015**

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Assets

Total Assets through 8/31/2015 are **\$177,141,786** a **1.90%** decrease since August 2014, and a **1.21%** decrease since December 2014.

Operating Fund

Total revenue was \$3,856 less than the budget, and total expenses were \$146,432 less than the budget. The actual net operating deficit is \$246,097 compared to a budgeted deficit of \$388,673.

Note: The Expendable Operating Cash-on-Hand is at 5.3 months, excluding the operating reserve of \$250,000 and the building reserve of \$125,000.

Gifts, Pledges, Bequests, Future Funds Greater than \$25,000, and Grants

Total new contributions for the month were \$1,068,578, including \$150,000 from an anonymous donor for the Fund for Homeless Women; \$481,500 from the David and Lucile Packard Foundation for the Community Leadership Project ; \$30,000 from the Carmel Heritage Society for the Carmel Heritage Society Stewardship Fund; \$55,000 from Mr. Robert Haas to establish his fourth Charitable Gift Annuity; \$54,119 from the estate of Mary B. Dawson for the John & Mary Dawson Learning Fund; and \$250,000 from the Central Coast Young Men's Christian Association to establish the Central Coast Young Men's Christian Association Stewardship Fund.

Grants to agencies for the month totaling \$219,000 were approved and recorded.

Interfund activity for the month totaled \$2,346.

COMMUNITY FOUNDATION FOR MONTEREY COUNTY
STATEMENT OF FINANCIAL POSITION
CONSOLIDATED - ALL FUNDS
For the Eight Months Ended August 31, 2015 and August 31, 2014

| | <u>COMBINED OPERATING</u> | <u>SPECIAL PROGRAMS</u> | <u>ENDOWMENT</u> | <u>NON ENDOWED</u> | <u>BEQUEST, CRT RECEIVABLES</u> | <u>TOTAL August 31, 2015</u> | <u>TOTAL August 31, 2014</u> |
|-------------------------------------|-------------------------------|-----------------------------|--------------------|------------------------|-------------------------------------|----------------------------------|----------------------------------|
| ASSETS | | | | | | | |
| Cash: | | | | | | | |
| Cash & Cash Equivalents | 1,774,199 | 1,102,404 | 158,742 | 3,825,752 | 0 | 6,861,098 | 5,693,063 |
| Investments at Market-Pool | 0 | 0 | 117,504,356 | 23,814,340 | 0 | 141,318,696 | 147,514,705 |
| Separately Invested Funds | 0 | 0 | 0 | 36,366 | 0 | 36,366 | 174,280 |
| Total Cash & Investments | 1,774,199 | 1,102,404 | 117,663,098 | 27,676,458 | 0 | 148,216,160 | 153,382,048 |
| Accounts Receivable: | | | | | | | |
| Admin Fees & Misc Receivables | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Pledges & Contributions Receivable | 0 | 0 | 4,000 | 12,750 | 200,000 | 216,750 | 576,082 |
| Note Receivable | 0 | 0 | 183,862 | 0 | 0 | 183,862 | 192,692 |
| Bequests & Remainder Interest | 0 | 0 | 0 | 0 | 3,773,143 | 3,773,143 | 764,615 |
| Due from OPER | 0 | 0 | 1,419,656 | 0 | 0 | 1,419,656 | 1,459,387 |
| Investment in an LLC | 0 | 0 | 38,781 | 0 | 0 | 38,781 | 891,278 |
| Charitable Remainder Trusts | 0 | 0 | 0 | 0 | 21,259,490 | 21,259,490 | 21,329,992 |
| Charitable Gift Annuities | 0 | 0 | 0 | 0 | 263,373 | 263,373 | 202,687 |
| Total Accounts Receivable | 0 | 0 | 1,646,299 | 12,750 | 25,496,006 | 27,155,056 | 25,416,732 |
| Other Assets: | | | | | | | |
| Prepaid Expenses | 2,045 | 0 | 0 | 0 | 0 | 2,045 | 2,935 |
| Property-Net of Depreciation | 1,768,526 | 0 | 0 | 0 | 0 | 1,768,526 | 1,776,645 |
| Total Other Assets | 1,770,571 | 0 | 0 | 0 | 0 | 1,770,571 | 1,779,580 |
| TOTAL ASSETS | 3,544,770 | 1,102,404 | 119,309,398 | 27,689,208 | 25,496,006 | 177,141,786 | 180,578,360 |

COMMUNITY FOUNDATION FOR MONTEREY COUNTY
STATEMENT OF FINANCIAL POSITION
CONSOLIDATED - ALL FUNDS
For the Eight Months Ended August 31, 2015 and August 31, 2014

| | <u>COMBINED OPERATING</u> | <u>SPECIAL PROGRAMS</u> | <u>ENDOWMENT</u> | <u>NON ENDOWED</u> | <u>BEQUEST, CRT RECEIVABLES</u> | <u>TOTAL August 31, 2015</u> | <u>TOTAL August 31, 2014</u> |
|---|-------------------------------|-----------------------------|--------------------|------------------------|-------------------------------------|----------------------------------|----------------------------------|
| LIABILITIES & NET ASSETS | | | | | | | |
| Liabilities: | | | | | | | |
| Grants Payable | 0 | 42,358 | 322,100 | 35,100 | 0 | 399,558 | 939,525 |
| Administrative Fees Payable | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Contingent Liabilities | 0 | 0 | 0 | 0 | 13,216,159 | 13,216,159 | 13,425,822 |
| Funds held as Agency Endowments | 0 | 0 | 4,141,296 | 0 | 0 | 4,141,296 | 3,969,154 |
| Funds held as Stewardship Funds | 0 | 0 | 0 | 9,680,534 | 0 | 9,680,534 | 9,081,360 |
| Loan Payable | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Payroll, Misc. and Accts Payable | 1,516,112 | 11,441 | 0 | 0 | 0 | 1,527,553 | 1,564,226 |
| Total Liabilities | 1,516,112 | 53,799 | 4,463,396 | 9,715,634 | 13,216,159 | 28,965,099 | 28,980,088 |
| Net Assets: | | | | | | | |
| Net Assets-Beginning Balance | 2,274,755 | 126,974 | 120,031,660 | 17,367,912 | 9,908,827 | 149,710,128 | 145,089,304 |
| Change in Net Assets - | | | | | | | |
| Current Year | (246,097) | 921,632 | (5,185,658) | 605,662 | 2,371,020 | (1,533,442) | 6,508,969 |
| Total Net Assets | 2,028,658 | 1,048,605 | 114,846,002 | 17,973,574 | 12,279,847 | 148,176,687 | 151,598,273 |
| TOTAL LIABILITIES & NET ASSETS | 3,544,770 | 1,102,404 | 119,309,398 | 27,689,208 | 25,496,006 | 177,141,786 | 180,578,360 |

COMMUNITY FOUNDATION FOR MONTEREY COUNTY
STATEMENT OF ACTIVITIES
CONSOLIDATED - ALL FUNDS
For the Eight Months Ended August 31, 2015 and August 31, 2014

| | <u>COMBINED OPERATING</u> | <u>SPECIAL PROGRAMS</u> | <u>ENDOWMENT</u> | <u>NON ENDOWED</u> | <u>BEQUEST, CRT RECEIVABLES</u> | <u>TOTAL August 31, 2015</u> | <u>TOTAL August 31, 2014</u> |
|---|-------------------------------|-----------------------------|------------------|------------------------|-------------------------------------|----------------------------------|----------------------------------|
| SUPPORT AND REVENUE: | | | | | | | |
| Contributions | 58,925 | 686,500 | 896,959 | 4,808,331 | 0 | 6,450,715 | 4,776,794 |
| Interfund Gifts | 37,190 | 0 | 47,200 | 463,188 | 0 | 547,578 | 773,485 |
| Pledge Payments Received | 0 | 559,332 | 0 | 0 | 0 | 559,332 | 534,333 |
| Future Contributions-A/R-Pledge-Bequests-CRT | 0 | 0 | 0 | 0 | 218,967 | 218,967 | 529,279 |
| Contributions Received via Bequest | 25,355 | 0 | 451,225 | 0 | 3,193,962 | 3,670,542 | 702,053 |
| Change in Value, Split Interest Trusts, Future Assets | 0 | 0 | 0 | 0 | 0 | 0 | 445,122 |
| Gain/Loss on Sale of Property | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Oil, Gas & Land Royalties | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Interest & Dividend Income | 8,172 | 142 | 1,149,333 | 222,689 | 0 | 1,380,336 | 1,355,763 |
| Administrative Fees | 1,210,558 | 0 | 2,500 | 0 | 0 | 1,213,058 | 1,071,411 |
| Fees from Special Projects | 37,821 | 0 | 0 | 0 | 0 | 37,821 | 51,548 |
| Workshop and Contract Service Income | 29,579 | 3,984 | 0 | 0 | 0 | 33,563 | 19,993 |
| Misc Income/Returned Grants | 36,522 | 3,962 | 0 | 1,566 | 0 | 42,050 | 53,577 |
| Total Support and Revenue | 1,444,123 | 1,253,919 | 2,547,217 | 5,495,774 | 3,412,929 | 14,153,961 | 10,313,360 |
| EXPENSES: | | | | | | | |
| Operating Expenses and Distributions: | | | | | | | |
| Salaries & Benefits | 1,155,954 | 40,061 | 0 | 0 | 0 | 1,196,015 | 1,132,712 |
| Administrative Costs | 298,850 | 99,461 | 0 | 9,294 | 0 | 407,605 | 421,457 |
| Occupancy Costs | 118,201 | 0 | 0 | 0 | 0 | 118,201 | 117,406 |
| Development Expenses | 115,371 | 42,766 | 0 | 0 | 0 | 158,136 | 133,149 |
| Board & Committee Expenses | 1,844 | 0 | 0 | 0 | 0 | 1,844 | 4,060 |
| Total Operating Expenses | 1,690,220 | 182,287 | 0 | 9,294 | 0 | 1,881,801 | 1,808,785 |

COMMUNITY FOUNDATION FOR MONTEREY COUNTY
STATEMENT OF ACTIVITIES
CONSOLIDATED - ALL FUNDS
For the Eight Months Ended August 31, 2015 and August 31, 2014

| | <u>COMBINED OPERATING</u> | <u>SPECIAL PROGRAMS</u> | <u>ENDOWMENT</u> | <u>NON ENDOWED</u> | <u>BEQUEST, CRT RECEIVABLES</u> | <u>TOTAL August 31, 2015</u> | <u>TOTAL August 31, 2014</u> |
|--|-------------------------------|-----------------------------|--------------------|------------------------|-------------------------------------|----------------------------------|----------------------------------|
| Grants and Grant Related Expenses: | | | | | | | |
| Grants | 0 | 150,000 | 2,179,533 | 3,394,642 | 0 | 5,724,175 | 6,253,640 |
| Interfund Grants | 0 | 0 | 249,890 | 297,688 | 0 | 547,578 | 773,485 |
| Pledge Payments Paid | 0 | 0 | 0 | 0 | 559,332 | 559,332 | 534,333 |
| Bequests Payments/Transfers | 0 | 0 | 0 | 0 | 460,434 | 460,434 | 678,053 |
| Other Expenses | 0 | 0 | 0 | 8,163 | 0 | 8,163 | 126,759 |
| Other Payments/Transfers | 0 | 0 | (33,738) | 33,738 | 0 | 0 | 0 |
| Grant Related Expenses | 0 | 0 | 0 | 0 | 0 | 0 | 1,000 |
| Administrative Fees | 0 | 0 | 968,215 | 220,200 | 22,143 | 1,210,558 | 1,071,411 |
| Fees to Managers | 0 | 0 | 86,557 | 16,433 | 0 | 102,990 | 67,358 |
| Total Grants and Grant Related Expenses | 0 | 150,000 | 3,450,456 | 3,970,864 | 1,041,909 | 8,613,230 | 9,506,040 |
| Total Expenses and Grants | 1,690,220 | 332,287 | 3,450,456 | 3,980,158 | 1,041,909 | 10,495,030 | 11,314,825 |
| Excess of Revenues (Expenses) | | | | | | | |
| Before Gains on Investments & Transfers | (246,097) | 921,632 | (903,239) | 1,515,616 | 2,371,020 | 3,658,931 | (1,001,465) |
| GAINS(LOSS) ON INVESTMENTS: | | | | | | | |
| Realized-Gain (Loss) | 0 | 0 | 31,753 | 1,425 | 0 | 33,178 | (723,613) |
| Unrealized-Gain(Loss) | 0 | 0 | (4,314,172) | (911,378) | 0 | (5,225,550) | 8,234,048 |
| Total Gain/(Loss) on Investments | 0 | 0 | (4,282,419) | (909,954) | 0 | (5,192,373) | 7,510,434 |
| Change in Net Assets | (246,097) | 921,632 | (5,185,658) | 605,662 | 2,371,020 | (1,533,442) | 6,508,969 |
| Net Assets Beginning of Year | 2,274,755 | 126,974 | 120,031,660 | 17,367,912 | 9,908,827 | 149,710,128 | 145,089,304 |
| Net Assets, End of Period | 2,028,658 | 1,048,605 | 114,846,002 | 17,973,574 | 12,279,847 | 148,176,687 | 151,598,273 |

COMMUNITY FOUNDATION FOR MONTEREY COUNTY
Combined Operating Fund Budget vs. Actual

For the Eight Months Ended August 31, 2015 and August 31, 2014

| | Year-To-Date | | | YTD Actual 8/31/2014 |
|---|------------------|------------------|------------------|-------------------------|
| | Actual | Budget | Variance | |
| REVENUE | | | | |
| Contributions - Foundations | 52,500 | 15,000 | 37,500 | 32,400 |
| Contributions - Indiv/Corp | 6,425 | 35,400 | (28,975) | 7,226 |
| Contributions - Interfund | 37,190 | 38,500 | (1,310) | 36,505 |
| Contributions - New Pledges | 0 | 0 | 0 | 0 |
| Pledge Payments Received | 0 | 0 | 0 | 0 |
| Bequests Received | 25,355 | 45,000 | (19,645) | 37,561 |
| Admin & Special Project Fees | 1,248,379 | 1,237,893 | 10,486 | 1,122,959 |
| Workshops/Contracts | 29,579 | 14,700 | 14,879 | 19,393 |
| Miscellaneous Income | 36,522 | 58,150 | (21,628) | 48,254 |
| Interest and Dividends | 8,172 | 3,336 | 4,836 | 2,815 |
| Realized Gains/(Losses) | 0 | 0 | 0 | 0 |
| Total Revenue | 1,444,123 | 1,447,979 | (3,856) | 1,307,114 |
| EXPENSE | | | | |
| Personnel | | | | |
| Salaries and Wages | 906,614 | 927,440 | (20,826) | 856,555 |
| Payroll Taxes | 73,738 | 72,006 | 1,732 | 71,140 |
| Insurance and Other Benefits | 175,602 | 193,378 | (17,776) | 160,491 |
| Sub-total | 1,155,954 | 1,192,824 | (36,870) | 1,088,186 |
| Administrative | | | | |
| Supplies | 15,942 | 14,100 | 1,842 | 13,557 |
| Equip / Computer Maintenance | 63,632 | 74,436 | (10,804) | 77,777 |
| Bank Charges | 2,213 | 5,664 | (3,451) | 4,942 |
| Printing | 7,693 | 10,802 | (3,109) | 5,463 |
| Postage / Freight | 6,701 | 9,836 | (3,135) | 6,588 |
| Dues/Subscriptions | 23,851 | 24,756 | (905) | 25,373 |
| Services (legal, acct, consult) | 77,372 | 113,209 | (35,837) | 83,463 |
| D&O Insurance | 4,010 | 4,000 | 10 | 3,828 |
| Telecommunications | 10,466 | 12,976 | (2,510) | 12,239 |
| Conferences & Training | 19,698 | 18,550 | 1,148 | 9,066 |
| Miscellaneous | 5,951 | 22,000 | (16,049) | 6,231 |
| Depreciation | 61,320 | 61,320 | 0 | 56,320 |
| Sub-total | 298,850 | 371,649 | (72,799) | 304,847 |
| Facilities | | | | |
| Property / Liability Insurance | 8,458 | 8,500 | (42) | 9,892 |
| Maintenance / Repairs | 3,728 | 3,200 | 528 | 3,783 |
| Janitorial | 13,379 | 13,105 | 274 | 12,517 |
| Rent | 32,845 | 31,936 | 909 | 31,418 |
| Mortgage, Interest & Property Taxes | 38,269 | 38,269 | 0 | 39,284 |
| Utilities | 21,522 | 22,336 | (814) | 20,513 |
| Moving Expense | 0 | 0 | 0 | 0 |
| Sub-total | 118,201 | 117,346 | 855 | 117,406 |
| Development, Program & Staff | | | | |
| Donor Development | 55,088 | 62,232 | (7,144) | 45,039 |
| Advertising & Promotion | 5,617 | 15,987 | (10,370) | 8,249 |
| Mileage, Meals & Meetings | 5,350 | 22,134 | (16,784) | 7,827 |
| Workshops | 25,133 | 25,654 | (521) | 21,918 |
| Annual Meetings | 1,599 | 1,500 | 99 | 2,136 |
| Annual Report | 19,058 | 18,750 | 308 | 16,618 |
| Staff Recognition Expenses | 3,526 | 4,000 | (474) | 1,504 |
| Board & Committee Expenses | 1,844 | 4,576 | (2,732) | 4,060 |
| Sub-total | 117,215 | 154,833 | (37,618) | 107,351 |
| Total Expenses | 1,690,220 | 1,836,652 | (146,432) | 1,617,790 |
| Net Income / (Loss) | (246,097) | (388,673) | 142,576 | (310,676) |



Here for Good

Community Foundation
for Monterey County

FINANCIAL STATEMENT

For the Nine Months Ended September 30, 2015

**COMMUNITY FOUNDATION FOR MONTEREY COUNTY
FINANCIAL REPORTS
For the Nine Months Ended September 30, 2015**

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**COMMUNITY FOUNDATION FOR MONTEREY COUNTY
NOTES TO THE FINANCIAL STATEMENTS
For the Nine Months Ended September 30, 2015**

Assets

Total Assets through 9/30/2015 are **\$175,708,017** a **.92%** decrease since September 2014, and a **2.01%** decrease since December 2014.

Operating Fund

Total revenue was \$50,860 more than the budget, and total expenses were \$155,014 less than the budget. The actual net operating surplus is \$226,858 compared to a budgeted surplus of \$20,984.

Note: The Expendable Operating Cash-on-Hand is at 7.3 months, excluding the operating reserve of \$250,000 and the building reserve of \$125,000.

Gifts, Pledges, Bequests, Future Funds Greater than \$25,000, and Grants

Total new contributions for the month were \$2,570,513, including \$2,044,035 from the estate of Richard W. LaSalle for the Farrell/Allen/LaSalle Carmel Rotary Fund ; \$28,000 from the estate of David and Norma Lewis for the Fund for the 21st Century; stock valued at \$49,815 from Mr. Frederick W. Terman and Ms. Nan Borreson for the Fred Terman and Nan Borreson Fund ; \$300,000 from Friends of the Animal Services Center of Monterey County to establish the Friends of Community Animal Services Fund; \$40,000 from S.T.A.R. Foundation of Monterey County for the S.T.A.R. Foundation of Monterey County Stewardship Fund.

Grants to agencies for the month totaling \$987,718 were approved and recorded. A complete list of the grants by grantee is included.

Interfund activity for the month totaled \$4,980.

Contribution/Bequest Receivables

In addition to the gift listed above, we recorded payment on a bequest receivable for the Farrell/Allen/LaSalle Carmel Rotary Fund, in the amount of \$2,958,528, from the estate of Richard W. LaSalle.

COMMUNITY FOUNDATION FOR MONTEREY COUNTY
STATEMENT OF FINANCIAL POSITION
CONSOLIDATED - ALL FUNDS
For the Nine Months Ended September 30, 2015 and September 30, 2014

| | <u>COMBINED OPERATING</u> | <u>SPECIAL PROGRAMS</u> | <u>ENDOWMENT</u> | <u>NON ENDOWED</u> | <u>BEQUEST, CRT RECEIVABLES</u> | <u>TOTAL September 30, 2015</u> | <u>TOTAL September 30, 2014</u> |
|-------------------------------------|-------------------------------|-----------------------------|--------------------|------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| ASSETS | | | | | | | |
| Cash: | | | | | | | |
| Cash & Cash Equivalents | 2,204,605 | 1,075,382 | 158,537 | 3,813,449 | 0 | 7,251,974 | 6,152,685 |
| Investments at Market-Pool | 0 | 0 | 118,366,934 | 24,088,294 | 0 | 142,455,228 | 144,715,000 |
| Separately Invested Funds | 0 | 0 | 0 | 36,326 | 0 | 36,326 | 144,315 |
| Total Cash & Investments | 2,204,605 | 1,075,382 | 118,525,471 | 27,938,069 | 0 | 149,743,528 | 151,012,000 |
| Accounts Receivable: | | | | | | | |
| Admin Fees & Misc Receivables | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Pledges & Contributions Receivable | 0 | 0 | 4,000 | 12,750 | 200,000 | 216,750 | 576,082 |
| Note Receivable | 0 | 0 | 183,862 | 0 | 0 | 183,862 | 192,692 |
| Bequests & Remainder Interest | 0 | 0 | 0 | 0 | 814,615 | 814,615 | 764,615 |
| Due from OPER | 0 | 0 | 1,416,192 | 0 | 0 | 1,416,192 | 1,456,295 |
| Investment in an LLC | 0 | 0 | 38,781 | 0 | 0 | 38,781 | 38,781 |
| Charitable Remainder Trusts | 0 | 0 | 0 | 0 | 21,250,319 | 21,250,319 | 21,320,708 |
| Charitable Gift Annuities | 0 | 0 | 0 | 0 | 263,373 | 263,373 | 202,687 |
| Total Accounts Receivable | 0 | 0 | 1,642,836 | 12,750 | 22,528,307 | 24,183,893 | 24,551,859 |
| Other Assets: | | | | | | | |
| Prepaid Expenses | 6,068 | 0 | 0 | 0 | 0 | 6,068 | 2,935 |
| Property-Net of Depreciation | 1,774,529 | 0 | 0 | 0 | 0 | 1,774,529 | 1,776,562 |
| Total Other Assets | 1,780,597 | 0 | 0 | 0 | 0 | 1,780,597 | 1,779,497 |
| TOTAL ASSETS | 3,985,202 | 1,075,382 | 120,168,306 | 27,950,819 | 22,528,307 | 175,708,017 | 177,343,356 |

COMMUNITY FOUNDATION FOR MONTEREY COUNTY
STATEMENT OF FINANCIAL POSITION
CONSOLIDATED - ALL FUNDS
For the Nine Months Ended September 30, 2015 and September 30, 2014

| | <u>COMBINED OPERATING</u> | <u>SPECIAL PROGRAMS</u> | <u>ENDOWMENT</u> | <u>NON ENDOWED</u> | <u>BEQUEST, CRT RECEIVABLES</u> | <u>TOTAL September 30, 2015</u> | <u>TOTAL September 30, 2014</u> |
|---|-------------------------------|-----------------------------|--------------------|------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| LIABILITIES & NET ASSETS | | | | | | | |
| Liabilities: | | | | | | | |
| Grants Payable | 0 | 42,358 | 303,100 | 35,100 | 0 | 380,558 | 837,425 |
| Administrative Fees Payable | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Contingent Liabilities | 0 | 0 | 0 | 0 | 13,216,159 | 13,216,159 | 13,425,822 |
| Funds held as Agency Endowments | 0 | 0 | 4,141,296 | 0 | 0 | 4,141,296 | 3,969,154 |
| Funds held as Stewardship Funds | 0 | 0 | 0 | 9,680,534 | 0 | 9,680,534 | 9,081,360 |
| Loan Payable | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Payroll, Misc. and Accts Payable | 1,483,589 | 0 | 0 | 0 | 0 | 1,483,589 | 1,573,943 |
| Total Liabilities | 1,483,589 | 42,358 | 4,444,396 | 9,715,634 | 13,216,159 | 28,902,136 | 28,887,705 |
| Net Assets: | | | | | | | |
| Net Assets-Beginning Balance | 2,274,755 | 126,974 | 120,031,660 | 17,367,912 | 9,908,827 | 149,710,128 | 145,089,304 |
| Change in Net Assets - | | | | | | | |
| Current Year | 226,858 | 906,051 | (4,307,749) | 867,273 | (596,679) | (2,904,247) | 3,366,348 |
| Total Net Assets | 2,501,613 | 1,033,025 | 115,723,911 | 18,235,185 | 9,312,148 | 146,805,881 | 148,455,651 |
| TOTAL LIABILITIES & NET ASSETS | 3,985,202 | 1,075,382 | 120,168,306 | 27,950,819 | 22,528,307 | 175,708,017 | 177,343,356 |

COMMUNITY FOUNDATION FOR MONTEREY COUNTY
STATEMENT OF ACTIVITIES
CONSOLIDATED - ALL FUNDS
For the Nine Months Ended September 30, 2015 and September 30, 2014

| | <u>COMBINED OPERATING</u> | <u>SPECIAL PROGRAMS</u> | <u>ENDOWMENT</u> | <u>NON ENDOWED</u> | <u>BEQUEST, CRT RECEIVABLES</u> | <u>TOTAL September 30, 2015</u> | <u>TOTAL September 30, 2014</u> |
|---|-------------------------------|-----------------------------|------------------|------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| SUPPORT AND REVENUE: | | | | | | | |
| Contributions | 62,025 | 686,500 | 949,962 | 5,277,796 | 0 | 6,976,283 | 6,959,894 |
| Interfund Gifts | 42,170 | 0 | 47,200 | 463,188 | 0 | 552,558 | 778,517 |
| Pledge Payments Received | 0 | 559,332 | 0 | 0 | 0 | 559,332 | 534,333 |
| Future Contributions-A/R-Pledge-Bequests-CRT | 0 | 0 | 0 | 0 | 218,967 | 218,967 | 529,279 |
| Contributions Received via Bequest | 126,316 | 0 | 5,353,737 | 0 | 4,838,300 | 10,318,353 | 727,328 |
| Change in Value, Split Interest Trusts, Future Assets | 0 | 0 | 0 | 0 | 0 | 0 | 445,122 |
| Gain/Loss on Sale of Property | 0 | 0 | 0 | 0 | 399,697 | 399,697 | 540,720 |
| Oil, Gas & Land Royalties | 0 | 0 | 0 | 0 | 0 | 0 | 102,546 |
| Interest & Dividend Income | 9,459 | 183 | 1,479,854 | 289,383 | 0 | 1,778,879 | 1,867,566 |
| Administrative Fees | 1,744,433 | 0 | 0 | 0 | 0 | 1,744,433 | 1,594,758 |
| Fees from Special Projects | 42,898 | 0 | 0 | 0 | 0 | 42,898 | 56,146 |
| Workshop and Contract Service Income | 30,747 | 3,984 | 0 | 0 | 0 | 34,731 | 19,993 |
| Misc Income/Returned Grants | 36,497 | 3,962 | 11,349 | 1,566 | 0 | 53,374 | 54,942 |
| Total Support and Revenue | 2,094,545 | 1,253,961 | 7,842,102 | 6,031,933 | 5,456,964 | 22,679,504 | 14,211,145 |
| EXPENSES: | | | | | | | |
| Operating Expenses and Distributions: | | | | | | | |
| Salaries & Benefits | 1,288,183 | 44,535 | 0 | 0 | 0 | 1,332,717 | 1,264,638 |
| Administrative Costs | 325,032 | 106,788 | 0 | 9,294 | 0 | 441,113 | 466,898 |
| Occupancy Costs | 130,692 | 0 | 0 | 0 | 0 | 130,692 | 130,602 |
| Development Expenses | 120,924 | 46,588 | 0 | 0 | 0 | 167,511 | 144,230 |
| Board & Committee Expenses | 2,856 | 0 | 0 | 0 | 0 | 2,856 | 4,085 |
| Total Operating Expenses | 1,867,687 | 197,910 | 0 | 9,294 | 0 | 2,074,891 | 2,010,453 |

COMMUNITY FOUNDATION FOR MONTEREY COUNTY
STATEMENT OF ACTIVITIES
CONSOLIDATED - ALL FUNDS
For the Nine Months Ended September 30, 2015 and September 30, 2014

| | <u>COMBINED OPERATING</u> | <u>SPECIAL PROGRAMS</u> | <u>ENDOWMENT</u> | <u>NON ENDOWED</u> | <u>BEQUEST, CRT RECEIVABLES</u> | <u>TOTAL September 30, 2015</u> | <u>TOTAL September 30, 2014</u> |
|--|-------------------------------|-----------------------------|--------------------|------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Grants and Grant Related Expenses: | | | | | | | |
| Grants | 0 | 150,000 | 3,055,757 | 3,483,135 | 0 | 6,688,893 | 8,284,026 |
| Interfund Grants | 0 | 0 | 254,870 | 297,688 | 0 | 552,558 | 778,517 |
| Pledge Payments Paid | 0 | 0 | 0 | 0 | 559,332 | 559,332 | 534,333 |
| Bequests Payments/Transfers | 0 | 0 | 0 | 0 | 5,462,997 | 5,462,997 | 678,053 |
| Other Expenses | 0 | 0 | 0 | 12,079 | 0 | 12,079 | 152,034 |
| Other Payments/Transfers | 0 | 0 | 384,835 | (384,835) | 0 | 0 | 0 |
| Grant Related Expenses | 0 | 0 | 0 | 0 | 0 | 0 | 1,000 |
| Administrative Fees | 0 | 0 | 1,424,913 | 288,206 | 31,314 | 1,744,432 | 1,594,758 |
| Fees to Managers | 0 | 0 | 96,160 | 18,358 | 0 | 114,518 | 76,352 |
| Total Grants and Grant Related Expenses | 0 | 150,000 | 5,216,535 | 3,714,631 | 6,053,643 | 15,134,809 | 12,099,074 |
| Total Expenses and Grants | 1,867,687 | 347,910 | 5,216,535 | 3,723,925 | 6,053,643 | 17,209,700 | 14,109,527 |
| Excess of Revenues (Expenses) | | | | | | | |
| Before Gains on Investments & Transfers | 226,858 | 906,051 | 2,625,567 | 2,308,008 | (596,679) | 5,469,804 | 101,618 |
| GAINS(LOSS) ON INVESTMENTS: | | | | | | | |
| Realized-Gain (Loss) | 0 | 0 | 31,753 | 2,015 | 0 | 33,768 | (725,625) |
| Unrealized-Gain(Loss) | 0 | 0 | (6,965,069) | (1,442,750) | 0 | (8,407,819) | 3,990,354 |
| Total Gain/(Loss) on Investments | 0 | 0 | (6,933,316) | (1,440,735) | 0 | (8,374,051) | 3,264,729 |
| Change in Net Assets | 226,858 | 906,051 | (4,307,749) | 867,273 | (596,679) | (2,904,247) | 3,366,348 |
| Net Assets Beginning of Year | 2,274,755 | 126,974 | 120,031,660 | 17,367,912 | 9,908,827 | 149,710,128 | 145,089,304 |
| Net Assets, End of Period | 2,501,613 | 1,033,025 | 115,723,911 | 18,235,185 | 9,312,148 | 146,805,881 | 148,455,651 |

COMMUNITY FOUNDATION FOR MONTEREY COUNTY
Combined Operating Fund Budget vs. Actual

For the Nine Months Ended September 30, 2015 and September 30, 2014

| | Year-To-Date | | | YTD Actual |
|---|------------------|------------------|------------------|------------------|
| | Actual | Budget | Variance | 9/30/2014 |
| REVENUE | | | | |
| Contributions - Foundations | 52,500 | 22,500 | 30,000 | 32,400 |
| Contributions - Indiv/Corp | 9,525 | 39,825 | (30,300) | 9,672 |
| Contributions - Interfund | 42,170 | 38,500 | 3,670 | 41,537 |
| Contributions - New Pledges | 0 | 0 | 0 | 0 |
| Pledge Payments Received | 0 | 0 | 0 | 0 |
| Bequests Received | 126,316 | 67,500 | 58,816 | 62,836 |
| Admin & Special Project Fees | 1,787,330 | 1,798,257 | (10,927) | 1,650,904 |
| Workshops/Contracts | 30,747 | 15,200 | 15,547 | 19,393 |
| Miscellaneous Income | 36,497 | 58,150 | (21,653) | 49,608 |
| Interest and Dividends | 9,459 | 3,753 | 5,706 | 3,932 |
| Realized Gains/(Losses) | 0 | 0 | 0 | 0 |
| Total Revenue | 2,094,545 | 2,043,685 | 50,860 | 1,870,283 |
| EXPENSE | | | | |
| Personnel | | | | |
| Salaries and Wages | 1,011,071 | 1,030,489 | (19,418) | 957,465 |
| Payroll Taxes | 80,482 | 80,126 | 356 | 77,486 |
| Insurance and Other Benefits | 196,629 | 217,005 | (20,376) | 180,510 |
| Sub-total | 1,288,183 | 1,327,620 | (39,437) | 1,215,462 |
| Administrative | | | | |
| Supplies | 17,188 | 15,850 | 1,338 | 17,580 |
| Equip / Computer Maintenance | 67,889 | 79,678 | (11,789) | 83,381 |
| Bank Charges | 2,383 | 6,372 | (3,989) | 5,173 |
| Printing | 7,693 | 10,802 | (3,109) | 5,463 |
| Postage / Freight | 7,423 | 10,394 | (2,971) | 7,117 |
| Dues/Subscriptions | 24,765 | 25,667 | (902) | 25,937 |
| Services (legal, acct, consult) | 85,362 | 118,678 | (33,316) | 95,718 |
| D&O Insurance | 4,010 | 4,000 | 10 | 3,828 |
| Telecommunications | 12,057 | 14,598 | (2,541) | 13,154 |
| Conferences & Training | 21,318 | 20,350 | 968 | 10,050 |
| Miscellaneous | 5,959 | 22,000 | (16,041) | 6,231 |
| Depreciation | 68,985 | 68,985 | 0 | 63,360 |
| Sub-total | 325,032 | 397,374 | (72,342) | 336,991 |
| Facilities | | | | |
| Property / Liability Insurance | 8,458 | 8,500 | (42) | 9,892 |
| Maintenance / Repairs | 6,481 | 3,200 | 3,281 | 3,982 |
| Janitorial | 15,381 | 14,670 | 711 | 13,933 |
| Rent | 32,845 | 35,928 | (3,083) | 35,047 |
| Mortgage, Interest & Property Taxes | 43,001 | 43,001 | 0 | 44,149 |
| Utilities | 24,527 | 25,128 | (601) | 23,599 |
| Moving Expense | 0 | 0 | 0 | 0 |
| Sub-total | 130,692 | 130,427 | 266 | 130,602 |
| Development, Program & Staff | | | | |
| Donor Development | 56,749 | 66,136 | (9,387) | 46,906 |
| Advertising & Promotion | 7,043 | 19,062 | (12,019) | 9,706 |
| Mileage, Meals & Meetings | 5,935 | 23,497 | (17,562) | 9,531 |
| Workshops | 26,004 | 28,792 | (2,788) | 25,204 |
| Annual Meetings | 2,777 | 1,500 | 1,277 | 3,044 |
| Annual Report | 19,058 | 18,750 | 308 | 16,618 |
| Staff Recognition Expenses | 3,358 | 4,545 | (1,187) | 1,994 |
| Board & Committee Expenses | 2,856 | 4,998 | (2,142) | 4,085 |
| Sub-total | 123,780 | 167,280 | (43,500) | 117,087 |
| Total Expenses | 1,867,687 | 2,022,701 | (155,014) | 1,800,142 |
| Net Income / (Loss) | 226,858 | 20,984 | 205,874 | 70,141 |

**Community Foundation for Monterey County
Grants - August 1, 2015 - September 30, 2015**

| | | | | | |
|---|---|--------------|--|--------------|---|
| Awards | | | | | |
| Anthony Nicholas Narigi Memorial Baseball Endowment | Monterey Waves Baseball | 20150873 | | 500 | Cameron Crone for tournament play and private coaching |
| Anthony Nicholas Narigi Memorial Baseball Endowment | Mr. Herring - pitching lessons for Nick Russo | 20150755 | | 500 | pitching lessons for Nick Russo |
| Anthony Nicholas Narigi Memorial Baseball Endowment | Trosky Baseball | 20150872 | | 500 | Nicolas Boatman for the 30 College Showcase Camp September 19-20, 2015 |
| | | Total | | 1,500 | |
| Donor Advised | | | | | |
| Amy Anderson and George Somero Fund | Hopkins Marine Station | 20150774 | | 10,000 | general operating support |
| Anonymous Fund | Pacific Grove Public Library Foundation | 20150779 | | 10,000 | the Steve and Nancy Hawk Gallery |
| Anthony and Lary Lynn Muller Fund | NCGA Foundation | 20150863 | | 1,000 | support of the scholarship program |
| Davis Factor, Jr. and Christine B. Factor Fund | Community Hospital Foundation | 20150880 | | 5,000 | general operating support |
| Doris Parker Fee Fund | Big Sur River Run, Inc | 20150892 | | 3,000 | support to help meet the challenge grant |
| Doris Parker Fee Fund | Monterey Peninsula College Foundation | 20150776 | | 1,500 | general operating support |
| Dr. Adriana Hayward Fund | SPCA of Monterey County | 20150800 | | 5,000 | Tux & Tails Support |
| Farrell/Allen Carmel Rotary Fund | Big Sur Land Trust | 20150888 | | 2,500 | general operating support |
| Farrell/Allen Carmel Rotary Fund | Carmel Music Society | 20150887 | | 1,000 | general operating support |
| Farrell/Allen Carmel Rotary Fund | Carmel Unified School District | 20150883 | | 1,000 | Music Boosters |
| Farrell/Allen Carmel Rotary Fund | Coastal Kids Home Care | 20150886 | | 1,000 | general operating support |
| Farrell/Allen Carmel Rotary Fund | Harmony at Home | 20150885 | | 1,000 | general operating support |
| Farrell/Allen Carmel Rotary Fund | Monterey Jazz Festival | 20150889 | | 2,000 | general operating support |
| Gloria Fund | Community Living Campaign | 20150750 | | 1,000 | general operating support |
| Howard and Karin Evans Fund | Meals on Wheels of the Monterey Peninsula | 20150783 | | 2,000 | general operating support |
| Jose F. Fernandez Fund | Community Partners FOR The Dinner Party | 20150784 | | 10,000 | general operating support |
| Lenore and Dale Meyer Fund | Stanford University Medical Center | 20150775 | | 12,500 | Precision and Preventive Medicine |
| Lori and Lou Flagg Memorial Youth Fund | Carmel River School PTA | 20150748 | | 500 | The Ultimate Fundraiser |
| Mahoney/Peterson Family Fund | Carmel River School PTA | 20150777 | | 750 | school enrichment programs |
| Marcia F. DeVoe Fund | Guitars Not Guns - Monterey County Chapter | 20150865 | | 1,000 | general operating support |
| Ramsey Shirk Fund | Amigos De Santa Cruz Foundation | 20150737 | | 5,000 | general operating support |
| Ramsey Shirk Fund | Friends of the Lopez Island Library | 20150890 | | 2,500 | support of the Shelter lecture series |
| Ramsey Shirk Fund | Hilo High Foundation | 20150735 | | 500 | general operating support in memory of Teruko Mizusaki Nakatani |
| Ramsey Shirk Fund | Jubilee House Community | 20150891 | | 1,000 | support of the fundraising efforts of Lopez Island, WA to support the CDCA |
| Ramsey Shirk Fund | Lopez Island Family Resource Center | 20150736 | | 3,000 | general operating support |
| Ramsey Shirk Fund | Summit Assistance Dogs | 20150749 | | 500 | general operating support in memory of Woodford "Woody" Landrum, a fabulous career change dog |

**Community Foundation for Monterey County
Grants - August 1, 2015 - September 30, 2015**

| | | | | |
|---------------------------------------|---|--------------|----------------|--|
| Reese Family Fund | Assist-A-Grad Scholarship Foundation, Inc. | 20150868 | 3,000 | scholarships for graduating seniors from Fairfield High School |
| Reese Family Fund | CASA Monterey County dba Voices for Children | 20150732 | 2,000 | general operating support (\$1,000) and support of the YES Fund (\$1,000) |
| Reese Family Fund | Greater Napa Fair Housing Center | 20150778 | 1,000 | fair housing education and counseling |
| Reese Family Fund | Meals on Wheels of the Monterey Peninsula | 20150734 | 1,000 | general operating support |
| Reese Family Fund | On The Move | 20150733 | 500 | the Epicenter in Salinas, CA |
| Reese Family Fund | QuestBridge | 20150801 | 1,000 | general operating support |
| Salinas Rodeo Rotary Club Fund | Salinas Rodeo Rotary Club Foundation | 20150869 | 397 | general operating support |
| Scott Corwon Fund | Brunswick Youth Sports | 20150864 | 17,400 | improvement of the Mooney Park baseball field (\$12,400) and purchase of equipment to maintain the field (\$5,000) |
| The Carmel Realty Foundation | Carmel-By-The Sea Public Library Foundation | 20150781 | 2,000 | general operating support |
| The Carmel Realty Foundation | Hospice Giving Foundation | 20150782 | 2,900 | the 2015 Golf Scramble August 30, 2015. This is the tax deductible portion of a \$5,000 total sponsorship |
| The Fred Terman and Nan Borreson Fund | Breakthrough Silicon Valley | 20150751 | 500 | general operating support |
| The Fred Terman and Nan Borreson Fund | Cal-Poly State University | 20150753 | 500 | 200 for \$200 Campaign for English Department: study abroad opportunities for English majors |
| The Fred Terman and Nan Borreson Fund | Home and Hope | 20150867 | 500 | the purchase of Target gift cards |
| The Fred Terman and Nan Borreson Fund | National Park Foundation | 20150866 | 500 | the National Park's "Open Outdoors for Kids" program |
| The Fred Terman and Nan Borreson Fund | Pacific Repertory Theatre | 20150780 | 2,000 | the Harden Foundation Challenge |
| The Fred Terman and Nan Borreson Fund | Smuin Ballet | 20150752 | 15,000 | general operating support |
| The Kohn Family Theatre and Arts Fund | Soroptimist International of Carmel Bay | 20150754 | 5,000 | general operating support |
| The Peter and Jackie Henning Fund | Meals on Wheels of the Monterey Peninsula | 20150747 | 1,500 | general operating support |
| The Peter and Jackie Henning Fund | Pacific Repertory Theatre | 20150746 | 5,000 | general operating support |
| Valera Whitford Lyles Fund | International Mental Health Research Organization | 20150870 | 1,000 | general operating support for AIM for Mental Health |
| | | Total | 146,947 | |

Restricted Fund Distributions (all grants approved December 16, 2014, with the approval of the spending policy)

| | | | | |
|-----------------------------------|---|----------|--------|--|
| Casa Amesti Garden and House Fund | Old Capital Club | 20150871 | 7,378 | monthly garden upkeep and supplies, January to June 2015 |
| Cislini Fund | Alzheimer's Disease and Related Disorders Association | 20150805 | 14,758 | general operating support |
| Cislini Fund | Blind and Visually Impaired Center of Monterey County | 20150806 | 14,758 | general operating support |
| Cislini Fund | Catholic Charities Of The Diocese Of Monterey | 20150807 | 6,516 | general operating support |
| Cislini Fund | Diocese of Monterey | 20150808 | 13,033 | the burse for retired/infirm priests in the General Fund |
| Cislini Fund | Diocese of Monterey | 20150809 | 6,516 | the burse for seminarians in the General Fund |
| Cislini Fund | Madonna del Sasso Church | 20150811 | 16,292 | general operating support |

**Community Foundation for Monterey County
Grants - August 1, 2015 - September 30, 2015**

| | | | | |
|---|---|-----------------|---------------|---|
| Cislini Fund | Madonna del Sasso School | 20150810 | 26,069 | general operating support |
| Cislini Fund | Notre Dame High School | 20150812 | 41,709 | general operating support |
| Cislini Fund | Palma School | 20150813 | 62,563 | general operating support |
| Cislini Fund | Sacred Heart Catholic Church | 20150814 | 48,877 | general operating support |
| Cislini Fund | Sacred Heart School | 20150815 | 39,102 | general operating support |
| Cislini Fund | Salinas Valley Memorial Hospital Foundation | 20150816 | 98,370 | general operating support |
| Cislini Fund | United Way Monterey County | 20150817 | 29,511 | general operating support |
| Frances Elgan & Werner Kunkel Fund | Carmel Bach Festival | 20150840 | 9,313 | general operating support |
| Frances Elgan & Werner Kunkel Fund | Carmel Foundation | 20150841 | 9,313 | general operating support |
| Frances Elgan & Werner Kunkel Fund | Carmel Music Society | 20150842 | 9,313 | general operating support |
| Frances Elgan & Werner Kunkel Fund | Chamber Music Monterey Bay | 20150843 | 9,313 | general operating support |
| Frances Elgan & Werner Kunkel Fund | Chartwell School | 20150844 | 9,313 | general operating support |
| Frances Elgan & Werner Kunkel Fund | Interim, Inc. | 20150845 | 9,313 | general operating support |
| Frances Elgan & Werner Kunkel Fund | Monterey County Symphony Association | 20150846 | 9,313 | general operating support |
| Frances Elgan & Werner Kunkel Fund | Monterey Museum of Art | 20150847 | 9,313 | general operating support |
| Frances Elgan & Werner Kunkel Fund | National Alliance on Mental Illness-Monterey County | 20150848 | 9,313 | general operating support |
| Frances Elgan & Werner Kunkel Fund | Youth Music Monterey | 20150849 | 9,313 | general operating support |
| Fred Farr & Edwin Bliss Buckeye Memorial Fund | Boy Scouts of America - Silicon Valley Monterey Bay Council | 20150862 | 3,757 | capital improvement projects at Camp Pico Blanco |
| Joyce Morris Fund | Animal Welfare Information & Assistance, Inc. | 20150818 | 2,493 | general operating support |
| Joyce Morris Fund | Community Foundation for Monterey County | 20150821 | 4,980 | MORR to OPER for annual payout |
| Joyce Morris Fund | Kinship Center | 20150819 | 4,980 | general operating support |
| Joyce Morris Fund | Meals on Wheels of the Monterey Peninsula | 20150861 | 4,980 | general operating support |
| Joyce Morris Fund | SPCA of Monterey County | 20150820 | 4,980 | general operating support |
| LandWatch Monterey County Stewardship Fund | LandWatch Monterey County | 20150731 | 20,000 | stewardship fund disbursement requested by the board on July 22, 2015 |
| Margaret L. Musser Restricted Fund | American Cancer Society, Inc. | 20150860 | 35,053 | the general programs and funding of research at the California Division |
| Margaret L. Musser Restricted Fund | Community Hospital Foundation | 20150859 | 17,526 | the development and operation of the Comprehensive Cancer Center |
| Margaret L. Musser Restricted Fund | Forest Hill Manor | 20150858 | 17,526 | general operating support |
| Nancy Parker Benham Endowment Fund | Alliance on Aging | 20150836 | 9,429 | general operating support |
| Nancy Parker Benham Endowment Fund | Carmel Foundation | 20150837 | 9,429 | general operating support |
| Nancy Parker Benham Endowment Fund | Hospice Giving Foundation | 20150832 | 3,143 | general operating support |
| Nancy Parker Benham Endowment Fund | Monterey High School | 20150838 | 9,429 | the general scholarship fund |
| Nancy Parker Benham Endowment Fund | Museum Foundation of Pacific Grove, Inc. | 20150833 | 6,286 | general operating support |
| Nancy Parker Benham Endowment Fund | Prayer Book Society - Monterey Bay Chapter | 20150834 | 6,286 | general operating support |
| Nancy Parker Benham Endowment Fund | Salvation Army - Monterey Peninsula Corps | 20150839 | 12,571 | general operating support |

**Community Foundation for Monterey County
Grants - August 1, 2015 - September 30, 2015**

| | | | | |
|--|---|--------------|----------------|--|
| Nancy Parker Benham Endowment Fund | St. John's Chapel Foundation | 20150835 | 6,286 | general operating support |
| Rodney & Betty Guilfoil Fund | Carmel Foundation | 20150851 | 16,600 | general operating support |
| Rodney & Betty Guilfoil Fund | Monterey Museum of Art | 20150850 | 12,963 | general operating support |
| Sandy Loiacono Scholarship Fund | Notre Dame High School | 20150797 | 4,500 | annual scholarships of one at \$2,500 and two at \$1000 |
| Shelter Outreach Plus Stewardship Fund | Community Homeless Solutions | 20150915 | 32,561 | disbursement as requested by the Board of Directors on October 1, 2015 |
| The Morse Foundation Stewardship Fund | Community Foundation for Monterey County | 20150773 | 2,346 | MORSS to MORSE |
| The Todd Lueders Fund for the Arts | Arts Council for Monterey County | 20150822 | 8,854 | regranting to small and emerging arts organizations |
| The Todd Lueders Fund for the Arts | Carmel Bach Festival | 20150823 | 7,168 | general operating support |
| The Todd Lueders Fund for the Arts | Carmel Music Society | 20150825 | 7,168 | general operating support |
| The Todd Lueders Fund for the Arts | Hartnell College Foundation | 20150826 | 7,168 | support of the Western Stage Theater |
| The Todd Lueders Fund for the Arts | Monterey County Symphony Association | 20150824 | 7,168 | general operating support |
| The Todd Lueders Fund for the Arts | Monterey Museum of Art | 20150828 | 7,168 | general operating support |
| The Todd Lueders Fund for the Arts | Pacific Repertory Theatre | 20150829 | 7,168 | general operating support |
| The Todd Lueders Fund for the Arts | Youth Music Monterey | 20150827 | 7,168 | general operating support |
| The William Kiepura Fund | Diocese of Monterey | 20150857 | 24,524 | to assist retired priests who are financially needy or who have special medical, transportation, or other health-related needs. No funds will be used to defray any other expenses, including legal expenses |
| The William Kiepura Fund | Diocese of St. Augustine Priests Care Fund | 20150856 | 24,524 | to assist retired priests who are financially needy or who have special medical, transportation, or other health-related needs. No funds will be used to defray any other expenses, including legal expenses |
| Tony P. and Marjorie Ayres Fund | Central Coast VNA Foundation | 20150831 | 613 | general operating support |
| Tony P. and Marjorie Ayres Fund | Kinship Center | 20150830 | 613 | general operating support |
| Ward D. and Mary T. Ingram Fund | Community Hospital Foundation | 20150852 | 1,775 | general operating support |
| Ward D. and Mary T. Ingram Fund | Hospice Giving Foundation | 20150853 | 1,775 | general operating support |
| Ward D. and Mary T. Ingram Fund | Middlebury Institute of International Studies at Monterey | 20150855 | 1,775 | general operating support |
| Ward D. and Mary T. Ingram Fund | Monterey County Symphony Association | 20150854 | 1,775 | general operating support |
| | | Total | 883,092 | |
| Scholarships | | | | |
| Alan and Rita Shugart Scholarship Fund | CSU Long Beach - Financial Aid Office | 20150895 | 4,000 | Amber Clark |
| Charles Joseph Watts Scholarship Fund | Butte College | 20150770 | 1,500 | Tucker Bennett |
| Charles Joseph Watts Scholarship Fund | UC Irvine -- Office of Financial Aid & Scholarships | 20150906 | 1,500 | Aaron Arellano |
| David L. Ferguson Scholarship Fund | Washington University in St. Louis | 20150893 | 1,250 | Luiza Alves |

**Community Foundation for Monterey County
Grants - August 1, 2015 - September 30, 2015**

| | | | | |
|--|---|----------|-------|---------------------------|
| Dr. Roger and Kate Bartels Memorial Scholarship Fund | University of California, Berkeley -- Financial Aid | 20150762 | 500 | Alexander Baskoro |
| General Endowment Fund of the Community Foundation | UCLA Main Cashiers Office | 20150798 | 1,000 | Ana Alvarez |
| Horace H. Wilson Scholarship Fund | CSU Fresno | 20150877 | 2,000 | Anayeli Morales |
| James Bliss & Annette Sward Forestry & Nursing Scholarship Fund | CSU Sacramento--Financial Aid Office | 20150785 | 1,000 | Guadalupe Cabrera-Barrios |
| James Bliss & Annette Sward Forestry & Nursing Scholarship Fund | Monterey Peninsula College | 20150769 | 1,000 | Irina Koucky |
| James Bliss & Annette Sward Forestry & Nursing Scholarship Fund | Monterey Peninsula College | 20150768 | 1,000 | Shaun Simmons |
| James Bliss & Annette Sward Forestry & Nursing Scholarship Fund | Monterey Peninsula College | 20150792 | 1,000 | Jane DeLay |
| Joseph and Betty Spradling Scholarship Fund | Monterey Peninsula College | 20150908 | 2,000 | Austin Book |
| Kristopher Pallastrini Fund | Sacramento City College | 20150896 | 600 | David Warner |
| Matthew Paul Finnigan Memorial Scholarship Fund | UC Irvine | 20150756 | 1,500 | Jong Ho Lee |
| Monica Abbott Scholarship Fund | Brigham Young University - Idaho | 20150802 | 1,000 | Ashley Brady |
| Monica Abbott Scholarship Fund | CSU Monterey Bay | 20150772 | 1,000 | Ashley Sanchez |
| Richard Scott Reynolds Science and Technology Education Scholarship Fund | University of Texas, Austin | 20150767 | 3,000 | George Paul Haugen |
| Robert Hattori Nakamura Memorial Scholarship Fund | Monterey Peninsula College | 20150897 | 500 | Andres Enriquez |
| San Ardo Foundation for Education | CSU Monterey Bay | 20150907 | 1,500 | Alexis Antillon |
| Shelley Watts Scholarship Fund | Cuesta College | 20150771 | 1,500 | Brianna Ortiz |
| Shelley Watts Scholarship Fund | Hartnell College | 20150878 | 1,500 | Edgar Bonilla |
| Shelley Watts Scholarship Fund | San Diego State University | 20150757 | 1,500 | Brandon Ramirez |
| The Bissell Fund | UC Irvine | 20150876 | 2,000 | Diego Moises Santos Cruz |
| The Harles R. Sarment College Endowment | Cal-Poly State University | 20150764 | 5,000 | Adam Bigham |
| The Harles R. Sarment College Endowment | CSU Fresno | 20150761 | 5,000 | Estefani Gomez |
| The Harles R. Sarment College Endowment | CSU Fresno | 20150791 | 5,000 | Monica Flores-Ponce |
| The Harles R. Sarment College Endowment | CSU Long Beach | 20150894 | 5,000 | Amber Clark |
| The Harles R. Sarment College Endowment | CSU Monterey Bay | 20150758 | 5,000 | Leslie Maldonado |
| The Harles R. Sarment College Endowment | UC Davis Cashier's Office | 20150794 | 5,000 | Crystal Amezcua |
| The Harles R. Sarment College Endowment | UC Davis Cashier's Office | 20150759 | 5,000 | Maritza Contreras Cruz |
| The Harles R. Sarment College Endowment | UC Irvine | 20150793 | 5,000 | Adolfo Rua |
| The Harles R. Sarment College Endowment | UC Santa Barbara | 20150787 | 5,000 | Emilie Venancio Guzman |
| The Harles R. Sarment College Endowment | UCLA Main Cashiers Office | 20150875 | 5,000 | Priscilla Covarrubias |
| The Harles R. Sarment College Endowment | UCLA Main Cashiers Office | 20150790 | 5,000 | Ana Alvarez |
| The Harles R. Sarment College Endowment | University of California, Berkeley | 20150763 | 5,000 | Alexander Baskoro |
| The Harles R. Sarment College Endowment | University of California, Berkeley | 20150766 | 5,000 | Maria Carolina Mundo |

**Community Foundation for Monterey County
Grants - August 1, 2015 - September 30, 2015**

| | | | | |
|--|--|--------------|------------------|--------------------------|
| The Harles R. Sarment College Endowment | University of California, Berkeley | 20150760 | 5,000 | Javier Cardenas |
| The Harles R. Sarment College Endowment | University of California, Berkeley | 20150874 | 5,000 | Gema Murrillo |
| The Harles R. Sarment College Endowment | University of California, Berkeley | 20150788 | 5,000 | Karen Trejo |
| The Harles R. Sarment College Endowment | University of California, Berkeley | 20150786 | 5,000 | Brenda Ruby Rodriguez |
| The Harles R. Sarment College Endowment | University of the Pacific | 20150765 | 5,000 | Rebecca Cooper |
| The Larry Horan-Jim Langley Cal Alumni Memorial Scholarship Fund | University of California, Berkeley | 20150879 | 2,500 | Brenda Ruby Rodriguez |
| The Morse Foundation Scholarship Fund | Monterey Peninsula College | 20150795 | 2,300 | Gabriel Arguellos |
| The Morse Foundation Scholarship Fund | University of the Pacific McGeorge School of Law | 20150739 | 5,000 | Anna Lucido |
| Wilbur H. and Maxine D. Stevens Scholarship Fund | Monterey Peninsula College | 20150789 | 1,500 | Flor Rebeca Jimenez-Mora |
| | | Total | 134,650 | |
| | | | | |
| | Grand Total - 157 Grants, Totaling | | 1,166,190 | |
| | | | | |



The Robert and Virginia Stanton Endowment Committee Minutes of the October 13, 2015 Meeting

The regular meeting of the Robert and Virginia Stanton Endowment Committee was held on October 13, 2015 at the Monterey office of the Community Foundation for Monterey County.

Committee members present: Ramona Smith, Chair; Iathan Annand; Kip Hudson; Breck Tostevin

Committee members excused: Stephen Dart

Foundation staff present: Dan Baldwin, Lynn Bentaleb, Laurel Lee-Alexander

The meeting was called to order at 3:00 pm by Ramona Smith, Chair.

ACTION ITEMS:

1. The minutes of the October 14, 2014 meeting were approved as distributed.
2. The following proposals totaling \$206,006 were recommended to the Community Foundation for Monterey County board for approval on October 27, 2015. Breck Tostevin abstained from voting on the recommendation to the Salvation Army.
 - 1) **American Red Cross – Monterey Bay Area Chapter:** \$30,000 for a new vehicle to support disaster response and outreach programs
 - 2) **Carmel Bach Festival:** \$5,000 for operating support
 - 3) **El Sistema dba YOSAL:** \$10,000 for youth orchestra program support
 - 4) **Hartnell College Foundation:** \$40,000 for capital improvements to the Center for Performing Arts at Hartnell College
 - 5) **Meals on Wheels of Monterey County:** \$15,000 for purchase of new meal delivery van
 - 6) **Monterey County Pops!:** \$5,000 to support the Veteran's Day concert at the Stanton Theatre
 - 7) **Monterey Museum of Art:** \$35,000 for a capital campaign feasibility study
 - 8) **Museum Foundation of Pacific Grove, Inc.:** \$9,006 for capital improvements to the floors at the PG Museum of Natural History
 - 9) **Salvation Army, Monterey Peninsula Corps:** \$90,000 for capital improvements to the restroom's at the Child Development Center (2 year grant, \$45,000 each year)
 - 10) **Youth Music Monterey:** \$12,000 to support the South County Strings Program
3. The following proposals were recommended to the Community Foundation for Monterey County board for denial on October 27, 2015:
 - Chartwell School

- City of Pacific Grove
- Voices for Children - CASA
- Youth Arts Collective

DISCUSSION ITEMS:

- The Fund Statement for the period January-June, 2015 was presented by Breck Tostevin.
- Staff presented an updated list of Stanton Grants from 1995-2014.
- The Stanton Committee was introduced to the new online grant application program. The grant committee will use this system to review the applications starting in 2016.

INFORMATION ITEMS:

The next meeting of the committee will be held in fall 2016 at the Monterey office. Committee members will be notified of the proposed date.

The meeting was adjourned at 4:25.

Minutes prepared by: _____
Laurel Lee-Alexander, VP Grants and Programs

Approved by: _____
Ramona C. Smith, Chair

Date: October 27, 2015
To: Board of Directors
From: Alfred Diaz-Infante, Grants and Programs Committee Chair

RE: COMMUNITY IMPACT FRAMEWORK REVISIONS

This provides recommendations to revise our Community Impact (CI) Framework for implementation in 2016.

BACKGROUND

In 2014, after three years of implementation, the CFMC conducted an evaluation of the CI program and recommended revisions to the Framework based on the evaluation's results. Key findings from grantees, staff, committee members, board members, and other funders included suggestions to:

1. Clarify and simplify guidelines
 - Align application & reporting to size of grant (two tiered process)
2. Request only needed information on application & reports
3. Close gap between request amount and award
4. Better define multi-year support
5. Institute ongoing monitoring

In 2014, the CFMC Grants & Programs Committee and Board of Directors approved program revisions, including framework revisions for implementation beginning in 2015, including:

- REVISION 1: Formalize the small-grant review process tested in 2014 to include simplified application and reporting requirements and expedited staff-review for CI grant requests under \$12,000. At the same time, clarify the requirements and funding targets for the larger, more strategic committee-reviewed grant applications.
- REVISION 2: Increase the current funding limit from three to five years in order to allow grantees more time to solidify and diversify revenue sources.
- REVISION 3: Combine the current "Wellness" and "Basic Needs" priorities, change name to "Health and Human Services" and revise the goal and interest areas [to include adding a fourth interest to address the basic living needs (food and shelter) of Monterey County's most vulnerable and underserved individuals and families.]
- REVISION 4: Revise the name of the priority area now titled "Building Blocks" to "Youth Development and Education."

PURPOSE

This next phase of program improvement focuses on continuing to clarify and simplify the guidelines. Our goals are to simplify the program areas further, using sector-wide terminology and review funding priority interest areas for possible clarification

CURRENT STRUCTURE



RECOMMENDATIONS

1. Revise the program area titles from four program area titles with nine funding priorities to five program area titles.

| CURRENT | PROPOSED |
|---|--|
| <ul style="list-style-type: none"> Investing In Our People <ol style="list-style-type: none"> 1. Youth Dev. & Education 2. Health & Human Services Celebrating Our Cultures <ol style="list-style-type: none"> 3. Arts & Culture 4. Heritage Strengthening Our Communities <ol style="list-style-type: none"> 5. Community Engagement 6. Healthy Places & Spaces 7. Economic Opportunity Stewarding Our Environment <ol style="list-style-type: none"> 8. Environmental Engagement 9. Animal Welfare | <ol style="list-style-type: none"> 1. Arts, Culture & Historic Preservation 2. Children & Youth 3. Community Development 4. Environment & Animal Welfare 5. Health & Human Services |

2. Remove vision statements for current program area titles:

- *Investing In Our People*
- *Celebrating Our Cultures*
- *Strengthening Our Communities*
- *Stewarding Our Environment*

3. Update program area descriptions.

| CURRENT | PROPOSED |
|--|---------------------------------------|
| Celebrating Our Cultures <ul style="list-style-type: none">○ Arts & Culture○ Heritage | Arts, Culture & Historic Preservation |

Arts & Culture: We foster activities and programs that broaden, ~~diversify~~ and deepen participation in quality artistic experiences, especially among youth, ~~multicultural~~ **diverse communities** and other new audiences.

~~Heritage~~ **Historic Preservation**: We fund activities that preserve and celebrate Monterey County's rich and diverse history.

| CURRENT | PROPOSED |
|--|------------------|
| Investing In Our People <ul style="list-style-type: none">○ Youth Dev. & Education○ Health & Human Services | Children & Youth |

We support programs that help children and youth reach their full potential.

| CURRENT | PROPOSED |
|---|-----------------------|
| Strengthening Our Communities <ul style="list-style-type: none">○ Community Engagement○ Healthy Places & Spaces○ Economic Opportunity | Community Development |

We support:

- community-building activities that engage individuals and communities to ~~act on their own behalf~~ **lead efforts** and **that** create opportunities for local problem solving;
- strategies to enhance community environments so that all residents have safe, welcoming and accessible places and spaces to live, work and play;
- activities that increase opportunities for the economic security and advancement of young adults and low-income residents.

| CURRENT | PROPOSED |
|--|------------------------------|
| Stewarding Our Environment <ul style="list-style-type: none">○ Environmental Engagement○ Animal Welfare | Environment & Animal Welfare |

We support:

- programs that educate and involve local residents in protecting and preserving our natural resources and sustaining healthy ecosystems;
- animal welfare programs that promote the responsible and humane treatment of companion animals.

| CURRENT | PROPOSED |
|---|-------------------------|
| Investing In Our People <ul style="list-style-type: none"> ○ Youth Dev. & Education ○ Health & Human Services | Health & Human Services |

We invest in prevention and early intervention services that improve the physical and mental health of individuals and families, support programs that promote independent living and efforts that ensure that the basic living needs of Monterey County's most vulnerable and underserved individuals and families are met.

4. Ensure funding priorities for each program area continue to be relevant and serve the community's needs, and address key needs while allowing for greater flexibility and latitude. *(No recommended changes to current priorities)*

ARTS & CULTURE - FUNDING PRIORITIES

- Access to art education and cultural experiences that nurture development for youth (e.g., art appreciation programs, youth mentorship, artistic training and performance opportunities)
- Efforts to reach new and underserved audiences with relevant, high-quality, artistic experiences (e.g., targeted marketing and outreach efforts, strategic initiatives for audience development, programming to attract new audiences, development of bilingual and bicultural programs)
- Community-building programs that use the arts to promote cultural expression, build community pride and bridge cultural divides (e.g., community art projects, multicultural programming)

HISTORIC PRESERVATION - FUNDING PRIORITIES

- Efforts to preserve, restore and interpret historic places, structures and artifacts that are significant to Monterey County's history (e.g., interpretation plans, structural assessments, archival enhancements)
- Educational programs that cultivate interest, understanding and pride in the history and cultures of our region (e.g., historic curriculum enhancements, school field trip destinations)

CHILDREN & YOUTH - FUNDING PRIORITIES

- Early childhood education and family literacy projects that optimize the development of children (ages 0-5) so they enter school ready to learn (e.g., family reading programs and early childhood enrichment)
- Integrated academic supports to help youth (grades k-12) graduate from high school prepared for success (e.g., tutoring and homework support, in-school supplemental programs, academic mentors, college preparation)
- Programs that promote character-building, leadership and life skills development and that empower and support youth to make constructive use of time outside the school environment (e.g., afterschool enrichment programs, youth recreation, leadership skills development, service-learning projects, sports)

- Parent education and engagement efforts to promote healthy family environments, nurture positive youth development, and involve parents in their children's education (e.g., parent/child communication programs, parenting classes, parental involvement with schools)

COMMUNITY DEVELOPMENT - FUNDING PRIORITIES

- Community organizing and leadership development that engages people in addressing issues of mutual concern and leading positive change in their community (e.g., organize residents to address neighborhood concerns, training for emerging leaders)
- Community revitalization to make public spaces accessible, family-friendly and safe (e.g., community gardens, development of bike/walking trails, community emergency preparedness, collaboration and joint use agreements with schools and other public buildings/spaces, etc.)
- Basic adult literacy (e.g., language, English language acquisition, financial and digital training) to help people advance family financial management, in the workplace and with the needed skills to participate in 21st century commerce
- Employment readiness, skills training and other employment resources that increase access to living-wage jobs (e.g., summer jobs for youth, career counseling, job search and interviewing skills)

ENVIRONMENT & ANIMAL WELFARE - FUNDING PRIORITIES

- Environmental education and hands-on experiences for youth that inspire responsible stewardship of our natural resources (e.g., food systems, watershed, energy use, biodiversity and inter-dependence, climate change, etc.)
- Activities that help sustain healthy ecosystems and other efforts to ensure a healthy Monterey County for current and future generations (e.g., habitat restoration, efficient energy use, recycling, park/beach clean-ups, etc.)
- Prevention programs that address pet overpopulation, abuse, neglect and homelessness
- Programs that support vulnerable people (e.g., seniors, disabled) in keeping their companion animals at home

HEALTH & HUMAN SERVICES – FUNDING PRIORITIES

- Community health promotion and prevention programs that keep people healthy and delay or eliminate the necessity for treatment (e.g., programs that promote healthy lifestyles, nutrition, exercise, family planning, substance abuse education, family violence prevention)
- Case management and other programs that teach self-advocacy skills and/or provide guidance in navigating the health and human services system to secure needed resources for people who have limited access to services (e.g., access to public benefit programs, resources and referrals)
- Independent living resources for older adults, people living with disabilities or chronic illness, foster youth, and other special needs populations (e.g., senior meal and social programs that support aging in place, caregiver and support groups)
- Expanded or improved basic needs services to meet growing trends or changing issues. Funding will focus on services that address the basic living needs (food and shelter) of Monterey County's most vulnerable and underserved individuals and families (e.g., adding services or hours of service or implementing new business practices that contribute to positive client outcomes)

Philanthropic Services Summary
September-15

| Current Activity Report | | | | | | | | |
|-----------------------------|----------------------|------------|----------------------|---------------|------------|-----------|------------|-------------------------------|
| Number of Meetings/Contacts | | | | | | | | |
| September 2015 | | | | | | | | |
| Month | Professional Advisor | Prospects | Current Fund Holders | Presentations | | Events | | Newsletters Crescendo eBlasts |
| January | 5 | 9 | 4 | 1 | *see below | 5 | *see below | 6 |
| February | 5 | 15 | 9 | 2 | *see below | 7 | *see below | 7 |
| March | 7 | 16 | 7 | 1 | *see below | 6 | *see below | 7 |
| April | 10 | 30 | 10 | 1 | *see below | 3 | *see below | 7 |
| May | 5 | 15 | 6 | 3 | *see below | 4 | *see below | 7 |
| June | 5 | 35 | 8 | 1 | *see below | 7 | *see below | 7 |
| July | 5 | 17 | 5 | 1 | *see below | 7 | *see below | 8 |
| August | 5 | 30 | 4 | 1 | *see below | 5 | *see below | 8 |
| September | 5 | 26 | 5 | 8 | *see below | 6 | *see below | 8 |
| October | | | | | | | | |
| November | | | | | | | | |
| Total Activity | 52 | 193 | 58 | 19 | | 50 | | 65 |

January Events: IMPACT Monterey, JA Business Hall of Fame, Women's Fund Leadership Gathering, Planned Parenthood Roe v. Wade luncheon, CHISPA Annual Celebration,

CFMC Professional Advisor Presentations: Merrill Lynch, PMB Helin Donovan, Leach and Walker, Monterey Private Wealth

February Events: Fund for Homeless Women Donor's Event, Rancho Cielo Culinary Round Up, Paisano Club, MC Gives! Check Signing Party, Legacy Society Luncheon

Hispanics in Philanthropy, Noteware Retreat

March Events: FFA Foundation, Natividad National Hero's Award, CCVCF Groundbreaking, DLI Foundation, SMCF- King City, Boys and Girls Club Comics for Kids

April Events/Presentations: Carmel Heritage Society, Ciao Ciapino, CFMC Women's Fund Luncheon

May Events/Presentations: IMPOWER, Hartnell Party in the Library, Sunset Center Gala, LCCF CEO & Board Retreat, Lunch and Learn Estate Planning, Salinas Valley Affiliate

Fund Lunch ,Sunrise Rotary Presentation, Castroville Library Stewardship Fund presentation

June Events/Presentations: Merienda, IMPACT Monterey, Rabobank Community Leadership, NCPG-AFP Luncheon, Funders Lunch, Past Chairs Luncheon, AFP-DEN Summit

July Events/Presentations: Rodeo Parade Judge, Rodeo BBQ, Pebble Beach Company Foundation, Sheriff's advisory, Neighborhood Grants Program, MC Board of Supervisors, College Futures Confer.

August Events/Presentations: Center for Photographic Excellence, RM Auction, Strategic Planning, Bright Futures, MBAQ Big Blue Live, Impact Monterey County

September Events/Presenations: Rancho Cielo Board/stewardship fund, Sons In Retirement, Salinas Valley Memorial Hospital/ stewardship fund, CPE Forum, Estate & Gift Planning Seminar,

MC Gives Kick-off, Marina Rotary, MC Gives Lunch and Learn, Wurts Summit, Small Housing Community Discussion, IMPACT MC, Carmel Rotary BBQ, Monterey Jazz Festival

***On-going: Salinas & Monterey Rotary Clubs**

| Planned Gifts | |
|--|----------------------|
| New Legacy Society Members | 0 |
| Expectancy Additions Year to Date | \$61,000,000 |
| Legacy Society Members to Date: | 197 |
| Total Expectancies to Date: | \$130,506,003 |

New Funds Created 2015

| Type of Fund | Number of Funds | Establishing Gift |
|---|------------------------|--------------------------|
| Donor Advised | | |
| Buchalter/Adler Family Fund | 1 | \$ 3,244.00 |
| Ila Davis Fund | 1 | \$ - |
| Dekker Davidson Foundation | 1 | \$ 10,000.00 |
| Farrell/Allen/LaSalle Carmel Rotary Fund | 1 | \$ 5,002,562.81 |
| John and Kristina Magill Fund | 1 | \$ 24,926.00 |
| Affiliate Funds | | |
| Agency/Stewardship | | |
| Carmel Heritage Society Stewardship Fund | 1 | \$ 60,000.00 |
| Central Coast Veterans Cemetery Foundation Stewardship Fund | 1 | \$ - |
| Central Coast Young Men's Christian Association | 1 | \$ 250,000.00 |
| Friends of Community Animal Services Fund | 1 | \$ 300,000.00 |
| Friends of the Andy Ausonio Library Stewardship Fund | 1 | \$ 200,000.00 |
| Girls, Inc. Stewardship Fund | 1 | \$ 100,000.00 |
| Anne C. Leach Scholarship Fund | 1 | \$ 25,000.00 |
| Morse Foundation Stewardship Fund | 1 | \$ 90,000.00 |
| Peace of Mind Dog Rescue Stewardship Fund | 1 | \$ 50,000.00 |
| Learning Opportunities Endowment Fund for Scottish Fiddlers of California | 1 | \$ 354,907.00 |
| YWCA Monterey County Stewardship Fund | 1 | \$ 50,000.00 |
| Private Foundations | | |
| Corporate Funds | | |
| Scholarship | | |
| Morse Foundation Scholarship Fund | 1 | \$ - |
| Field of Interest | | |
| Designated Fund | | |
| Carl Young Memorial Earth Science Endowment Fund | 1 | \$ 10,100.00 |
| Tassajara Fire Fund | 1 | \$ - |
| New Funds Created Total: | 19 | \$ 6,530,739.81 |

| Total Contributions | | |
|----------------------------|-----------|-------------------|
| Year 2015 - YTD | \$ | 12,050,606 |
| Year 2014 - YTD | \$ | 7,983,570 |

Updates to the CFMC Gift Acceptance Policy

Summary

August 2015

- Clarified the members, roles and responsibilities of the Gift Acceptance Committee. Members include President/CEO, Director of Finance and Human Resources, and Vice President of Philanthropic Services.
- Extended authority to negotiate gift agreements to the Vice President of Philanthropic Services (previously only President/CEO and consultants were authorized)
- Gift Acceptance Committee given authority to determine which types of gifts require further discussion with the board
- Updated Stewardship Fund minimum (\$50,000)
- Changed and simplified wording in
 - purpose of policy
 - confidentiality
 - use of legal counsel
 - costs of accepting and administering gifts
 - criteria for accepting gifts
 - cash, check and pledge acceptance language
 - marketable securities (gift amount determination, appraisal requirements, use of securities)
 - tax consequences for donors of tangible personal property, depending on the asset's sale or use for exempt/non-exempt purposes
 - charitable remainder trusts, including conditions for acceptance, minimum amounts, and handling of illiquid assets
 - guidelines for the review of gifts of real estate
- Added language about
 - prohibitions against material restrictions on gifts
 - handling of gifts of illiquid assets and criteria for determining their use
 - the foundation's variance power
 - CFMC's right to make all investment decisions, with the exception of DRIM funds
 - guidelines related to fundraising by donors
 - guidelines for Legacy Society eligibility
 - additional scrutiny for some types of Supporting Organizations
 - charitable gift annuity, adapted from California Community Foundation's GAP and our current CGA guidelines
 - life estate, adapted from California Community Foundation's GAP and a Council on Foundations sample GAP
 - oil, gas and mineral rights, adapted from Tulsa Community Foundation's GAP
 - Bargain Sales, adapted from Tulsa Community Foundation's GAP

Community Foundation for Monterey County 2015 Personnel Policy Changes

The Personnel Policy currently used was written by Fenton & Keller, and approved by the board, in 2003.

There have been updates to the policy, as needed, but the original format and much of the generic language in the document has not changed.

In late 2014 we engaged The Personnel Office (TPO), our HR consultants, to update the entire document.

The new document contains TPO's best practices language, and expanded language to ensure legal compliance with California and federal labor laws.

The next step was a full legal review, by Sara Boyns at Fenton & Keller.

Changes include:

Added:

Immigration Law Compliance
Personnel file availability
Medical Leave
Organ and Bone Marrow Donation Leave
Emergency Duty Leave
Volunteer CA Wing of the Civil Air Patrol Leave
Social Media Policy
Paid Sick Leave policy

Changed:

Cell Phone Use While Operating a Vehicle

- Old policy prohibited all use while operating a vehicle
- New policy allows for hands-free use

Problem Solving Policy

- Old policy included specific step by step procedure, which could erode the at-will status of an employee
- New policy includes general guidelines and procedures

Paid Consulting changed to Supplemental Employment Policy

- Old policy stated no paid consulting by employees without Board approval
- New policy states the employee must have management approval, and includes performance standard expectations

Telecommuting

- Old policy barred only non-exempt employees
- New policy bars all employees

Service Clubs

- Old policy excluded the expense for meals at service club meetings
- New policy includes meals

Cafeteria Plan

- Changed to a Limited Purpose Flexible Spending Account, which may be used for dental and vision expenses only
- Health care expenses are included in the Health Savings Account

Jury Duty

- Old policy included up to twenty days
- New policy includes the length of time impaneled

Domestic Violence or Sexual Assault Leave

- Changed to Domestic Violence, Sexual Assault or Stalking Leave

Paid Time Off and Holiday Pay

- Reduced PTO accrual to compensate for the addition of paid sick leave
- Added part-time employee eligibility, at prorated amounts

Eliminated:

Consultant and Volunteer policies

Dress Code

- Eliminated Casual Friday language



Date: October 27, 2015
To: Board of Directors
From: Dan Baldwin, President/CEO

**RE: RECOMMENDATION TO ALTER RESTRICTION OF HARLES R. SARMENT
COLLEGE ENDOWMENT SCHOLARSHIP**

This provides a recommendation for the Board to exercise its variance power to change the criteria of the Harles R. Sarment College Endowment Scholarship.

Background

The Harles R. Sarment College Endowment is the CFMC's largest scholarship fund, with a \$2.2 million balance and over \$100,000 in grants awarded each year to graduating high school seniors throughout Monterey County. The fund was created through an estate gift, with the following language establishing the criteria for the fund: *"Only the income from the fund may be used and, when used, shall be used for the exclusive purpose of providing tuition scholarships to persons who meet all of the following five qualifications:*

1. *Graduating high school senior*
2. *Resident of Monterey County*
3. *United States citizen*
4. *Admitted as a full-time student into a four-year college or university in the State of California for the first academic year following graduation*
5. *Otherwise financially unable to attend such a college or university."*

History

In each of the last few years, three to five of the approximately 20 students who receive a scholarship are unable to use it because the scholarship is restricted to "tuition scholarships." Many scholarship recipients who have the highest financial need also receive Pell Grants and Cal Grants, which pay for the majority of their tuition costs. However, students still have costs for student fees, insurance, school supplies, housing, food, transportation, and other expenses. Normally when federal aid and scholarships exceed the cost of tuition, students receive a refund of funds up to school's cost of attendance which incorporates these other expenses.

Restrictions

The tuition-only restriction of the Sarment scholarship means that these funds must be returned to the CFMC rather than supporting the student's other costs of attendance. This results in some students being awarded a scholarship that they cannot use although they still face costs that often make it impossible to continue school.

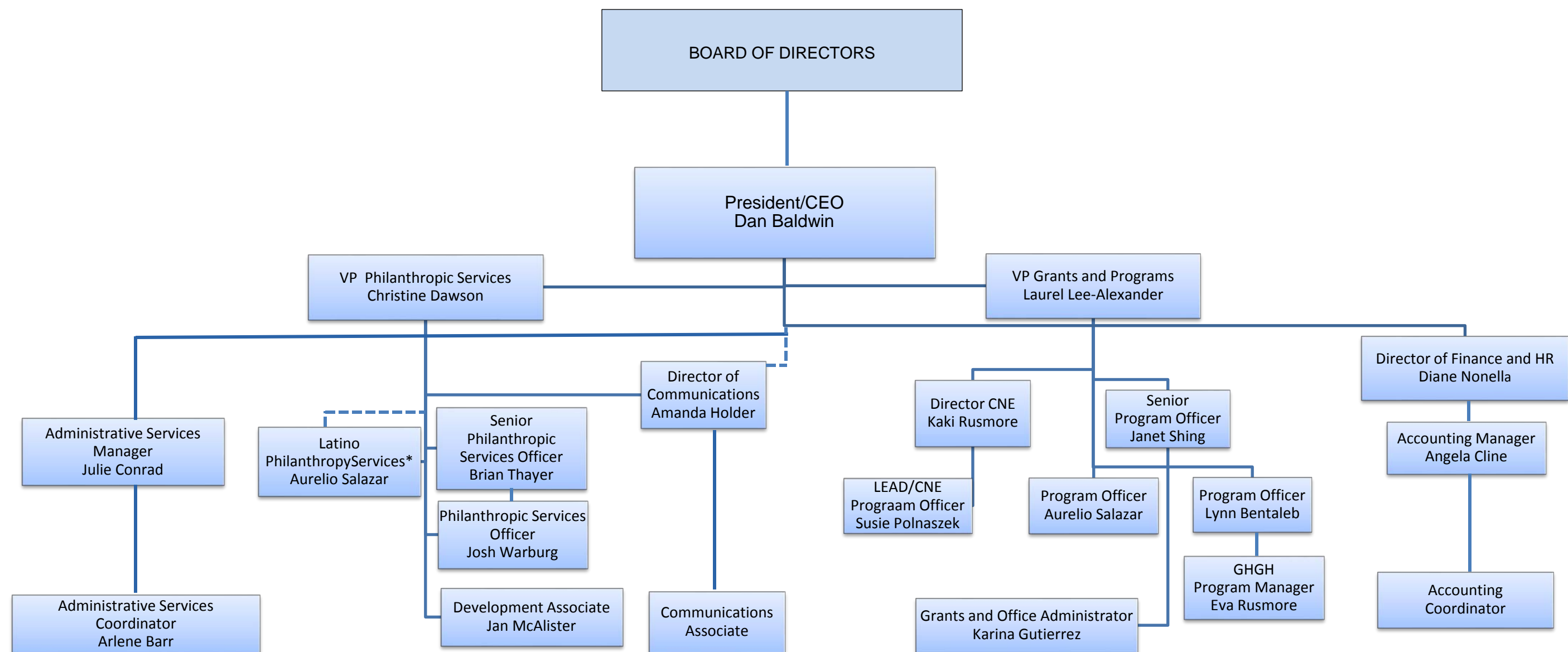
Recommendation:

The CFMC Board exercise its power of variance to change the criteria to the following:

"Only the income from the fund may be used and, when used, shall be used for the exclusive purpose of providing ~~tuition~~ scholarships to persons who meet all of the following five qualifications:

- 1. Graduating high school senior.*
- 2. Resident of Monterey County.*
- 3. United States citizen.*
- 4. Admitted as a full-time student into a two-year or four-year college or university in the United States for the first academic year following graduation.*
- 5. Otherwise financially unable to attend such a college or university."*

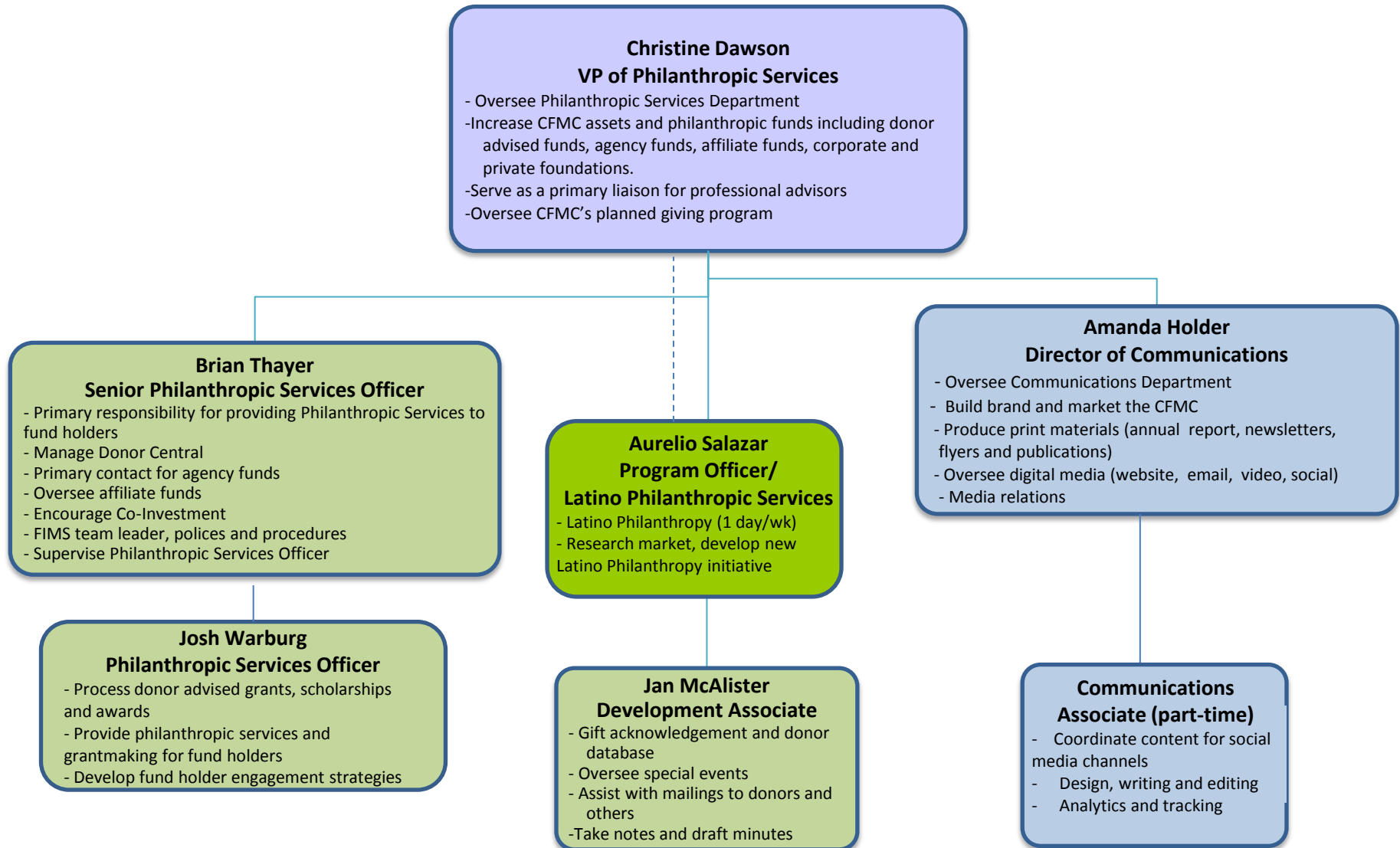
| Community Foundation for Monterey County | | | | | | | | |
|--|---------|--|----------------------------|---------------------------|--------|----------------------------|---------|--------------------|
| | | | | | | | | |
| Current Fee Structure | | | New Structure #1 | | | New Structure #2 | | |
| Agency & Stewardship Funds | | | Agency & Stewardship Funds | | | Agency & Stewardship Funds | | |
| Fund Balance | Current | | Fund Balance | Current | | Fund Balance | Current | |
| first 1,000,000 | 1.00% | | first 1,000,000 | 1.00% | | first 1,000,000 | 1.00% | |
| 1M-3M | 0.75% | | 1M-3M | 0.75% | | 1M-3M | 0.75% | |
| 3M+ | 0.50% | | 3M-5M | 0.50% | | 3M-5M | 0.50% | |
| | | | 5M-7M | 0.25% | | 5M-7M | 0.25% | |
| | | | 7M-10M | 0.10% | | 7M+ | 0.10% | |
| | | | 10M+ | 0.05% | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Agency & Stewardship Funds | | | | Current @ \$11,000,000 | New #1 | Annual Variance | New #2 | Annual Variance |
| Sample Fund | | | | 65,000 | 37,472 | (27,528) | 44,000 | (21,000) |
| | | | | | | | | |
| | | | | Current @ \$15,000,000 | New #1 | Annual Variance | New #2 | Annual Variance |
| Sample Fund | | | | 85,000 | 45,500 | (39,500) | 48,000 | (37,000) |
| | | | | | | | | |
| | | | | Current @ \$20,000,000 | New #1 | Annual Variance | New #2 | Annual Variance |
| Sample Fund | | | | 110,000 | 48,000 | (62,000) | 53,000 | (57,000) |

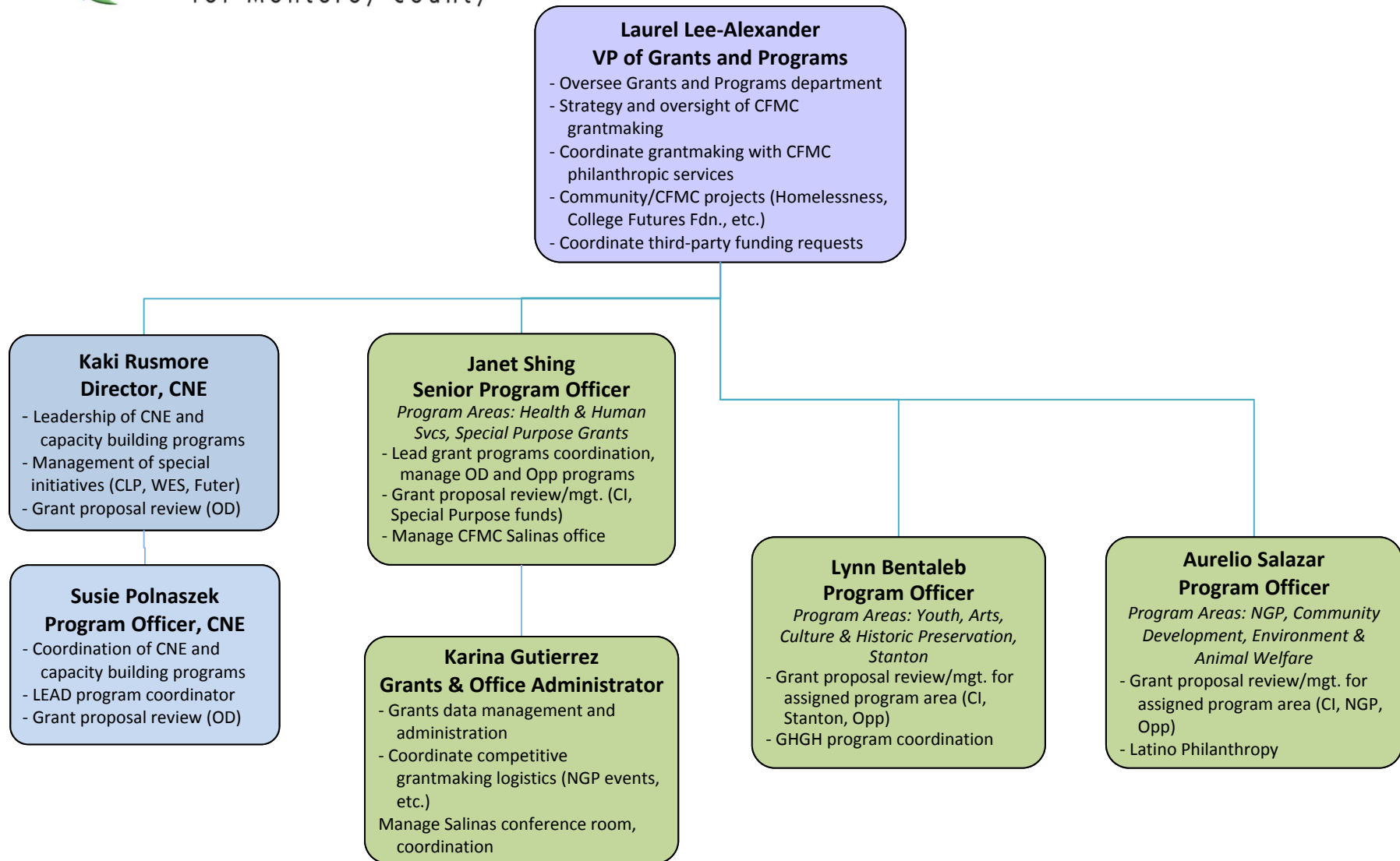


*

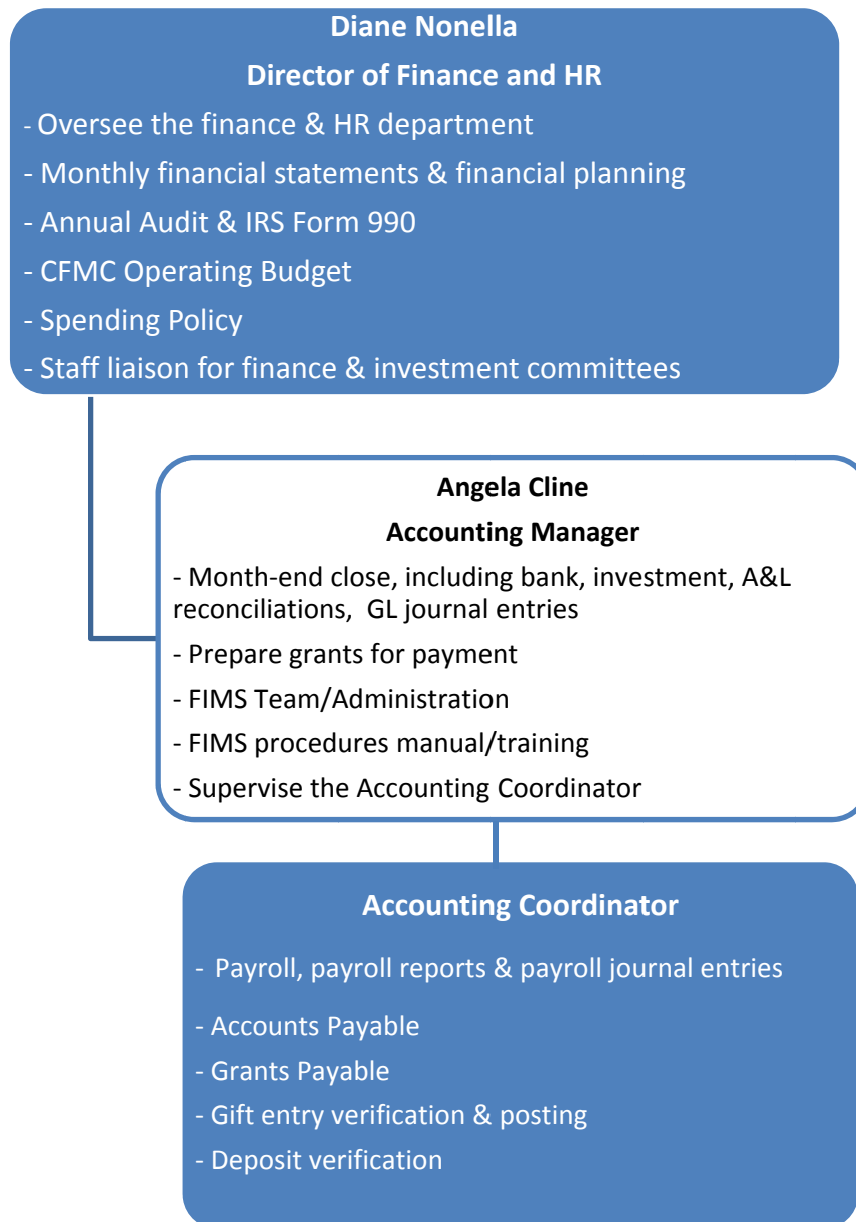
*20% FTE, 80% Grants and Programs

Philanthropic Services 2015





2015 Finance Department



2015 Administrative Services Department

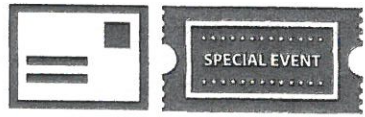
Julie Conrad
Administrative Services Manager

Oversee the Administration, IT and Facilities departments
Administrative support for Board of Directors and Committees
Maintain records, governing documents, policies, financial statements, rosters, handbooks
Ensure smooth operations day to day
Supervize Administrative Services Coordinator

Arlene Barr
Administrative Services Coordinator

Manage front desk and lobby business
Maintain FIMS profile module and affiliation codes
Assist CEO day to day
Maintain conference room schedule and internal calendar
Assist with social media and website updates
Manage cash receipts journal, mail and correspondence
Coordinate and maintain office supplies

Fundraising → Development → Philanthropy



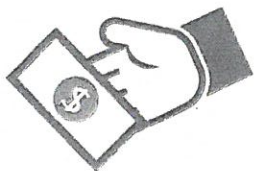
Appeals or Events



Impersonal



Targeted



Small Contributions



Transactional



Listening



Affinity



Partnership



Stewardship



Relational



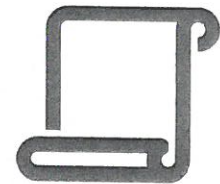
Strategic



Enduring Relationship



Multigenerational



Estate Gifts



Transformational