

**Philanthropy WV
Program + Membership Committee Meeting
May 11, 2023 10 ~ 11 am**

AGENDA

Call to Order & Introductions

Approval of Last Meeting Minutes

Unfinished Business

New Business

- **Program + Membership Committee Charter:** Committee will review it's charter and offer feedback to Jennie
- **2023 Membership Renewal Process:** Jennie will update the committee on where we are at with renewals and plans to reach out to lapsed members.
- **2023 Plans website updates:** Jennie will report on plans to upgrade our website, and how this affects programming and membership.
- **2023 Membership Programming:** Jennie will report on initial plans for the 2023 program year with offerings of hybrid programming with a focus on in-person programming.
- **Conference Updates**
- **Open Forum/Other Matters**
- **Adjournment**

Minutes:

Feedback on conference: orgs are split between national every year/every year 's Philanthropy WV conference; nuts and bolts offered by NPA is a good example of potential programming that could be attractive to our members

members to include. (Jennie will follow up with Chad to pull names from database)

who to ask:

united way, corporate, cf, private, healthcare

Monthly meetings – **group agreed: 2nd Thursday at 10 am**

Follow up: send draft of internal program calendar; set up monthly meetings; work on recruitment of additional members; redo charter

**Philanthropy WV
Program + Membership Committee Meeting
June 8, 2023**

AGENDA

Call to Order & Introductions

Approval of Last Meeting Minutes
Unfinished Business

- **Program + Membership Committee Charter:** Committee will review final draft of charter. [Here](#) is a link to it.

New Business

- **2023 Membership Programming:** Jennie and Nina will report on programming that has occurred and feedback that has been received. [Here](#) is a link to an internal program planning document.
- **Committee Outreach Update**
- **Conference Updates**
- **Open Forum/Other Matters**
- **Adjournment**

Minutes:

Access to online drive to access minutes and other documents (Nina to follow up with Chad in creating it)

Charter: recommend to Board to send to approval

Internal Program Planning Document - send link to group and eventually create document for potential speakers

Update on Virtual / In-Person Programming - struggling to figure out what makes sense will continue to work with committee on how to best position programming and marketing for them

Affinity Groups / Philanthropy Ohio is a good example of affinity groups and their value

EAG – it's time to reassess it. Value is the gathering of like minded individuals and donor conversations are able to happen



**Agenda - Finance & Administration Committee Meeting
Friday June 2, 2023, 10-11 AM**

Meeting Via Zoom

<https://us02web.zoom.us/j/88579769294?pwd=ZEJkWHRhRXcyQmpNZ1FTUGJLUFlZz09>

Meeting ID: 885 7976 9294

Passcode: 599874

One tap mobile

[+16465588656](tel:+16465588656),[88579769294#](tel:+16465588656),[*599874#](tel:+16465588656) **US**

Members: Mike Lewis, Janell Ray, Dena Cushman, Patricia Watson, Michelle Foster

Staff: Chad Matlick, Jennie Smith-Peers

In Attendance: Mike Lewis, Janell Ray, Dena Cushman, Michelle Foster, Chad Matlick, Jennie Smith-Peers

AGENDA

Call to Order

Mike called the meeting to order at 10:06

Approval of February 2023 Committee Meeting Minutes (Exhibit A)

Janell Motioned, Dena Seconded

Unfinished Business:

- **Class Tracking:** Class tracking was implemented in Dec 2022, but has not appeared on our financial statements. Chad has contacted our accountant again to request this addition.

Chad will follow up and update at the next meeting

- **FY2022 Audit Process:** The Audit committee duties were combined with F&A Committee, as per the recommendation from this group. The Executive Committee also amended our Accounting Policies & Procedures so that the audit committee may be "chaired by the Chair of the Board of Directors *or his/her designee*". The kickoff call with auditor Matthew Hatfield of Richmond & Associates on May 16 was brief and friendly. Matthew has successfully filed the extension for our Form 990, and expects the audit to be completed by mid August.

Janell asked about the new deadline for submitting, Chad said it is November

- **The 2023 Annual Conference:** Planning continues for the event at Oglebay Resort in Wheeling

Oct 2-4. No sponsorships have been acquired yet. Advice on who to approach would be greatly appreciated. [Here](#) is a link to what we requested in prior years.

Questions about the conference budget, Chad said that a conference budget is being developed and the expected expenses were \$30,000. Question about conference costs, no ballpark number was given. Mike questioned about the number of required room reservations, Chad said it was 50 on Tuesday.

- **Employee Handbook & FMLA Policy:** Our FMLA policy is still under development, and will be given renewed priority this summer. Draft will be ready for the committee to review at the next meeting. We also need to review and update our Employee Handbook which hasn't been revised since 2014.

Michelle questioned whether this was the proper committee. Janell noted it included administration. Janell mentioned an HR person at Suttle & Stalnaker, Drema Foster, who does this type of work as a service. Chad will also work with Justworks on formulating an FMLA policy.

- **Ascendium Update:** Jennie will provide an update on the Ascendium project and future plans.

Jennie says there is a new timeline with Chris Treadway at the WVHEPC for finishing the grant in December, with a final report to Ascendium in March 2024. We will have bimonthly check-in with WVHEPC to monitor progress and budget.

Mike asked about future Ascendium grants, Jennie noted that the financial investments for Philanthropy WV were not worth our time. Mike noted that our overhead for the grant was relatively low.

New Business:

- **March 2023 Financial Statement & Mar Budget Report (Exhibit B):** Chad has prepared a short report to accompany the final statement from FY2022. Philanthropy West Virginia's March FY2023 Financial Statement shows total assets of \$564,473, and Total Liabilities of \$4,487. The Current Year Change is Net Assets show a loss of \$39,093.

Mike referenced the budget report and asked the group if they have any questions. Jennie noted that

Janell motioned, Dena seconded. Motion carried.

- **Insurance:** Guidestar is no longer servicing nonprofits, and our Commercial and Auto packages are now through Church Mutual. The renewal pricing through Church Mutual is \$2,671.26, saving \$239.67 for the term over last year. Our Cyber Insurance renewal cost from BCS Insurance is \$1,077.90, down \$225 from last year. We will also apply for Event Insurance for the 2023 Annual Conference once we are within the 90 day window on June 5.

Mike asked about what event insurance covers. Chad mentions it does not cover COVID or other outbreaks. Jennie said it was primarily for property damage.

- **Bank Accounts (Exhibit C):** A review of our existing bank accounts and investment strategy.

Chad will update the bank accounts list with additional information. Mike noted that bank sponsorship could be influenced by an offer to open accounts with them, Michelle urged caution.

Open Forum: Discussion on any current/future issues identified by the committee.

Future Meetings: Future F&A Committee for 2023

- Audit Draft Review - Mid August, want to set a date?
- September 21, 10-11 AM
- November 14, 10-11 AM

Adjournment

Mike Adjourned at 10:49