

## **Minutes of AGF Board Meeting | Tuesday, June 9, 2009**

Pursuant to call and notice of the meeting, Carol Peck called the meeting of the Board of Directors to order at 11:56 am on Tuesday, June 9, at the Rodel Charitable Foundation of Arizona, 6720 N. Scottsdale Road, Suite 380, Scottsdale, AZ.

Directors present included Tom Ambrose, Kerry Blume via phone, Lydia Lee, Pat Miles, Carol Peck, Ed Portnoy, Roy Pringle, Mary Jane Rynd, Don Snider, Merl Waschler, and Deborah Whitehurst. Marissa Theisen and Erin Dow were also present. Carol chaired the meeting and Erin acted as secretary.

### **Approval of Minutes**

*Upon a motion by Ed Portnoy and a second by Deborah Whitehurst, the board approved the minutes of the April 14th board meeting.*

### **Review of AGF Financial Statements**

Roy Pringle reviewed the year-to-date financial statements, explaining why a few line items were slightly over budget. In general, he stated the budget is in good shape. He then described a payroll error that Marissa Theisen caught and brought to the board's attention. Due to a miscommunication with ManageStaff, AGF's payroll processing company, Marissa has over the past 2 ½ years received approximately \$6,300 in retirement benefits to which she was not entitled. The proposed solution, Roy explained will be to deduct \$452 from Marissa's salary for the next 14 pay periods. Carol Peck stated that to avoid such an issue in the future, the CEO will, at the start of each year, prepare a letter to ManageStaff outlining the specific salary and payroll deductions for each employee. The CEO and board Chair will both sign the letter. The board Treasurer will then review the first payroll statements to ensure that staff is implementing the process correctly. Finally, Marissa will prepare a year-end payroll schedule which the board Treasurer will compare with ManageStaff records. Mary Jane Rynd asked if a yearly external review of financials would be helpful. Roy stated that in previous discussions the board had decided against yearly audits or reviews due to the high cost. Carol suggested that in the future, the CEO and the board Chair both sign any important communications sent to ManageStaff (e.g., changes to the Employee Handbook).

### **Role of Board in Membership Development**

Since Jerry Wissink was unable to attend the meeting to report on membership development, Marissa Theisen reported that she and Jerry wanted to include the board in reaching out to prospective members. She emphasized that board members do not necessarily have to actively recruit, but could simply invite prospective members to attend an AGF program as a guest. Deborah Whitehurst agreed to extend an invitation to ACF support foundations to attend an upcoming AGF program. Ed Portnoy said that he would be willing to reach out to Rob Leslie at Mutual of Omaha Bank and Eugene Polk at Kieckhefer Foundation. Mary Jane Rynd expressed willingness to reach out to her contacts at Kemper & Ethel Marley Foundation, Najafi Family Foundation and National Bank of Arizona. Marissa asked that board members report back to AGF when they contact a prospective member so that AGF can keep an updated database.

### **AGF's Role in Public Policy**

Carol Peck asked the board members for their thoughts on what AGF's role should be in educating state leaders about the philanthropic sector and whether there might be interest in establishing a Public Policy Committee. She cautioned board members to consider suggestions that were within AGF's capacity to implement. Marissa Theisen shared that regional associations around the country are all exploring what their role can/should be relating to influencing State budget deliberations as well as informing the philanthropic community about the distribution of stimulus funds through the American Resource and Recovery Act (ARRA). She referred to a breakfast meeting for funders on June 4, where Tim Delaney, CEO of the National Council of Nonprofits provided background on ARRA, highlighted what funders in other states were doing and challenged Arizona funders to get involved. Mary Jane Rynd and Pat Miles,

who also attended this session, shared their thoughts about the importance of Arizona funders doing something quickly to ensure our nonprofits get their fair share of stimulus funds.

Carol Peck stated that the Rodel Foundation is working with other funders and STEMAZ to put together a budget proposal for Arizona funding in this area. Marissa Theisen reported that the Alliance of Arizona Nonprofits is exploring pursuing stimulus funding for nonprofit capacity building, although the grant proposal deadline is July 7, so they need to act quickly and their staff resources are limited. Given the complexity and quickly evolving nature of ARRA, Marissa suggested there would be great benefit in having a point person or ombudsman in Arizona to quickly become an expert on ARRA, monitor developments and inform the philanthropic sector about opportunities for Arizona nonprofits to obtain stimulus funds. In Colorado, the El Pomar Foundation has hired a Fellow to play this role.

Carol Peck asked for a recommendation from the board. The board expressed strong interest in the idea of supporting a staff/consultant position to serve as an ARRA ombudsman. Mary Jane Rynd suggested that Piper would be interested in providing a matching grant if other funders were interested in funding this position. Pat Miles and Ed Portnoy also expressed interest. Merl Waschler recommended contacting the ASU Lodestar Center to see what they might be already doing in this regard. After some discussion, the board agreed upon the following course of action. Marissa Theisen will talk with Patrick McWhorter at the Alliance and Robert Ashcraft at the ASU Lodestar Center to determine what activities are already underway and to explore interest in creating a staff/consultant position. Assuming there is interest, Marissa will schedule a meeting/conference call with funders and interested parties to discuss the most expedient way to proceed.

### **Revisions to AGF Employee Handbook**

Carol highlighted several proposed changes to the AGF Employee Handbook suggested by ManageStaff.

- a. Changes in the Immigration and Employment Eligibility section reflecting standard verbiage prompted by implementation of E-verify.
- b. Changes relating to vacation time accrual. Current policy states that an employee may carry over 5 vacation days to the following year. Many board members felt this was too low. After discussion, the board agreed that AGF should increase the maximum amount of vacation days an employee can carry forward to 15. They also agreed that staff could continue to accrue vacation days even if they have not used all carry-forward vacation days. Roy Pringle suggested taking out the last two sentences of the suggested changes to best reflect this policy. Mary Jane Rynd also recommended that in the first paragraph, the board agree to change the language from “for each full year” to “in each full year.”
- c. Changes to Medical Benefits. Carol Peck highlighted a change to the Group Medical benefits section reflecting the board approved increase in the annual staff health premium from \$3,000 to \$3,500. The board approved this change when it approved the 2009 budget and it is just now being incorporated into the Employee Handbook

*Upon a motion by Mary Jane Rynd to accept the changes to the AGF Employee Handbook and a second by Don Snider, the motion carried unanimously.*

### **President/CEO's Report**

Marissa Theisen briefly reviewed current dues status highlighting the few outstanding members which haven't yet paid dues. She expects most to do so shortly. She noted that, based on Carol Peck's recommendation, she had postponed the next Education Funders Affinity Group meeting until the fall when Karla Phillips from the Governor's office will have a better handle on the Governor's education budget priorities. The next Small/Family Foundation Roundtable will meet on June 15. Staff has been working to call members who seem disengaged. Marissa will be participating in the Forum of Regional Associations of Grantmakers conference in Santa Fe in July. She will also be attending a VISTA supervisor training in

July, but does not expect to get a VISTA until the fall. Books for the Smart Generosity luncheon last year finally arrived and staff mailed them out to all attendees.

### **Committee Reports**

#### *Membership Committee*

Marissa Theisen reported for Jerry Wissink. The committee has nothing new to report since they haven't been able to meet since the April board meeting. They have scheduled a meeting for June 23 and will be reviewing member prospects and member satisfaction data then.

#### *Program Committee*

Don Snider reported on the Program Committee. The committee has completed the program schedule for the rest of the year and Marissa Theisen is working to put the programs together. The next Program Committee meeting will be September 14 at Flinn to review programs scheduled for the last quarter of the year and to discuss programming for the beginning of next year. Don noted that the Conference of Southwest Foundations Annual Conference is coming to Scottsdale in September and that AGF will host a reception in conjunction with the conference on the evening of September 24. The board asked Marissa to send out another reminder to members about the conference before June 30. Roy Pringle recommended that the announcement include a list of local presenters and planners to generate more interest.

#### *Special Events Committee*

Kerry Blume reviewed progress on the 3<sup>rd</sup> Annual Art of Giving Luncheon. AGF has exceeded its goal for sponsorship and met its goal for partners. The Special Events committee will have a teleconference on June 16. Marissa Theisen expressed that the challenge will be to exceed the attendance numbers from previous years, given the current economic climate. She said that she will be talking with an event marketing consultant to explore ways to increase attendance.

Carol Peck adjourned the meeting at 1:26 pm.

Minutes Approved by:

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Dr. Carol Peck  
AGF Board Chair