



Meeting of the Board of Directors
Tuesday October 25, 2016 ~ From 3:30 to 5:30 PM
945 S. Main Street #208, Salinas CA

Agenda

1. Call to Order – Greg Chilton, Board Chair 3:30
2. Consent Agenda – Greg Chilton 3:35
 - Board Meeting Minutes – August 23, 2016 **(1-5)**
 - Executive Committee Minutes – September 27, 2016 **(6-8)**
 - Finance Committee Minutes – August 23, 2016 **(9-10)**
 - Investment Committee Minutes – August 8, 2016 **(11-12)**
 - Resource Development Committee Minutes – September 14, 2016 **(13-14)**
 - Grants and Programs Committee Minutes– October 12, 2016 **(15-16)**
3. Report of the Chair – Greg Chilton 3:40
 - Celebration of Philanthropy – October 20, 2016
 - 2017 Board Retreat Date (Saturday, January 21 or 28) and Topics
 - Board Giving
4. Investment Committee - Ken Petersen 3:45
5. Resource Development Committee – Steve McGowan 3:55
 - Development Summary **(17-18)**
 - September 14 Resource Development Committee meeting
 - Presentation on results of DA Endowed Funds Converted to Non-Endowed
6. Treasurer / Finance Committee – Gail Delorey 4:10
 - August and September Financials **(19-26, 27-34)**
 - 2017 Budget Progress Report
7. Governance Committee - Rick Kennifer 4:20
 - Nominating Update

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
- Community Leadership- Recognize opportunities for facilitation of solutions to community issues.
- Organizational Excellence – Optimize performance and stewardship for maximum impact

8. Grants and Programs – Patti Hiramoto 4:30
- October 12 Grants and Programs Committee meeting
 - Grant Approvals and Recommendations **(35-45)**
 - Community Impact – **(46-56)**
 - Recommendation to eliminate the five-year consecutive funding limit
 - Soberanes Fire Fund Report
9. New Funds - Dan Baldwin 4:45
- Northern Monterey County Foundation, Affiliate Fund
 - Fund for Homeless Women Administrative Fund
 - Friends of Carmel Forest Stewardship Fund
 - Libby Olver Scholarship Fund
 - Marsha McMahan Zelus Fund
 - Legal Services for Seniors Stewardship Fund
 - Coburn and Alan Jones Foundation Fund
 - Colleagues of the Arts Endowment Fund
10. President/CEO Report - Dan Baldwin 5:00
- King Foundation Update
 - Palm Terrace
 - Salinas Office: Parking and Security
 - National Standards Policies:
 - Confidentiality **(57-63)**
 - Social Media **(64-71)**
 - Conflict of Interest **(72-80)**
 - Records Retention & Destruction **(81-90)**
 - Sue Antle CRAT
 - Elliott Trust

11.Executive Session

Adjourn

Next Board Meeting: December 13, 2016 2354 Garden Road Monterey
Board and Spouse Holiday Social 5:45 -7:00 PM



**Meeting of the Board of Directors
2354 Garden Road Monterey, CA
August 23, 2016**

MINUTES

Board Members Present: Greg Chilton, Steve McGowan, Gail Delorey, Ken Wright, Betsy Buchalter Adler, Tonya Antle, Teri Belli, Ida Chan, Catherine Kobrinsky Evans, Patti Hiramoto, Birt Johnson, Jr, Rick Kennifer, Erica Padilla-Chavez, Jimmy Panetta, Ken Petersen, Raul Rodriguez, Bill Sharpe.

Absent: Steve Dart, Tina Starkey Lopez, John Phillips, Anna Marie Ponce. **A quorum was established.**

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

CALL TO ORDER

Board chair Greg Chilton called the regular meeting of the Board of Directors of the Community Foundation for Monterey County to order at 3:35 PM, Tuesday, August 23, 2016 at the Foundation's Monterey office.

CONSENT AGENDA – Greg Chilton

Greg Chilton asked the board if they had any questions or required clarification on matters related to the consent agenda. There were corrections in the June 28 Minutes:

Page 3, Treasures report - the expendable cash on hand policy was corrected from 6-8 months to 3-6 months.

Correction to: Motion 3. To approve adjusting the Expendable Operating Cash on Hand from 5 to 8 months' of the current year's operating budget, to 3 to 6 months.

- Board Meeting Minutes – June 28, 2016
- Executive Committee Minutes Special Meeting July 12
- Executive Committee Minutes – July 26, 2016
- Finance Committee Minutes – June 28, 2016
- Investment Committee Minutes – August 8, 2016

Motion: to approve the Consent Agenda, as corrected. Ken Petersen / Ken Wright. second. Motion carried unanimously.

REPORT OF THE CHAIR – Greg Chilton

Greg Chilton reported on the Celebration of Philanthropy to be held October 20, 2016 at Corral de Tierra Country Club, 4:00-6:00 PM. Bill Tyler will be honored with the 2016 Distinguished Trustee Award.

INVESTMENT COMMITTEE – Ken Petersen

Ken Petersen reported the Investment Committee met August 8. A representative from Kaspick & Company, reviewed the June 30, 2016 report, and the holdings in the CRT and CGA portfolios managed by Kaspick. Ken reported the year to date performance of the CFMC portfolio is improving.

The Investment Committee and Anne Westreich of Verus reviewed the asset allocation and manager recommendations of the Environmental, Social & Governance (ESG) Portfolio. The committee recommends approval of the ESG Portfolio.

- 1. Motion: to approve the Investment Policy Statement Addendum to adopt a portfolio of Environmental, Social & Governance (ESG) investment funds into the CFMC portfolio.**
- 2. Motion: to approve the asset allocation and manager recommendations of the Environmental, Social & Governance (ESG) portfolio.**

On a motion from Betsy Buchalter Adler and Steve McGowan second, both motions were approved. Motions carried unanimously.

Ken described the request for an increase in consulting fees submitted by Verus. The current fee has not been increased since the relationship began in 2012. The committee discussed the fee increase, the committee approved recommending the fee increase to the board for approval.

Motion: to approve the increase in the annual fee of Verus from \$101,000 to \$129,000 for three years. Ken Petersen / Rick Kennifer second. Motion carried unanimously.

Next Investment Committee meeting is November 14.

RESOURCE DEVELOPMENT – Steve McGowan

Steve reviewed the July Development Summary. Steve reported on the success of Professional Advisor Council luncheon and presentation held in July.

Christine Dawson reported the North County affiliate fund has created an advisory board, with Don Chapin elected chair. They have taken the name Northern Monterey County Foundation.

TREASURERS REPORT- Gail Delorey

Gail Delorey reviewed the June 30, 2016 and July 31, 2016 financial statements.

Motion: to approve the June 30, 2016 financial statements.
Birt Johnson, Jr. /Teri Belli second. Motion carried unanimously.

Gail noted there is a correction of the July Financial statement: On page 59 of the board packet the sentence, "Total Assets through 7/31/2016 are **\$184,988,737** a **.84%** increase since June 20" should read "July 20..."

Motion: 1. To approve the July 31, 2016 Financial Statement, as corrected.
Ken Wright / Steve McGowan second. Motion carried unanimously.

Gail described the recommendation of the Finance Committee to adjust the fees for the Non-Endowed Donor Advised Funds from 2% to 1.25% for the first \$1,000,000.

Motion: to approve the fee adjustment for Non-Endowed Donor Advised Funds from 2% to 1.25% for the first \$1,000,000, 1% on the next \$2,000,000 and .50% on \$3,000,000 or more.
Betsy Buchalter Adler / Catherine Kobrinsky Evans second. Motion carried unanimously.

Gail described the process and review by the Finance Committee of the 2015 Form 990. The committee recommends approval by the board. The document is filed with the IRS and posted on our website after approval by the board.

Motion: to approve the 2015 Form 990.
Gail Delorey / Ken Wright second. Motion carried unanimously.

The 2017 budget process will be in round three at the October 25 Finance Committee meeting. A special meeting will be held in November to finalize the 2017 budget to present at the December board meeting.

Gail reported on the 2017 health insurance increase that will affect the 2016 budget. The September 2016 early renewal offers a discounted rate in coverage for the 2017 plan. It is estimated there will be a \$4000.00 impact on the 2016 budget for the early renewal.

Motion: to approve the 2017 health insurance policy increase and the estimated \$4000 increase in the 2016 budget. Erica Padilla- Chavez / Birt Johnson, Jr. second. Motion carried unanimously.

GOVERNANCE COMMITTEE – Rick Kennifer

Rick reported the next meeting is August 29 and the committee will review the nominations that have been submitted for the 2017 board. There will be a review of the matrix, board term renewals and officers for 2017.

GRANTS AND PROGRAMS – Patti Hiramoto

Patti Hiramoto reported that June 1 – July 31, 2016. The Community Foundation awarded 176 grants totaling \$2,824,571 since the last board report.

Motion: to approve 176 grants awarded from June 1 – July 31, 2016, totaling \$2,824,571. Catherine Kobrinsky Evans / Teri Belli second. Motion carried unanimously.

Grant Approvals:

Patti requested Board approval for two donor advised grants over \$50,000.

1. \$100,000 from the Dewitt Fund – to the Humane Society Veterinary Medical Association, to support their Rural Area Veterinary Services program in Felton
2. \$100,000 from the Dewitt Fund – to the American Horse Council Foundation, to support the Unwanted Horse Coalition's Operation Gelding.

Motion: to approve two donor advised grants, \$100,000 – to the Humane Society Veterinary Medical Association, and \$100,000 – to the American Horse Council Foundation. Ken Petersen / Catherine Kobrinsky Evans second. Motion carried unanimously.

Laurel Lee-Alexander described the rationale for the recommendation to eliminate the five-year consecutive funding limit for Community Impact (CI) grantees. In Fall 2014, the CFMC conducted an evaluation of the CI program, and one of the recommended revisions was the extension of the three-year consecutive funding limit to five years, beginning with the grantee's first CI grant.

The Board discussed the questions presented by the Grants and Programs Committee. Laurel explained how eliminating the consecutive funding limit could equalize opportunities in the long term and the number of applicants would not fluctuate over the years.

After an in-depth discussion, the Board asked for more data on the impact of the 5-year funding limit and for a list of which grantees qualified for this limitation in 2017. The matter will be brought to the October 25 board meeting after the review of additional data.

Soberanes Fire Fund Grant Guidelines

Laurel outlined the Soberanes Fire Fund Grant Guidelines.

The purpose of the fund is to award grants for immediate relief, recovery and rebuilding. The CFMC has waived all administrative fees and 100% will be used for grant making. Grants will range from

\$5,000-\$50,000 and will be reviewed on a regular basis by a volunteer grant committee of CFMC board members, staff and community members.

Motion: to approve the Grant Guidelines for the Soberanes Fire Fund.
Catherine Kobrinsky Evans / Gail Delorey second. Motion carried unanimously.

Chinatown Grant

Laurel described the Chinatown Day Storage Pilot Program: a six-month limited day storage program to provide a safe place for homeless individuals in Chinatown to store basic personal items during the daytime hours. This is an outcome of the collaboration of nonprofit agencies, CSUMB and other entities (County of Monterey, City of Salinas) working together to work on the chronically homelessness issue.

The Board asked to have an update on the outcome of the project at the October Board meeting.

Motion: to approve \$20,000 for 6 months for the Chinatown Day Storage Pilot Program.
Betsy Buchalter Adler/ Ida Lopez Chan second. Motion carried unanimously with 1 abstention, Patti Hiramoto.

Laurel Lee Alexander showed a PowerPoint presentation with an overview of the College Futures Foundation and CFMC's role in College Futures Monterey County.

NEW FUNDS – Dan Baldwin

Dan Baldwin apprised the board of new funds since June meeting.

- Robert Haas CGA
- Soberanes Fire Fund
- James Ray Valentine CRAT
- Dr. James Valentine Fund
- Pagnillo Family Fund
- North County Affiliate Fund
- June P Sheppard Fund for the Performing Arts
- Vallentin Fund

Motion: to approve the Robert Haas Charitable Gift Annuity (CGA).
Gail Delorey /Ida Lopez Chan second. Motion carried unanimously.

PRESIDENTS REPORT – Dan Baldwin

Dan reported the Dan and Lillian King Foundation petition is filed with the court. There is a September 14 court date for the clarification of the CFMC as successor trustee to the Dan and Lillian King Foundation. Chris Campbell, attorney from Heisinger, Buck and Morris, will represent the CFMC at the hearing.

Dan presented a summary of the Soberanes Fire Fund in a PowerPoint presentation and let the Board know this will be some of our most public grantmaking.

Elliott Trust Fund – Not on the Agenda-Dan Baldwin

Dan reviewed a potential new fund that would come from the dissolution of the Howard and Elva M. Elliott Trust and create a non-endowed designated fund at CFMC. The fund support Ventana Wilderness Society and Big Sur Land Trust for 20 years. At the end of 20 years, the assets transfer to The Nature Conservancy. There is a 6-unit apartment building as part of the trust acceptance, which requires Board approval. The Phase 1 environmental report is complete and has no issues.

Motion: to approve the acceptance of real estate, located at 911 Lighthouse Avenue in Pacific Grove, California.
Ken Petersen / Erica Padilla-Chaves second. Motion carried unanimously, with 1 abstention, Rick Kennifer

Executive Session at 5:45 PM

ADJOURN

The next board meeting is October 25, 2016 3:30-5:30 in the Salinas office.

Minutes prepared by: _____
Julie Conrad, Administrative Services Manager

Approved by: _____
Ken Wright, Secretary of the Board of Directors



Executive Committee Minutes September 27, 2016

Present: Greg Chilton, Patti Hiramoto, Steve McGowan, Ken Petersen, and Ken Wright

Absent: Gail Delorey, Rick Kennifer

Staff: Dan Baldwin, Laurel Lee Alexander, Christine Dawson, Diane Nonella and Julie Conrad

The meeting of the Executive Committee was called to order by Greg Chilton at 3:30PM on September 27, 2016 in the Monterey CFMC Office.

Minutes

Motion: to approve the minutes of July 26, 2016 as written. Ken Wright/Steve McGowan second. Motion carried unanimously.

Report of the Chair – Greg Chilton

Greg Chilton reported on the Celebration of Philanthropy, October 20, 2016 to be held at the Corral de Tierra County Club. The Distinguished Trustee has been confirmed as William (Bill) Tyler.

The committee agreed not to change the date of the November 22 Executive Committee meeting at the Salinas office.

Treasurer's Report – Dan Baldwin for Gail Delorey

Dan reviewed the August 31, 2016 financial statement. Dan reported total assets of \$189,867,769, the highest month-end asset amount in CFMC history. The operating fund total revenue was \$108,885 less than the budget, and total expenses were \$74,652 less than the budget. The actual net operating deficit is \$483,542 compared to a budgeted deficit of \$449,308.

Dan reminded the committee that the September 30 third quarter fees will help finalize the 2016 year-end budget numbers. The Finance Committee will have a special meeting in November for the final review of the 2017 budget and present it at the December 13 Board meeting.

Resource Development Committee - Steve McGowan

Steve McGowan reviewed the August 2016 Resource Development Summary.

Steve reported the Philanthropic Services team is putting together an assessment of what has been learned by the experiences of the recent disaster/fire funds and the growing affiliate fund groups. They will report on the improvements to the fund development process and outlook for 2017.

Christine Dawson reported on the success of the conversion of endowed funds to non-endowed funds. Since 2012, the converted funds from \$3 million to \$12 million and the amount granted increased from

\$170,00 in 2012 to over \$800,000 so far in 2016. \

There will be a two-part donor advisor education series in the Fall, led by Betsy Buchalter Adler.

Grants and Programs Committee – Patti Hiramoto

Patti reported that at the Board meeting on August 23, 2016, the Grants and Programs Committee recommended the elimination of the five-year consecutive funding limit for Community Impact (CI) grantees. The Board requested more data and in response, Laurel Lee Alexander created a PowerPoint presentation for the Executive Committee to view.

After a discussion about the data and feedback from the Executive Committee, the PowerPoint presentation will be shown to the Board at the October 25 meeting.

Patti described one action item and requested approval for \$75,000 (\$25,000/year for 3 years) to ACTION Council Monterey County to extend the Women's Economic Security (WES) initiative. This grant represents additional support for WES as the original grant approved by the CFMC Board (October 2014) was for \$225,000 (\$75,000/year for 3 years).

Motion: to approve the \$75,000 (\$25,000/year for 3 years) to ACTION Council Monterey County for the Women's Economic Security (WES) initiative.

Ken Petersen/Ken Wright second. Motion carried unanimously.

Investment Committee - Ken Petersen

Ken Petersen reported there is a November 14, 2016 Investment Committee meeting. The portfolio was up 6.3% in August. No other items to report.

Governance Committee – Dan Baldwin for Rick Kennifer

The Nominating Committee met in September and presented a list of seven candidates for the 2017 Board. There are 4 people for the first position and three backup choices. The candidates are in the process of confirming their interest and will be presented at the October Board meeting. The new officers and new board members will be voted on at the December meeting.

New Funds

Dan Baldwin reported the following new funds were established:

- Friends of Carmel Forest Stewardship Fund
- Libby Olver Scholarship Fund
- Marsha McMahan Zelus Fund
- Legal Services for Seniors Fund
- Coburn and Janey Jones Fund
- Colleagues of the Arts Endowment Fund

The Friends of Carmel Forest Stewardship Fund will be in the ESG portfolio.

President/CEO Report

King Foundation Update

Dan reported CFMC attorney, Chris Campbell, appeared September 14, 2016 in the Monterey County Superior Court in regard to the Dan and Lillian King Foundation. The petition she presented asked the court to clarify Lillian King's intent, and the court confirmed CFMC has legal standing as the successor owner of the assets held by the Dan and Lillian King Foundation, upon the death or resignation of their initial chair.

The court also asked the King Foundation to provide a full accounting to the court 10 days prior to the next hearing, November 30, their internal affairs documents and 990 filing are up to date and accurate.

Palm Terrace

The sale of Palm Terrace is moving forward -the final environmental reports were accepted by the Queen's Trust.

Salinas Office

Dan reported on the recent security actions and improvements by the property managers of the Salinas office building at 945 S. Main Street. Dan and the board chair will review whether to limit board meetings to the Monterey office, due to the limited parking in Salinas now that the office building is fully leased.

Fund for the Environment

Dan proposed moving the Fund for the Environment into the Environmental, Social and Governance (ESG) portfolio.

Motion: to approve moving the Fund for the Environment into the Environmental, Social and Governance (ESG) fund of the CFMC portfolio.

Ken Petersen/ Ken Wright second. Motion carried unanimously.

Not on the Agenda:

Dan described a new Charitable Remainder Annuity Trust (CRAT) opportunity that will be funded by a demand note. The donors will create a trust (with the note) that will fund the annuity. CRAT's are administered through Kaspick & Company with oversight by Foundation staff. No action was taken at his time.

Having no further business, the meeting was adjourned by Greg Chilton at 5:45 and the committee went immediately in to an Executive Session.

Next Executive Committee Meeting is:

- **Tuesday, November 22, 2016 in the Salinas office**

Minutes prepared by:

Julie Conrad, Administrative Services Manager

Approved by:

Ken Wright, Secretary of the Board of Directors



**Finance Committee Minutes
August 23, 2016**

Present: Gail Delorey, Committee Chair, Teri Belli, Greg Chilton and Ken Wright

Absent: Stephen Dart

Staff: Dan Baldwin, Phil Carey and Diane Nonella

The meeting of the Finance Committee of the Community Foundation for Monterey County was called to order by Gail Delorey at 2:05PM on August 23, 2016.

Minutes

On a motion by Greg Chilton, seconded by Ken Wright, the minutes of the June 28, 2016 meeting were accepted as written.

Financial Statement Review

Gail Delorey reviewed the complete financial statement for June 2016.

On a motion by Ken Wright, seconded by Greg Chilton, the committee approved the June 2016 financial statement.

Gail then reviewed the complete financial statement for July 2016. There were corrections noted.

On a motion by Teri Belli, seconded by Ken Wright, the committee approved the corrected July 2016 financial statement.

CFMC Fee Policy recommendation for Board Action Item

Dan Baldwin reviewed the recommendation to change the administrative fee charged to non-endowed donor advised funds from 2% to 1.25% for the first \$1,000,000, 1% on the next \$2,000,000, and .50% on amounts over \$3,000,000.

Almost all non-endowed donor advised funds reside in the portfolio and have been receiving the proposed fee. Currently there are twelve funds held in cash that would be affected, and the reduction in fee revenue would be less than \$2,500.00.

The committee fully discussed the recommendation.

On a motion by Teri Belli, seconded by Ken Wright, the committee approved recommending the fee change.

Health Insurance recommendation for Board Action Item

Dan Baldwin informed the committee we have been offered a discount on our health insurance increase, if we renew September 1, 2016; however, our current base plan is being discontinued.

There are multiple plan options, and staff's recommendation is for the Silver Savings 2000 plan, as the base plan.

The committee thoroughly discussed the recommendation, including the importance of providing quality benefits for the staff.

On a motion by Greg Chilton, seconded by Teri Belli, the committee approved recommending the Silver Savings 2000 plan.

Information Items

Diane Nonella informed the committee the Building Reserve Study has been ordered, the cost is \$785, and will be completed approximately 60-days after we submit photographs of the building.

Diane then informed the committee the first draft 2017 operating budget has been compiled. The first draft includes a deficit, which is normal. Round two will be compiled in September, after we have the August month-end numbers.

Dan Baldwin informed the committee there is a plan in place to analyze historical individual year-end giving to form a targeted operating contribution appeal, if necessary.

Having no further business, the meeting was adjourned at 3:20PM.

Minutes prepared by:

Diane R. Nonella, Director of Finance and HR

Approved by:

Gail Delorey, Committee Chair



**Investment Committee Minutes
August 8, 2016**

Present: Ken Petersen, Committee Chair, David Benjamin, Craig Johnson, Rick Kennifer, Steve McGowan and Bill Sharpe

Absent: Greg Chilton, Stephen Dart, Bill Doolittle and Gail Delorey

Staff: Dan Baldwin and Diane Nonella

Also Attending: Anne Westreich, Verus and Damon Whelchel, Kaspick & Company

The meeting of the Investment Committee of the Community Foundation for Monterey County was called to order by Ken Petersen at 3:06PM on August 8, 2016.

Kaspick & Company Annual Review

Damon Whelchel, Senior Director, Investment Management, for Kaspick & Company, reviewed the Kaspick report for the period ending June 30, 2016, and the holdings in the CRT and CGA portfolios managed by Kaspick.

Minutes

On a motion by Steve McGowan, seconded by Rick Kennifer, the minutes of the May 9, 2016 meeting were accepted as written.

Verus

Anne reviewed the second quarter 2016 results. The market value of the portfolio at 6/30/2016 was \$151,055,916. The YTD returns were 3.3% compared to the policy benchmark of 4.6%.

Anne next reviewed the benchmark performance comparison. The committee discussed the presentation and asked Anne to provide report examples. Anne will include the reports in the November meeting report.

Environmental, Social & Governance (ESG) IPS Addendum recommendation for Board Action Item

On a motion by Rick Kennifer, seconded by Steve McGowan, the committee approved submitting the ESG IPS Addendum to the board for approval.

ESG Portfolio Asset Allocation and Manager recommendation for Board Action Item

Anne reviewed asset allocation and manager recommendations for the ESG portfolio. The committee discussed the recommendations. At the conclusion of their discussion, on a motion by Bill Sharpe, seconded by Steve McGowan, the committee approved recommending the asset allocation and manager recommendations to the board for approval.

Verus Consulting Fee recommendation for Board Action Item

Anne submitted a request for an increase in consulting fees. The current fee is \$101,000 per year, and has not been increased since the relationship began in 2012. At inception, the fee was .10% of the portfolio value; the fee is currently .067% of the portfolio value.

Based on the current value of the portfolio, the annual fee would be \$147,980. Anne has submitted a discounted fee of \$129,000 per year, beginning September 1, 2016 for a three-year period, which is .085% of the current portfolio value. The fee is paid by the funds in the investment pool.

The committee discussed the fee increase, and on a motion by Steve McGowan, seconded by Bill Sharpe, the committee approved recommending the fee increase to the board for approval.

Remaining 2016 meeting dates:

Monday, November 14, 2016, **3:00 - 5:30PM**

Having no further business, the meeting was adjourned by Ken Petersen at 5:04PM.

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 September 14, 2016**

Present: Steve McGowan, Betsy Buchalter Adler, Kurt Gollnick, Catherine Kobrinsky-Evans, Raul Rodriguez, Dan Baldwin, Christine Dawson, Amanda Holder, Jan McAlister, Aurelio Salazar, Brian Thayer

Absent: Tonya Antle, Cristina Dirksen, Erica Padilla-Chavez, Jimmy Panetta, Greg Chilton, Josh Warburg

Steve McGowan welcomed committee members and staff, called the meeting to order at 3:35 PM.

Review of Meeting Minutes from June 8, 2015.

There were no additions or corrections to the minutes. Motion to approve minutes made by Catherine Kobrinsky-Evans; with 2nd by Raul Rodriguez.

Activity Update

Christine Dawson

- **Recap of Development Summary through August 2016**
 - 27 new funds opened in 2016 vs. 17 in 2015
- **Events**
 - **Salvation Army-CFMC Estate Planning Seminar – Sept 21st**
 - 35 – 40 professional advisors will attend
 - **Mc Gives! Launch Event – September 22nd**
 - Meeting to be held at CSUMB World Theater
 - 200 representatives of participating nonprofits to attend
 - **Celebration of Philanthropy – October 20th**
 - Annual event held at Corral de Tierra
 - Board Members asked to bring guests
 - Recognition of outgoing Board Members
 - Recognition of Distinguished Trustee – William H. Tyler III

Communications Report

- Reviewed communication outreach for 2016
- Discussed how social media was used in fundraising for Soberanes Fire Fund
- Viewed video of Ken and Mary Wright/ CFMC Donor Advised Funds

Learnings

- **Soberanes Fire Fund**
 - CFMC was prepared to take the lead because of lessons learned from previous fire funds

- CFMC has made strong connections in the Big Sur community as well as with the MCOES
- Christine and Lynn are working closely with donors and grantees
- Dan wrote a column on how disaster grantmaking works, all funds raised going directly to grantees
- **Affiliate Funds**
 - **Southern Monterey County Foundation –**
 - Grantee Reception November 15th
 - 3rd year of grant making
 - 3 new board members
 - **Northern Monterey County Foundation**
 - Opened fund in May 2016, formed board in August 2016
 - Over \$100K has been committed to the fund
 - **Big Sur Affiliate Fund**
 - CFMC was working on starting a fund for the Big Sur area before the Soberanes Fire started.
 - **Latino Philanthropy**
 - In the process of identifying community leadership
 - Educating the Latino community about philanthropy

Donor Education Event

- 2 - part series presented by Betsy Buchalter Adler: Good vs. Good, November 16 & 30

DAF Conversions

- Since converting endowed donor advised funds to non-endowed (at the donor's request) we have seen a tremendous increase in grantmaking and total number of gifts
- Fund balances have increased from \$3,096,466 in 2012 to \$12,437,395 as of 9.13.2016

Educate the Public About Philanthropy

- Dan led a presentation on DA Funds vs Private Foundations
- Christine presented on CFMC Private Foundation Services
- This presentation was shared at the last Professional Advisor Council Meeting and received a very positive response

The next Resource Development committee meeting is scheduled for Wednesday, December 14, 2016 at 3:30pm in the Salinas conference room.

Meeting adjourned at 5:04 PM

Prepared by: Jan McAlister, Development Associate

Approved by: Steve McGowan, Resource Development Committee Chair



Grants and Programs Committee Meeting

Minutes of October 12, 2016

Committee Members Present: Patti Hiramoto, Birt Johnson, John Phillips, Ida Lopez-Chan and Ken Wright

Excused: Anna-Marie Ponce

CFMC Staff Members Present: Dan Baldwin, Laurel Lee-Alexander, Lynn Bentaleb, Karina Gutierrez, Aurelio Salazar, Jr. and Janet Shing

Call to Order: The regular meeting of the Grants and Programs Committee of the Community Foundation for Monterey County (CFMC) was called to order at 9:05 AM by Patti Hiramoto at the CFMC's Salinas office.

Motion to approve the August 10, 2016 minutes: John Phillips/Birt Johnson, MSC.

Update: Soberanes Fire Fund

1. Lynn Bentaleb, Program Officer, provided an update on the Soberanes Fire Fund: As of 10/11/16, total personnel: 704, Size: 132, 127 acres burned, perimeter contained 99%. According to the U.S. Forest Services, 57 homes and 11 outbuildings have been destroyed. Grants have largely focused on immediate relief efforts. The CFMC website is kept current with grant award updates. Looking ahead to winter, the committee is concerned about erosion and mudslides. Grants made towards rebuilding efforts will be a longer term effort.
2. To-date, the CFMC has received a total of 984 gifts (to date) totaling \$681, 054.20. 9% of gifts came from outside California. Eleven grants have been awarded totaling \$294,063.

Community Impact (CI) Grants Program:

1. Recommendation to eliminate the five-year consecutive funding limit:

In 2011, a three-year funding limit on programs/grant requests was established. It was extended to five years after the assessment was conducted in 2014 and the limit imposed on organizations. In August, the CFMC Board requested additional information to consider the recommendation.

The Grants and Programs committee discussion included:

- The original intent of the funding limit was to provide a more open and accessible grant process. The transparency and integrity that the process now has is much stronger and more appropriate in addressing these concerns.
- Less competitive applicants will not benefit from a funding limit in the long term.
- The limit is punitive for strong organization that have received consecutive funding.

This recommendation will be presented to the board at the October 2016 meeting.

2. Janet Shing, Senior Program Officer, shared information on the Fall cycle:

- The CFMC received 23 Small Community Impact applications requesting a total of \$231,929. In 2015, we received 36 applications requesting \$379,000. The total Community Impact grant applications received this fall: 81 requesting \$1,871,687 (available to grant \$946,340).

Adjournment: The meeting was adjourned by Patti Hiramoto at 10:11 AM.

Minutes prepared by Karina Gutierrez _____

Approved by Patti Hiramoto, Presiding _____



**Resource Development Summary
September-16**

Current Activity Report Number of Meetings/Contacts September 2016								
Month	Professional Advisor	Prospects	Current Fund Holders	Presentations	Events	Newsletters Crescendo eBlasts		
January	4	11	6	1	*See below	11	*See below	4
February	7	20	11	3	*See below	5	*See below	6
March	8	29	7	1	*See below	4	*See below	6
April	7	15	4	4	See below	11	*See below	6
May	3	12	5	0		6	*See below	6
June	9	15	9	3	*See below	6	*See below	6
July	6	16	4	5	*See below	4	*See below	6
August	7	19	10	2	*See below	7	*See below	7
September	4	18	5	3	*See below	9	*See below	6
October								
November								
December								
Total Activity	55	155	61	22		63		53
January Events: Rotary Reception, Staff Retreat, Arts Council: Champion of the Arts, NCPG San Francisco, Monterey Bay Business Hall of Fame, Roe V Wade, IMPOWER Luncheon, Noteware, Bright Futures Core Conveners, SMFC meeting-King City, CHISPA Annual Celebration, AFP Board Meeting, Palma High School								
February Events: Carmel Realty/ AT&T Pro Am event, Successful Thinkers, Chinatown Strategies Convening, VNA Investment Committee, Cal GRIP, CHOMP Luncheon, McGives Check Ceremony, Salinas Valley Chamber Awards								
March Events: CFMC Legacy Luncheon, Real Cost/ Packard Foundation, Chinatown Strategies Convening, Jazz Festival, AFP Board Meeting								
April Events: Disaster Resiliency Summit, Natividad Hero's Award, College Futures Foundation Convening, MPC dedication, Bright Futures Leadership Forum, MBEP Regional Economic Summit, Chip Hooper Memorial, Panetta Institute, Chinatown Convening, Ciao Cioppino Dinner, AFP, Church of the Forest Board, Donor Education Event								
May Events: Women's Fund Luncheon, Panetta Institute, AFP Board, North County Affiliate Fund Dinner, Community Homeless Solutions Event								
June Events: Merienda BBQ, CFMC Past Chairs Lunch, Funders Lunch, NGP Awards Ceremony, CPE Forum, Sigma Chi, AFP Summer Summit, United Way								
July Events: Carmel Rotary, Legal Services for Seniors, North County Fund, CFMC Professional Advisors, Salinas Rotary BBQ, Women's Fund Convening, Carmel Bach Festival, AFP Board Meeting								
August Events: CHOMP Community Health Assessment, Chinatown convening, Carmel Valley Library Stewardship Fund, College Futures Convening, Palo Colorado, Martin Dodd Memorial, Pebble Beach Foundation Awards, Youth on Course, Soberanes Fire Convening, FIMS Training, North County Fund								
September Events: Chipolte Check Presentation, MC Gives Launch, Salvation Army Estate Planning Seminar, Chinatown Leadership Council, SMCF Meeting, Chinatown Health Services Project, Hartnell President's Circle, Beacon House Breakfast, NAMC Awards Breakfast, First Tee, NCGA Hall of Fame, Funder's lunch, Soberanes Fire Relief Fundraiser, Hartnell STEM, Chief McMillin Retirement Party								
*On-going: Salinas & Monterey Rotary Clubs								

Planned Gifts		
New Legacy Society Members for the Month:		3
Expectancy Additions Year to Date:		\$34,550,000
Legacy Society Members to Date:		204
Total Expectancies to Date:		\$178,762,316
New Funds Created 2016		
Type of Fund	Number of Funds	Establishing Gift
Affiliate Fund		
Northern Monterey County Fund - Endowed	1	\$ -
Northern Monterey County Fund -Nonendowed	1	\$ -
Donor Advised		
Bright Futures Fund	1	\$ 20,000.00
Chip Hooper Foundation	1	\$ 100.00
Martin and Nancy Dodd Fund	1	\$ -
Colburn and Alana Jones Foundation	1	\$ 750,000.00
Barbara Paul and Tom Lafaille Fund	1	\$ 100,000.00
Lehman Family Fund	1	\$ 24,405.00
Pagnillo Family Fund	1	\$ -
Nicholas M. Pasculli Fund	1	\$ 1,250.00
Dr. James Valentine Fund	1	\$ 500,000.00
Vallentin Fund	1	\$ 45,000.00
Marsha McMahan Zelus Fund	1	\$ 60,336.00
Agency/Stewardship		
Big Sur Land Trust Carmel River FREE Stewardship Fund	1	\$ 50,000.00
CHISPA Stewardship Fund		\$ 100,000.00
Friends of Carmel Forest Stewardship Fund	1	\$ 10,000.00
Friends of Laguna Seca Capital Campaign	1	\$ 50,000.00
Gathering for Women Capital Campaign Fund	1	
Legal Services for Seniors Stewardship Fund	1	\$ 600,000.00
Salinas Valley Memorial Hospital Foundation Stewardship Fund	1	\$ 1,000,000.00
Scholarship		
Bonnie Hutcheon Scholarship Fund	1	\$ 5,789.52
CHISPA Scholarship Fund	1	\$ 10,000.00
Church Brothers-True Leaf Farms Scholarship Fund	1	\$ 100,000.00
College Futures Foundation Fund	1	\$ -
GHGH Scholarship Fund	1	
Libby Oliver Scholarship Fund	1	
Hugo and Dolores Tottino Family Scholarship Fund	1	\$ 98,128.80
Jack Van Zander Cal Alumni Memorial Scholarship Fund	1	
General Endowment	1	
Evelyn Torres Fund	1	\$ 395,128.43
Field of Interest		
Shirley I. Thackara Fund	1	\$ 115,617.46
Soberanes Fire Fund	1	\$ -
Designated Fund		
Fund for Homeless Women Adminstrative Fund	1	\$ 5,000.00
King City Recreation Commission Forden Park Playground Fund	1	\$ 890.00
New Funds Created Total:	33	\$ 4,041,645.21
Total Contributions		
Year 2016 - YTD	\$	14,867,383
Year 2015 - YTD	\$	12,050,606



FINANCIAL STATEMENT

For the Eight Months Ended August 31, 2016

**COMMUNITY FOUNDATION FOR MONTEREY COUNTY
FINANCIAL REPORTS
For the Eight Months Ended August 31, 2016**

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**COMMUNITY FOUNDATION FOR MONTEREY COUNTY
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Assets

Total Assets through 8/31/2016 are **\$189,867,769** a **7.18%** increase since August 2015, and a **4.50%** increase since December 2015.

Operating Fund

Total revenue was \$108,885 less than the budget, and total expenses were \$74,652 less than the budget. The actual net operating deficit is \$483,542 compared to a budgeted deficit of \$449,308.

Note: The Expendable Operating Cash-on-Hand is at 3.8 months, excluding the operating reserve of \$500,000 and the building reserve of \$150,000.

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

Total new contributions for the month were \$5,418,925, including \$30,000 from United Way Monterey County for the Bright Futures Fund; commercial property valued at \$4,450,000 from James Valentine to establish the James Ray Valentine Charitable Remainder Annuity Trust; \$30,000 from the Big Sur International Marathon for the Soberanes Fire Fund; \$50,000 from RK Collection, LLC for the Friends of Laguna Seca Capital Campaign Fund; \$60,000 from Robert Haas to establish a Charitable Gift Annuity; \$300,000 from an anonymous donor for the Fund for Homeless Women Fund; \$45,000 from an anonymous donor to establish the Vallentin Fund; and stock valued at \$60,336 from Marsha McMahan Zelus to establish the Marsha McMahan Zelus Fund. Gifts to the Soberanes Fire Fund totaled \$399,656, including gifts from Donor Advised funds in the amount of \$53,500, and the CFMC Opportunity Fund in the amount of \$10,000.

Grants to agencies for the month totaling \$354,483 were approved and recorded.

Interfund activity for the month totaled \$68,500.

COMMUNITY FOUNDATION FOR MONTEREY COUNTY
STATEMENT OF FINANCIAL POSITION
CONSOLIDATED - ALL FUNDS
For the Eight Months Ended August 31, 2016 and August 31, 2015

	<u>COMBINED OPERATING</u>	<u>SPECIAL PROGRAMS</u>	<u>ENDOWMENT</u>	<u>NON ENDOWED</u>	<u>BEQUEST, CRT RECEIVABLES</u>	<u>TOTAL August 31, 2016</u>	<u>TOTAL August 31, 2015</u>
ASSETS							
Cash:							
Cash & Cash Equivalents	1,298,769	538,797	200,001	4,574,381	0	6,611,949	6,861,098
Investments - Long Term Fund Portfolio	0	0	124,752,927	30,287,246	0	155,040,172	141,318,696
Investments - Medium Term Fund Portfolio	512,839	0	0	31,058	0	543,897	0
Separately Invested Funds	0	0	0	23,742	0	23,742	36,366
Total Cash & Investments	1,811,609	538,797	124,952,928	34,916,427	0	162,219,760	148,216,160
Accounts Receivable:							
Admin Fees & Misc Receivables	0	0	0	0	0	0	0
Pledges & Contributions Receivable	0	0	4,000	12,750	613,000	629,750	216,750
Note Receivable	0	0	181,413	0	0	181,413	183,862
Bequests & Remainder Interest	0	0	0	0	264,615	264,615	3,773,143
Due from OPER	0	0	1,375,329	0	0	1,375,329	1,419,656
Investment in an LLC	0	0	23,903	0	0	23,903	38,781
Charitable Remainder Trusts	0	0	0	0	23,060,974	23,060,974	21,259,490
Charitable Gift Annuities	0	0	0	0	390,003	390,003	263,373
Total Accounts Receivable	0	0	1,584,644	12,750	24,328,592	25,925,986	27,155,056
Other Assets:							
Prepaid Expenses	1,626	0	0	0	0	1,626	2,045
Property-Net of Depreciation	1,720,397	0	0	0	0	1,720,397	1,768,526
Total Other Assets	1,722,023	0	0	0	0	1,722,023	1,770,571
TOTAL ASSETS	3,533,631	538,797	126,537,572	34,929,177	24,328,592	189,867,769	177,141,786

COMMUNITY FOUNDATION FOR MONTEREY COUNTY
STATEMENT OF FINANCIAL POSITION
CONSOLIDATED - ALL FUNDS
For the Eight Months Ended August 31, 2016 and August 31, 2015

	<u>COMBINED OPERATING</u>	<u>SPECIAL PROGRAMS</u>	<u>ENDOWMENT</u>	<u>NON ENDOWED</u>	<u>BEQUEST, CRT RECEIVABLES</u>	<u>TOTAL August 31, 2016</u>	<u>TOTAL August 31, 2015</u>
LIABILITIES & NET ASSETS							
Liabilities:							
Grants Payable	0	215,153	244,003	463,100	0	922,256	399,558
Administrative Fees Payable	0	0	0	0	0	0	0
Contingent Liabilities	0	0	0	0	13,889,107	13,889,107	13,216,159
Funds held as Agency Endowments	0	0	3,892,099	0	0	3,892,099	4,141,296
Funds held as Stewardship Funds	0	0	0	12,277,600	0	12,277,600	9,680,534
Payroll, Misc. and Accts Payable	1,456,600	1,000	0	0	0	1,457,600	1,527,553
Total Liabilities	1,456,600	216,153	4,136,102	12,740,700	13,889,107	32,438,662	28,965,099
Net Assets:							
Net Assets-Beginning Balance	2,560,574	966,173	117,179,184	20,791,536	9,083,321	150,580,788	149,710,128
Change in Net Assets - Current Year	(483,542)	(643,529)	5,222,286	1,396,941	1,356,164	6,848,320	(1,533,442)
Total Net Assets	2,077,032	322,644	122,401,470	22,188,477	10,439,485	157,429,108	148,176,687
TOTAL LIABILITIES & NET ASSETS	3,533,631	538,797	126,537,572	34,929,177	24,328,592	189,867,769	177,141,786

COMMUNITY FOUNDATION FOR MONTEREY COUNTY
STATEMENT OF ACTIVITIES
CONSOLIDATED - ALL FUNDS
For the Eight Months Ended August 31, 2016 and August 31, 2015

	<u>COMBINED OPERATING</u>	<u>SPECIAL PROGRAMS</u>	<u>ENDOWMENT</u>	<u>NON ENDOWED</u>	<u>BEQUEST, CRT RECEIVABLES</u>	<u>TOTAL August 31, 2016</u>	<u>TOTAL August 31, 2015</u>
SUPPORT AND REVENUE:							
Contributions	6,916	317,000	555,208	4,656,267	588,000	6,123,392	6,450,715
Interfund Gifts	41,389	0	68,912	531,228	0	641,529	547,578
Pledge Payments Received	0	0	25,000	200,000	0	225,000	559,332
Future Contributions-A/R-Pledge-Bequests-CRT	0	0	0	0	2,141,371	2,141,371	218,967
Contributions Received via Bequest	30,751	0	1,317,903	0	0	1,348,655	3,670,542
In Kind Contributions	0	0	0	0	0	0	0
Change in Value, Split Interest Trusts, Future Assets	0	0	0	0	225,654	225,654	0
Interest & Dividend Income	8,141	304	1,349,972	313,781	0	1,672,198	1,380,336
Administrative Fees	1,106,956	0	0	0	0	1,106,956	1,210,558
Fees from Special Projects	46,484	0	0	0	0	46,484	37,821
Workshop and Contract Service Income	15,610	0	0	0	0	15,610	33,563
Misc Income/Returned Grants	42,387	0	0	0	0	42,387	44,550
Total Support and Revenue	1,298,634	317,304	3,316,996	5,701,277	2,955,024	13,589,235	14,153,961
EXPENSES:							
Operating Expenses and Distributions:							
Salaries & Benefits	1,250,903	9,943	0	0	0	1,260,847	1,196,015
Administrative Costs	296,005	124,959	0	15,640	0	436,604	407,605
Occupancy Costs	118,675	0	0	0	0	118,675	118,201
Development Expenses	126,569	16,093	0	0	0	142,663	158,136
Board & Committee Expenses	2,863	0	0	0	0	2,863	1,844
Total Operating Expenses	1,795,015	150,996	0	15,640	0	1,961,651	1,881,801

COMMUNITY FOUNDATION FOR MONTEREY COUNTY
STATEMENT OF ACTIVITIES
CONSOLIDATED - ALL FUNDS
For the Eight Months Ended August 31, 2016 and August 31, 2015

	<u>COMBINED OPERATING</u>	<u>SPECIAL PROGRAMS</u>	<u>ENDOWMENT</u>	<u>NON ENDOWED</u>	<u>BEQUEST, CRT RECEIVABLES</u>	<u>TOTAL August 31, 2016</u>	<u>TOTAL August 31, 2015</u>
Grants and Grant Related Expenses:							
Grants	0	809,837	2,347,968	6,078,455	0	9,236,261	5,724,175
Interfund Grants	0	0	215,729	425,800	0	641,529	547,578
Pledge Payments Paid	0	0	0	0	225,000	225,000	559,332
Bequests Payments/Transfers	0	0	0	0	1,357,669	1,357,669	460,434
Other Expenses	0	0	0	63,536	0	63,536	8,163
Other Payments/Transfers	0	0	983,545	(983,545)	0	0	0
Grant Related Expenses	0	0	0	0	0	0	0
Administrative Fees	0	0	873,388	217,377	16,191	1,106,956	1,210,558
Fees to Managers	0	0	99,705	23,002	0	122,707	102,990
Total Grants and Grant Related Expenses	0	809,837	4,520,336	5,824,626	1,598,860	12,753,658	8,613,230
Total Expenses and Grants	1,795,015	960,833	4,520,336	5,840,266	1,598,860	14,715,310	10,495,030
Excess of Revenues (Expenses)							
Before Gains on Investments & Transfers	(496,381)	(643,529)	(1,203,340)	(138,988)	1,356,164	(1,126,074)	3,658,931
GAINS(LOSS) ON INVESTMENTS:							
Realized-Gain (Loss)	758	0	(1,701,085)	(389,645)	0	(2,089,972)	33,178
Unrealized-Gain(Loss)	12,082	0	8,126,710	1,925,574	0	10,064,366	(5,225,550)
Total Gain/(Loss) on Investments	12,839	0	6,425,626	1,535,929	0	7,974,394	(5,192,373)
Change in Net Assets	(483,542)	(643,529)	5,222,286	1,396,941	1,356,164	6,848,320	(1,533,442)
Net Assets Beginning of Year	2,560,574	966,173	117,179,184	20,791,536	9,083,321	150,580,788	149,710,128
Net Assets, End of Period	2,077,032	322,644	122,401,470	22,188,477	10,439,485	157,429,108	148,176,687

COMMUNITY FOUNDATION FOR MONTEREY COUNTY
Combined Operating Fund Budget vs. Actual
For the Eight Months Ended August 31, 2016 and August 31, 2015

	Year-To-Date			YTD Actual 8/31/2015
	Actual	Budget	Variance	
REVENUE				
Contributions - Foundations	0	25,000	(25,000)	52,500
Contributions - Indiv/Corp	6,916	36,000	(29,084)	6,425
Contributions - Interfund	41,389	35,539	5,850	37,190
Contributions - New Pledges	0	0	0	0
Pledge Payments Received	0	0	0	0
Bequests Received	30,751	31,000	(249)	25,355
In Kind Contributions	0	0	0	0
Admin & Special Project Fees	1,153,440	1,237,700	(84,260)	1,248,379
Workshops/Contracts	15,610	11,320	4,290	29,579
Miscellaneous Income	42,387	35,800	6,587	36,522
Interest and Dividends	8,141	8,000	141	8,172
Realized Gains/(Losses)	758	0	758	0
Unrealized Gains/(Losses)	12,082	0	12,082	0
Total Revenue	1,311,474	1,420,359	(108,885)	1,444,123
EXPENSE				
Personnel				
Salaries and Wages	975,863	1,014,783	(38,920)	906,614
Payroll Taxes	79,018	74,482	4,536	73,738
Insurance and Other Benefits	196,022	202,330	(6,308)	175,602
Sub-total	1,250,903	1,291,595	(40,692)	1,155,954
Administrative				
Supplies	14,225	14,950	(725)	15,942
Equip / Computer Maintenance	75,002	76,348	(1,346)	63,632
Bank Charges	2,973	2,700	273	2,213
Printing	6,184	6,291	(107)	7,693
Postage / Freight	8,573	10,438	(1,865)	6,701
Dues/Subscriptions	17,490	16,439	1,051	23,851
Services (legal, acct, consult)	78,076	73,315	4,761	77,372
D&O Insurance	4,358	4,500	(142)	4,010
Telecommunications	11,651	11,639	12	10,466
Conferences & Training	10,970	10,984	(14)	19,698
Miscellaneous	7,183	13,178	(5,995)	5,951
Depreciation	59,320	59,320	0	61,320
Sub-total	296,005	300,102	(4,097)	298,850
Facilities				
Property / Liability Insurance	11,156	8,700	2,456	8,458
Maintenance / Repairs	3,791	8,654	(4,863)	3,728
Janitorial & Landscaping	14,020	13,000	1,020	13,379
Rent	31,068	32,843	(1,775)	32,845
Mortgage, Interest & Property Taxes	37,133	37,133	0	38,269
Utilities	21,507	22,332	(825)	21,522
Sub-total	118,675	122,662	(3,987)	118,201
Development, Program & Staff				
Donor Development	54,296	60,650	(6,354)	55,088
In Kind Expenses	0	0	0	0
Advertising & Promotion	18,954	22,603	(3,649)	5,617
Mileage, Meals & Meetings	5,674	8,136	(2,462)	5,350
Workshops	22,496	33,264	(10,768)	25,133
Annual Meetings	1,178	2,000	(822)	1,599
Annual Report	20,217	21,450	(1,233)	19,058
Staff Recognition Expenses	3,754	4,056	(302)	3,526
Board & Committee Expenses	2,863	3,149	(286)	1,844
Sub-total	129,432	155,308	(25,876)	117,215
Total Expenses	1,795,015	1,869,667	(74,652)	1,690,220
Net Income / (Loss)	(483,542)	(449,308)	(34,234)	(246,097)



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Community Foundation
for Monterey County

FINANCIAL STATEMENT

For the Nine Months Ended September 30, 2016

**COMMUNITY FOUNDATION FOR MONTEREY COUNTY
FINANCIAL REPORTS
For the Nine Months Ended September 30, 2016**

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NOTES TO THE FINANCIAL STATEMENTS
For the Nine Months Ended September 30, 2016**

Assets

Total Assets through 9/30/2016 are **\$194,939,352** a **10.95%** increase since September 2015, and a **7.29%** increase since December 2015.

Operating Fund

Total revenue was \$157,705 less than the budget, and total expenses were \$106,138 less than the budget. The actual net operating deficit is \$111,064 compared to a budgeted deficit of \$59,498.

Note: The Expendable Operating Cash-on-Hand is at 5.8 months, excluding the operating reserve of \$500,000 and the building reserve of \$150,000.

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

Total new contributions for the month were \$6,379,682, including stock valued at \$5,172,004 from David and Roberta Elliott for the Buffett Fund; proceeds in the amount of \$110,000 from the Monterey Bay Aquarium event, sponsored by Downtown Dining, for the benefit of the Soberanes Fire Fund; \$150,000 from the David and Lucile Packard Foundation for the Opportunity Fund to fund grants awarded in the Next Steps program; and \$50,000 from John and Tama Olver to establish the Libby Olver Scholarship Fund, the first fund in the new ESG Fund portfolio; \$750,000 from Colburn and Alana Jones to establish the Colburn and Alana Jones Foundation Fund. Gifts to the Soberanes Fire Fund totaled \$230,764, including gifts from Donor Advised funds in the amount of \$15,100. The year-to-date gifts to the Soberanes Fire Fund totaled \$607,455, including gifts from Donor Advised funds in the amount of \$63,600, and \$10,000 from the CFMC Opportunity Fund.

Grants to agencies for the month totaling \$1,733,967 were approved and recorded.

Interfund activity for the month totaled \$28,326.

COMMUNITY FOUNDATION FOR MONTEREY COUNTY
STATEMENT OF FINANCIAL POSITION
CONSOLIDATED - ALL FUNDS
For the Nine Months Ended September 30, 2016 and September 30, 2015

	<u>COMBINED OPERATING</u>	<u>SPECIAL PROGRAMS</u>	<u>ENDOWMENT</u>	<u>NON ENDOWED</u>	<u>BEQUEST, CRT RECEIVABLES</u>	<u>TOTAL September 30, 2016</u>	<u>TOTAL September 30, 2015</u>
ASSETS							
Cash:							
Cash & Cash Equivalents	1,659,934	509,423	199,745	4,635,556	0	7,004,658	7,251,973
Investments - Long Term Fund Portfolio	0	0	123,719,461	35,963,536	0	159,682,997	142,455,228
Investments - Medium Term Fund Portfolio	514,147	0	0	31,137	0	545,284	0
Investments - ESG Fund Portfolio	0	0	0	50,144	0	50,144	0
Separately Invested Funds	0	0	0	23,742	0	23,742	36,326
Total Cash & Investments	2,174,081	509,423	123,919,206	40,704,115	0	167,306,825	149,743,527
Accounts Receivable:							
Admin Fees & Misc Receivables	0	0	0	0	0	0	0
Pledges & Contributions Receivable	0	0	4,000	12,750	613,000	629,750	216,750
Note Receivable	0	0	181,413	0	0	181,413	183,862
Bequests & Remainder Interest	0	0	0	0	264,615	264,615	814,615
Due from OPER	0	0	1,371,471	0	0	1,371,471	1,416,192
Investment in an LLC	0	0	23,903	0	0	23,903	38,781
Charitable Remainder Trusts	0	0	0	0	23,052,988	23,052,988	21,250,319
Charitable Gift Annuities	0	0	0	0	390,003	390,003	263,373
Total Accounts Receivable	0	0	1,580,787	12,750	24,320,606	25,914,143	24,183,893
Other Assets:							
Prepaid Expenses	1,345	0	0	0	0	1,345	6,068
Property-Net of Depreciation	1,717,039	0	0	0	0	1,717,039	1,774,529
Total Other Assets	1,718,384	0	0	0	0	1,718,384	1,780,597
TOTAL ASSETS	3,892,465	509,423	125,499,993	40,716,865	24,320,606	194,939,352	175,708,017

COMMUNITY FOUNDATION FOR MONTEREY COUNTY
STATEMENT OF FINANCIAL POSITION
CONSOLIDATED - ALL FUNDS
For the Nine Months Ended September 30, 2016 and September 30, 2015

	<u>COMBINED OPERATING</u>	<u>SPECIAL PROGRAMS</u>	<u>ENDOWMENT</u>	<u>NON ENDOWED</u>	<u>BEQUEST, CRT RECEIVABLES</u>	<u>TOTAL September 30, 2016</u>	<u>TOTAL September 30, 2015</u>
LIABILITIES & NET ASSETS							
Liabilities:							
Grants Payable	0	214,865	298,703	463,100	0	976,668	380,558
Administrative Fees Payable	0	0	0	0	0	0	0
Contingent Liabilities	0	0	0	0	13,889,107	13,889,107	13,216,159
Funds held as Agency Endowments	0	0	3,892,099	0	0	3,892,099	4,141,296
Funds held as Stewardship Funds	0	0	0	12,277,600	0	12,277,600	9,680,534
Payroll, Misc. and Accts Payable	1,442,956	0	0	0	0	1,442,956	1,483,589
Total Liabilities	1,442,956	214,865	4,190,802	12,740,700	13,889,107	32,478,429	28,902,136
Net Assets:							
Net Assets-Beginning Balance	2,560,574	966,173	117,179,184	20,791,536	9,083,321	150,580,788	149,710,128
Change in Net Assets - Current Year	(111,064)	(671,615)	4,130,007	7,184,629	1,348,178	11,880,135	(2,904,247)
Total Net Assets	2,449,509	294,558	121,309,191	27,976,165	10,431,499	162,460,923	146,805,881
TOTAL LIABILITIES & NET ASSETS	3,892,465	509,423	125,499,993	40,716,865	24,320,606	194,939,352	175,708,017

COMMUNITY FOUNDATION FOR MONTEREY COUNTY
STATEMENT OF ACTIVITIES
CONSOLIDATED - ALL FUNDS
For the Nine Months Ended September 30, 2016 and September 30, 2015

	<u>COMBINED OPERATING</u>	<u>SPECIAL PROGRAMS</u>	<u>ENDOWMENT</u>	<u>NON ENDOWED</u>	<u>BEQUEST, CRT RECEIVABLES</u>	<u>TOTAL September 30, 2016</u>	<u>TOTAL September 30, 2015</u>
SUPPORT AND REVENUE:							
Contributions	5,916	322,000	527,827	11,065,629	588,000	12,509,372	6,976,283
Interfund Gifts	46,515	0	68,912	554,428	0	669,855	552,558
Pledge Payments Received	0	0	25,000	200,000	0	225,000	559,332
Future Contributions-A/R-Pledge-CRT-CGA	0	0	0	0	2,141,371	2,141,371	218,967
Contributions Received via Bequest	30,751	0	1,317,903	0	0	1,348,655	10,318,353
In Kind Contributions	0	0	0	0	0	0	0
Change in Value, Split Interest Trusts, Future Assets	0	0	0	0	225,654	225,654	0
Gain/Loss on Sale of Property	0	0	0	0	0	0	399,697
Interest & Dividend Income	11,374	343	1,735,374	420,178	0	2,167,269	1,778,879
Administrative Fees	1,642,766	0	0	0	0	1,642,766	1,744,433
Fees from Special Projects	61,282	0	0	0	0	61,282	42,898
Workshop and Contract Service Income	16,932	0	0	0	0	16,932	34,731
Misc Income/Returned Grants	42,387	0	0	0	0	42,387	53,374
Total Support and Revenue	1,857,923	322,343	3,675,017	12,240,235	2,955,024	21,050,543	22,679,504
EXPENSES:							
Operating Expenses and Distributions:							
Salaries & Benefits	1,384,514	9,943	0	0	0	1,394,458	1,332,717
Administrative Costs	324,932	141,262	0	15,640	0	481,835	441,113
Occupancy Costs	133,792	0	0	0	0	133,792	130,692
Development Expenses	134,457	27,915	0	0	0	162,373	167,511
Board & Committee Expenses	2,896	0	0	0	0	2,896	2,856
Total Operating Expenses	1,980,592	179,121	0	15,640	0	2,175,353	2,074,891

COMMUNITY FOUNDATION FOR MONTEREY COUNTY
STATEMENT OF ACTIVITIES
CONSOLIDATED - ALL FUNDS
For the Nine Months Ended September 30, 2016 and September 30, 2015

	<u>COMBINED OPERATING</u>	<u>SPECIAL PROGRAMS</u>	<u>ENDOWMENT</u>	<u>NON ENDOWED</u>	<u>BEQUEST, CRT RECEIVABLES</u>	<u>TOTAL September 30, 2016</u>	<u>TOTAL September 30, 2015</u>
Grants and Grant Related Expenses:							
Grants	0	814,837	3,429,178	6,726,213	0	10,970,228	6,688,893
Interfund Grants	0	0	228,955	440,900	0	669,855	552,558
Pledge Payments Paid	0	0	0	0	225,000	225,000	559,332
Bequests Payments/Transfers	0	0	0	0	1,357,669	1,357,669	5,462,997
Other Expenses	0	0	0	75,607	0	75,607	12,079
Other Payments/Transfers	0	0	983,545	(983,545)	0	0	0
Grant Related Expenses	0	0	0	0	0	0	0
Administrative Fees	0	0	1,317,534	301,055	24,177	1,642,766	1,744,432
Fees to Managers	0	0	109,110	25,583	0	134,694	114,518
Total Grants and Grant Related Expenses	0	814,837	6,068,322	6,585,814	1,606,846	15,075,819	15,134,809
Total Expenses and Grants	1,980,592	993,958	6,068,322	6,601,454	1,606,846	17,251,172	17,209,700
Excess of Revenues (Expenses)							
Before Gains on Investments & Transfers	(122,668)	(671,615)	(2,393,305)	5,638,780	1,348,178	3,799,371	5,469,804
GAINS(LOSS) ON INVESTMENTS:							
Realized-Gain (Loss)	0	0	(1,214,181)	(273,030)	0	(1,487,211)	33,768
Unrealized-Gain(Loss)	11,604	0	7,737,493	1,818,879	0	9,567,976	(8,407,819)
Total Gain/(Loss) on Investments	11,604	0	6,523,312	1,545,849	0	8,080,764	(8,374,051)
Change in Net Assets	(111,064)	(671,615)	4,130,007	7,184,629	1,348,178	11,880,135	(2,904,247)
Net Assets Beginning of Year	2,560,574	966,173	117,179,184	20,791,536	9,083,321	150,580,788	149,710,128
Net Assets, End of Period	2,449,509	294,558	121,309,191	27,976,165	10,431,499	162,460,923	146,805,881

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

For the Nine Months Ended September 30, 2016 and September 30, 2015

	Year-To-Date			YTD Actual
	Actual	Budget	Variance	9/30/2015
REVENUE				
Contributions - Foundations	0	28,125	(28,125)	52,500
Contributions - Indiv/Corp	5,916	40,500	(34,584)	9,525
Contributions - Interfund	46,515	35,539	10,976	42,170
Contributions - New Pledges	0	0	0	0
Pledge Payments Received	0	0	0	0
Bequests Received	30,751	46,500	(15,749)	126,316
In Kind Contributions	0	0	0	0
Admin Fees	1,642,766	1,797,829	(155,063)	1,744,433
Special Project Fees	61,282	22,059	39,223	42,898
Workshops/Contracts	16,932	11,880	5,052	30,747
Miscellaneous Income	42,387	35,800	6,587	36,497
Interest and Dividends	11,374	9,000	2,374	9,459
Realized Gains/(Losses)	0	0	0	0
Unrealized Gains/(Losses)	11,604	0	11,604	0
Total Revenue	1,869,528	2,027,232	(157,705)	2,094,545
EXPENSE				
Personnel				
Salaries and Wages	1,080,304	1,127,537	(47,233)	1,011,071
Payroll Taxes	85,792	82,880	2,912	80,482
Insurance and Other Benefits	218,418	226,987	(8,569)	196,629
Sub-total	1,384,514	1,437,404	(52,890)	1,288,183
Administrative				
Supplies	16,909	16,350	559	17,188
Equip / Computer Maintenance	78,077	78,342	(265)	67,889
Bank Charges	5,080	3,000	2,080	2,383
Printing	6,184	11,591	(5,407)	7,693
Postage / Freight	8,670	11,681	(3,011)	7,423
Dues/Subscriptions	17,953	17,179	774	24,765
Services (legal, acct, consult)	89,958	87,735	2,223	85,362
D&O Insurance	4,358	4,500	(142)	4,010
Telecommunications	12,650	13,047	(397)	12,057
Conferences & Training	11,126	19,775	(8,649)	21,318
Miscellaneous	7,233	13,178	(5,945)	5,959
Depreciation	66,735	66,735	0	68,985
Sub-total	324,932	343,113	(18,181)	325,032
Facilities				
Property / Liability Insurance	11,156	9,200	1,956	8,458
Maintenance / Repairs	5,894	9,576	(3,682)	6,481
Janitorial & Landscaping	15,590	14,625	965	15,381
Rent	34,923	36,949	(2,026)	32,845
Mortgage, Interest & Property Taxes	41,718	41,718	0	43,001
Utilities	24,510	25,124	(614)	24,527
Sub-total	133,792	137,192	(3,400)	130,692
Development, Program & Staff				
Donor Development	56,051	64,650	(8,599)	56,749
In Kind Expenses	0	0	0	0
Advertising & Promotion	19,487	26,077	(6,590)	7,043
Mileage, Meals & Meetings	6,167	9,088	(2,921)	5,935
Workshops	25,597	37,347	(11,750)	26,004
Annual Meetings	3,113	2,000	1,113	2,777
Annual Report	20,217	21,450	(1,233)	19,058
Staff Recognition Expenses	3,825	4,567	(742)	3,358
Board & Committee Expenses	2,896	3,842	(946)	2,856
Sub-total	137,353	169,021	(31,668)	123,780
Total Expenses	1,980,592	2,086,730	(106,138)	1,867,687
Net Income / (Loss)	(111,064)	(59,498)	(51,567)	226,858

**Community Foundation for Monterey County
Grants - August 1, 2016 - September 30, 2016**

Scholarships					
Alan and Rita Shugart Scholarship Fund	Trevor Arbab	20161240	4,000	University of California Santa Barbara	
Charles Joseph Watts Scholarship Fund	Bryce Umbarger	20161242	1,500	UC Davis Cashier's Office	
Charles Joseph Watts Scholarship Fund	Jenny Panchal	20161280	1,500	UC Davis Cashier's Office	
Church Brothers-True Leaf Farms Scholarship	Ricardo Daniel Silva	20161150	2,500	Arizona State University	
Church Brothers-True Leaf Farms Scholarship	Manuel De La Hoya Widmark	20161151	2,500	Universal Technical Institute	
Dr. Gladys M. Olvis Scholarship Fund	Kristina Echevarria	20161241	1,000	University of California, Berkeley	
Dr. Roger and Kate Bartels Memorial Scholarship	Hau Nguyen	20161138	500	University of California, Berkeley	
Girls' Health in Girls' Hands Scholarship Fund	Naudia Velarde	20161144	2,500	Gavilan College - Financial Aid	
Girls' Health in Girls' Hands Scholarship Fund	Cynthia Chavez	20161143	1,250	Hartnell College -- Financial Aid	
Girls' Health in Girls' Hands Scholarship Fund	Andrea Lopez	20161141	1,250	Monterey Peninsula College	
Girls' Health in Girls' Hands Scholarship Fund	Noemi Salazar	20161196	2,500	UC Merced	
Girls' Health in Girls' Hands Scholarship Fund	Bella-Graciela Chavez	20161142	2,500	University of California, Berkeley	
Horace H. Wilson Scholarship Fund	Maria Ambriz	20161238	2,000	UC Davis Cashier's Office	
Horace H. Wilson Scholarship Fund	Noemi Salazar	20161197	2,000	UC Merced	
Hugo and Dolores Tottino Family Scholarship Fund	Justin Paredes	20161149	2,500	Monterey Peninsula College	
John R. Marron Fund	Chloe Rankin	20161224	750	UC Davis Cashier's Office	
Joseph and Betty Spradling Scholarship Fund	Mohammad Nouman Baryal	20161148	2,000	Monterey Peninsula College	
Margaret and Seba Bronson Scholarship Fund	Maritza Soria	20161139	20,000	Santa Clara University	
Monica Abbott Scholarship Fund	Emily Bennett	20161195	1,000	UCLA Main Cashiers Office	
Richard Scott Reynolds Science and Technology Education Scholarship Fund	Julius Yevdash	20161298	5,100	UCLA Main Cashiers Office	
Robert Hattori Nakamura Memorial Scholarship Fund	Lennie Rodriguez	20161278	500	Monterey Peninsula College	
Shelley Watts Scholarship Fund	Citlalli Silva	20161243	1,500	Hartnell College	
Shelley Watts Scholarship Fund	Tate Kelley	20161296	1,500	UC Davis Cashier's Office	
The Harles R. Sarment College Endowment	Jeremiah Ybarra-Greenberg	20161228	5,000	Cal Polytechnic State University, San Luis Obispo	
The Harles R. Sarment College Endowment	Ramon Fragoso	20161295	5,000	Cal Polytechnic State University, San Luis Obispo	
The Harles R. Sarment College Endowment	Nicole Bowker	20161199	5,000	Cal Polytechnic State University, San Luis Obispo	
The Harles R. Sarment College Endowment	Isaac Castro	20161146	5,000	CSU Fresno	
The Harles R. Sarment College Endowment	Ashley Haver	20161145	5,000	CSU Fresno	
The Harles R. Sarment College Endowment	Ryin Alexander	20161277	5,000	CSU Humboldt	
The Harles R. Sarment College Endowment	Jocelyn Valenzuela	20161226	5,000	San Jose State University	
The Harles R. Sarment College Endowment	Evelia De Jesus	20161275	5,000	UC Davis Cashier's Office	
The Harles R. Sarment College Endowment	Shannon Lal	20161147	5,000	UC Davis Cashier's Office	
The Harles R. Sarment College Endowment	Danny Bravo	20161272	5,000	UC Irvine	
The Harles R. Sarment College Endowment	Mia Ramos	20161276	5,000	UC Irvine	

**Community Foundation for Monterey County
Grants - August 1, 2016 - September 30, 2016**

The Harles R. Sarment College Endowment	Cindy Montoya	20161273		5,000	UCLA Main Cashiers Office
The Harles R. Sarment College Endowment	Breanna Aguilar	20161200		5,000	UCLA Main Cashiers Office
The Harles R. Sarment College Endowment	Crystal Alcala	20161198		5,000	University of California Santa Barbara
The Harles R. Sarment College Endowment	Edgar Antonio Hernandez Chavarin	20161274		5,000	University of California Santa Cruz
The Harles R. Sarment College Endowment	Jesus Gil	20161227		5,000	University of California, Berkeley
The Larry Horan-Jim Langley Cal Alumni Memorial Scholarship Fund	Mariela Hernandez	20161294		2,500	University of California, Berkeley
The Larry Horan-Jim Langley Cal Alumni Memorial Scholarship Fund	Hau Nguyen	20161140		2,500	University of California, Berkeley
The Morse Foundation Scholarship Fund	Magali Alvarez	20161279		2,500	Cabrillo College Financial Aid Office
The Morse Foundation Scholarship Fund	Patrick Joseph Sylvia	20161297		5,000	Central Washington University
The Morse Foundation Scholarship Fund	Maria Guadalupe Tena	20161225		1,875	Hartnell College -- Financial Aid
The Morse Foundation Scholarship Fund	Maria G. Lopez Segoviano	20161194		5,000	UC Hastings College of Law
		Total		161,725	
Board Discretionary					
Soberanes Fire Fund	Water system subsidy for uninsured or under insured property owners	20161286	②	120,000	Coast Property Owners Association
Soberanes Fire Fund	immediate relief given to property owners, renters and caretakers who lost dwellings due to the Soberanes Fire	20161206		25,000	Coast Property Owners Association
Soberanes Fire Fund	Property Owner Septic System Inspection Fee	20161299		24,000	Coast Property Owners Association
Soberanes Fire Fund	Bottled water for residents	20161282		307	Coast Property Owners Association
Soberanes Fire Fund	Soberanes Fire Relief for Jamesburg, Cachagua, Tassajara	20161239		10,000	Community Emergency Response Volunteers of the Monterey Peninsula (CERV)
Soberanes Fire Fund	for water tanks and community signage	20161284		36,756	Mid-Coast Fire Brigade
Soberanes Fire Fund	the Spanish translation services the Center provided for an important resource list for Soberanes Fire victims.	20161283		20	Middlebury Institute of International Studies at Monterey
Tassajara Fire Fund	Soberanes Fire Relief for Jamesburg, Cachagua, Tassajara Request #2	20161247		20,000	Community Emergency Response Volunteers of the Monterey Peninsula (CERV)
		Total		236,083	
Donor Advised					
Amy Anderson and George Somero Fund	restricted support for the MPRPD Ballot Measure (\$10,000) and for general operating support (\$5,000)	20161178		15,000	Big Sur Land Trust
Cappy Martin/Vernon Hurd Monterey Rotary Club	the support of educational activities for Monterey Peninsula youth	20161213		20,000	Monterey Jazz Festival
Cappy Martin/Vernon Hurd Monterey Rotary Club	the purchase a new delivery truck	20161212		25,000	Salvation Army - Monterey Peninsula Corps
DeWitt Fund	Unwanted Horse Coalition-Operation Gelding	20161208	①	100,000	American Horse Council Foundation
DeWitt Fund	Rural Area Veterinary Services	20161207	①	100,000	Humane Society Veterinary Medical Association
DeWitt Fund	Rhonda Grantham-Center for Indigenous Midwifery	20161290		10,000	Mother Health International

**Community Foundation for Monterey County
Grants - August 1, 2016 - September 30, 2016**

Dr. Adriana Hayward Fund	general operating support	20161130	1,000	Carmel-By-The Sea Public Library Foundation
Dr. Adriana Hayward Fund	a matching grant for board challenge	20161129	2,000	Monterey Museum of Art
Dr. Adriana Hayward Fund	general operating support	20161127	5,000	SPCA of Monterey County
Dr. Adriana Hayward Fund	general operating support	20161128	5,000	Wellesley College
F. Robert Nunes Family Fund	general operating support	20161268	10,000	Compassion Pregnancy Center
F. Robert Nunes Family Fund	general operating support	20161269	10,000	Confidence Pregnancy Center
Farrell/Allen Carmel Rotary Fund	travel for the CHS Mock Trial Team to the World Championship	20161229	1,000	Carmel High School ASB
Farrell/Allen Carmel Rotary Fund	a portable dental unit with evacuator vacuum	20161231	2,000	International Health Emissaries
Farrell/Allen Carmel Rotary Fund	support of the Jazz Education Program	20161232	2,000	Monterey Jazz Festival
Farrell/Allen Carmel Rotary Fund	the implementation of the master plan for Lower Presidio Park	20161235	2,500	Old Monterey Foundation
Farrell/Allen Carmel Rotary Fund	the underwriting of the SoDA production of Wizard of Oz	20161234	1,000	Pacific Repertory Theatre
Farrell/Allen Carmel Rotary Fund	the Youth in Wilderness Program	20161236	1,000	Ventana Wilderness Alliance
Farrell/Allen/LaSalle Carmel Rotary Fund	end of life care programs	20161230	2,000	Hospice Giving Foundation
Farrell/Allen/LaSalle Carmel Rotary Fund	free medical care on the Monterey Peninsula	20161233	6,000	Rotacare International
Fred Farr Environmental Stewardship Fund	James Rote Professorship	20161289	5,000	Foundation of California State University Monterey Bay
Gilbert M. Neill Math Fund	for the development of Mathletics or Mathcount programs, teaching incentives, and/or material to make math more interesting	20161257	2,000	Bay View Academy
Gilbert M. Neill Math Fund	for the Lower and Middle Schools, for the development of Mathletics or Mathcount programs, teaching incentives, and/or material to make math more interesting	20161255	2,000	Stevenson School
Gilbert M. Neill Math Fund	for the development of Mathletics or Mathcount programs, teaching incentives, and/or material to make math more interesting	20161256	2,000	The International School of Monterey
Harlan and Barbara Hall Fund	the College of Liberal Arts: \$250 for Dean's Host Account, \$500 for Great Conversations, and \$750 for Argenta Trio	20161216	1,500	University of Nevada, Reno
Howard and Karin Evans Fund	general operating support	20161223	5,000	Meals on Wheels of the Monterey Peninsula
Howard and Karin Evans Fund	Women's Forum for Health	20161288	5,000	Montage Health
Howard and Karin Evans Fund	general operating support in memory of Don Hubbard	20161222	2,500	Montage Health
Howard and Karin Evans Fund	the Evans College Incentive Program	20161157	25,000	Monterey Peninsula College Foundation
Lori and Lou Flagg Memorial Youth Fund	the Ultimate Fundraiser	20161177	500	Carmel River School PTA
Mahoney/Peterson Family Fund	general operating support	20161209	500	Carmel River School PTA
Mahoney/Peterson Family Fund	general operating support	20161126	1,000	Carmel-By-The Sea Public Library Foundation
Mahoney/Peterson Family Fund	general operating support	20161125	500	Community Hospital Foundation
Mahoney/Peterson Family Fund	Petaluma Campus Herold Mahoney Library Endowment, in memoriam of Constance Bell Mahoney	20161183	1,000	Santa Rosa Junior College Foundation
Malcolm and Joanne Millard Fund	general operating support	20161168	500	Alliance on Aging
Malcolm and Joanne Millard Fund	general operating support	20161172	1,000	Animal Ark
Malcolm and Joanne Millard Fund	general operating support	20161170	500	Carmel Valley Historical Society

**Community Foundation for Monterey County
Grants - August 1, 2016 - September 30, 2016**

Malcolm and Joanne Millard Fund	general operating support	20161169	500	Central Coast VNA and Hospice
Malcolm and Joanne Millard Fund	general operating support	20161171	500	Meals on Wheels of the Monterey Peninsula
Malcolm and Joanne Millard Fund	general operating support	20161173	1,000	Monterey Bay Aquarium Foundation
Ramsey Shirk Fund	the support of the Estela Fund	20161265	500	Amigos De Santa Cruz Foundation
Ramsey Shirk Fund	general operating support	20161266	2,500	Lopez Housing Options
Ramsey Shirk Fund	Lopez Fit scholarship program	20161287	2,500	Lopez Island Family Resource Center
Ramsey Shirk Fund	the support of the Jingle Bell Dinner and all the good work you do year round	20161258	1,000	Lopez Island Hospice and Home Support, Inc.
Ramsey Shirk Fund	general operating support	20161259	5,000	Summit Assistance Dogs
Reese Family Fund	general operating and to support the YES program	20161181	1,500	CASA Monterey County dba Voices for Children
Reese Family Fund	general operating support	20161153	1,000	If Given A Chance Foundation
Reese Family Fund	general operating support	20161182	1,500	Meals on Wheels of the Monterey Peninsula
Reese Family Fund	VOICES - Voice Our Independent Choices for Emancipation Support	20161152	1,000	On The Move
Rick and Tonya Antle Fund	the Daniel Burkett Memorial Scholarship	20161267	2,000	University of San Diego
The Benjamin Family Foundation	general operating support	20161210	5,000	Central Coast VNA and Hospice
The Carmel Realty Foundation	Tux and Tails sponsorship	20161245	3,800	SPCA of Monterey County
The Fred Terman and Nan Borreson Fund	SUDRA	20161176	1,000	Episcopal Relief & Development
The Landreth Family Fund	general operating support	20161180	2,000	SPCA of Monterey County
The Peter and Jackie Henning Fund	general operating support	20161215	2,000	Meals on Wheels of the Monterey Peninsula
The Peter and Jackie Henning Fund	general operating support	20161174	7,500	Monterey County Symphony Association
Will and Mary Shaw Fund	general operating support	20161217	1,000	Youth Arts Collective (YAC)
		Total	418,800	
Field of Interest				
Ruth L. and Wilbur K. Amonette Fund	general operating support	20161080	19,062	Chamber Music Monterey Bay
The Todd Lueders Fund for the Arts	regranting to small and emerging arts organizations	20161086	9,082	Arts Council for Monterey County
The Todd Lueders Fund for the Arts	general operating support	20161078	6,433	Carmel Bach Festival
The Todd Lueders Fund for the Arts	general operating support	20161079	6,433	Carmel Music Society
The Todd Lueders Fund for the Arts	support of the Western Stage Theater	20161084	6,433	Hartnell College Foundation
The Todd Lueders Fund for the Arts	general operating support	20161081	6,433	Monterey County Symphony Association
The Todd Lueders Fund for the Arts	general operating support	20161082	6,433	Monterey Museum of Art
The Todd Lueders Fund for the Arts	general operating support	20161083	6,433	Pacific Repertory Theatre
The Todd Lueders Fund for the Arts	general operating support	20161085	6,433	Youth Music Monterey
Women's Fund Endowment	Women's Economic Security program	20161293 ②	75,000	ACTION Council of Monterey County
		Total	148,174	

**Community Foundation for Monterey County
Grants - August 1, 2016 - September 30, 2016**

Opportunity Grants					
John R. Marron Fund	Chinatown Limited Day Storage 6-month Pilot Program	20161203		20,000	University Corporation at Monterey Bay
		Total		20,000	
Organizational Development					
Center for Nonprofit Excellence #4	facilitated board work to update the Master Plan and to develop strategic and fund development plans	20161204		5,000	Salinas Valley Fair
		Total		5,000	
Passthrough Grants					
Pass Thru Fund	general operating support from Mr. & Mrs. Richard J., EA and Margaret Pagnillo	20161221		500	Naval Postgraduate School Foundation
Pass Thru Fund	the Stuff the Bus campaign	20161188		100	United Way Monterey County
		Total		600	
Restricted Fund Distributions					
Casa Amesti Garden and House Fund	garden upkeep and supplies	20161189		13,383	Old Capital Club
Church in the Forest Stewardship Fund	a distribution as requested on August 19, 2016	20161214		10,000	Church in the Forest
Church in the Forest Stewardship Fund	a distribution as requested on September 19, 2016	20161285		5,000	Church in the Forest
Cislini Fund	general operating support	20161090		15,209	Alzheimer's Disease and Related Disorders Association
Cislini Fund	general operating support	20161091		15,209	Blind & Visually Impaired Center of Monterey County
Cislini Fund	general operating support	20161087		6,716	Catholic Charities Of The Diocese Of Monterey
Cislini Fund	the burse for retired/infirmary priests in the General Fund	20161089		13,431	Diocese of Monterey
Cislini Fund	the burse for seminarians in the General Fund	20161088		6,715	Diocese of Monterey
Cislini Fund	general operating support	20161092		16,790	Madonna del Sasso Church
Cislini Fund	general operating support	20161093		26,864	Madonna del Sasso School
Cislini Fund	general operating support	20161096		42,982	Notre Dame High School
Cislini Fund	general operating support	20161098	③	64,474	Palma School
Cislini Fund	general operating support	20161097	③	50,370	Sacred Heart Catholic Church
Cislini Fund	general operating support	20161095		40,296	Sacred Heart School
Cislini Fund	general operating support	20161099	③	101,374	Salinas Valley Memorial Hospital Foundation
Cislini Fund	general operating support	20161094		30,412	United Way Monterey County
Del Monte Forest Conservancy Fund	distribution as requested by Treasurer Ned Van Roekel	20161192		30,000	The Del Monte Forest Foundation
Frances Elgan & Werner Kunkel Fund	general operating support	20161056		9,750	Carmel Bach Festival
Frances Elgan & Werner Kunkel Fund	general operating support	20161057		9,750	Carmel Foundation

**Community Foundation for Monterey County
Grants - August 1, 2016 - September 30, 2016**

Frances Elgan & Werner Kunkel Fund	general operating support	20161058	9,750	Carmel Music Society
Frances Elgan & Werner Kunkel Fund	general operating support	20161059	9,750	Chamber Music Monterey Bay
Frances Elgan & Werner Kunkel Fund	general operating support	20161060	9,750	Chartwell School
Frances Elgan & Werner Kunkel Fund	general operating support	20161061	9,750	Interim, Inc.
Frances Elgan & Werner Kunkel Fund	general operating support	20161062	9,750	Monterey County Symphony Association
Frances Elgan & Werner Kunkel Fund	general operating support	20161063	9,750	Monterey Museum of Art
Frances Elgan & Werner Kunkel Fund	general operating support	20161064	9,750	National Alliance on Mental Illness-Monterey County
Frances Elgan & Werner Kunkel Fund	general operating support	20161065	9,750	Youth Music Monterey
Fred Farr & Edwin Bliss Buckeye Memorial Fund	capital improvement projects at Camp Pico Blanco	20161055	4,034	Boy Scouts of America - Silicon Valley Monterey Bay
Friends of Laguna Seca Capital Campaign	a distribution as requested on August 15, 2016	20161193	45,000	Friends of Laguna Seca
Friends of Laguna Seca Capital Campaign	a bi-weekly distribution as requested on August 15, 2016	20161211	45,000	Friends of Laguna Seca
Friends of Laguna Seca Capital Campaign	a bi-weekly distribution as requested on August 15, 2016	20161271	45,000	Friends of Laguna Seca
Friends of Laguna Seca Capital Campaign	a bi-weekly distribution as requested on August 15, 2016	20161291	45,000	Friends of Laguna Seca
Friends of Laguna Seca Capital Campaign	a distribution as requested on August 2, 2016	20161162	45,000	Friends of Laguna Seca
Joyce Morris Fund	general operating support	20161100	2,563	Animal Welfare Information & Assistance, Inc.
Joyce Morris Fund	MORR to OPER for annual payout	20161104	5,126	Community Foundation for Monterey County
Joyce Morris Fund	general operating support	20161101	5,126	Kinship Center
Joyce Morris Fund	general operating support	20161102	5,126	Meals on Wheels of the Monterey Peninsula
Joyce Morris Fund	general operating support	20161103	5,126	SPCA of Monterey County
LandWatch Monterey County Stewardship Fund	disbursement as requested by the board on July 27, 2016	20161190	15,000	LandWatch Monterey County
Margaret L. Musser Restricted Fund	the general programs and funding of research at the California Division	20161077	36,124	American Cancer Society, Inc.
Margaret L. Musser Restricted Fund	the development and operation of the Comprehensive Cancer Center	20161076	18,062	Community Hospital Foundation
Margaret L. Musser Restricted Fund	general operating support	20161075	18,062	Forest Hill Manor
Methodist Foundation of Pacific Grove Stewardship Fund	a distribution as requested on September 8, 2016	20161270	3,000	Methodist Foundation of Pacific Grove
Nancy Parker Benham Endowment Fund	general operating support	20161051	9,666	Alliance on Aging
Nancy Parker Benham Endowment Fund	general operating support	20161052	9,666	Carmel Foundation
Nancy Parker Benham Endowment Fund	general operating support	20161047	3,222	Hospice Giving Foundation
Nancy Parker Benham Endowment Fund	the general scholarship fund	20161053	9,666	Monterey High School
Nancy Parker Benham Endowment Fund	general operating support	20161048	6,444	Museum Foundation of Pacific Grove, Inc.
Nancy Parker Benham Endowment Fund	general operating support	20161049	6,444	Prayer Book Society - Monterey Bay Chapter
Nancy Parker Benham Endowment Fund	general operating support	20161054	12,888	Salvation Army - Monterey Peninsula Corps
Nancy Parker Benham Endowment Fund	general operating support	20161050	6,444	St. John's Chapel Foundation
Rodney & Betty Guilfoil Fund	general operating support	20161067	10,470	Carmel Foundation
Rodney & Betty Guilfoil Fund	general operating support	20161066	8,177	Monterey Museum of Art

**Community Foundation for Monterey County
Grants - August 1, 2016 - September 30, 2016**

Sandy Loiacono Scholarship Fund	annual scholarships of one at \$2,500 and two at \$1,000	20161074	4,500	Notre Dame High School
Sun Street Centers Stewardship Fund	disbursement as requested by the board	20161191	10,000	Sun Street Centers
The William Kiepora Fund	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	20161073	25,669	Diocese of Monterey
The William Kiepora Fund	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	20161072	25,669	Diocese of St. Augustine Priests Care Fund
Tony P. and Marjorie Ayres Fund	general operating support	20161046	958	Central Coast VNA Foundation
Tony P. and Marjorie Ayres Fund	general operating support	20161045	958	Kinship Center
Ward D. and Mary T. Ingram Fund	general operating support	20161068	1,820	Community Hospital Foundation
Ward D. and Mary T. Ingram Fund	general operating support	20161069	1,820	Hospice Giving Foundation
Ward D. and Mary T. Ingram Fund	general operating support	20161071	1,820	Middlebury Institute of International Studies at Monterey
Ward D. and Mary T. Ingram Fund	general operating support	20161070	1,820	Monterey County Symphony Association
		Total	1,087,194	

Interfund Grants

Andrew & Phyllis D'Arrigo Fund 2	D'AR2 to SFF	20161219	5,000	Community Foundation for Monterey County
Barbara Paul and Tom LaFaille Fund	LAFA to SFF	20161159	1,000	Community Foundation for Monterey County
Buchalter/Adler Family Fund	BUCH to SFF	20161155	500	Community Foundation for Monterey County
Doris Parker Fee Fund	FEE to SFF	20161161	2,500	Community Foundation for Monterey County
Farrell/Allen Carmel Rotary Fund	FARRL to SFF for fire relief	20161132	2,000	Community Foundation for Monterey County
Farrell/Allen/LaSalle Carmel Rotary Fund	FARL2 to HOMED	20161237	2,500	Community Foundation for Monterey County
Jean and Jim Duff Fund	DUFF to SFF	20161164	5,000	Community Foundation for Monterey County
Mahoney/Peterson Family Fund	MAHON to SFF	20161160	1,000	Community Foundation for Monterey County
Marcia F. DeVoe Fund	DEVOE to SFF	20161201	3,000	Community Foundation for Monterey County
Mike and Mary Orradre Fund	ORRA2 to SFF	20161185	500	Community Foundation for Monterey County
Peter and Anne Thorp Fund	THORP to SFF for Soberanes Fire relief	20161131	500	Community Foundation for Monterey County
Rick and Tonya Antle Fund	ANTL to SFF	20161156	1,000	Community Foundation for Monterey County
The Ann Mayer Hiller Memorial Fund	MAYER to SFF	20161186	1,000	Community Foundation for Monterey County
The Benjamin Family Foundation	BENJ2 to SFF	20161136	2,500	Community Foundation for Monterey County
The Brown Family Fund	BROWN to SFF	20161154	10,000	Community Foundation for Monterey County
The Carmel Realty Foundation	CRF to SFF	20161244	6,600	Community Foundation for Monterey County
The Carmel Realty Foundation	CRF to SFF for matching gift	20161163	1,000	Community Foundation for Monterey County
The Carmel Realty Foundation	CRF to SFF	20161292	1,000	Community Foundation for Monterey County
The Fred Terman and Nan Borreson Fund	TERM to SFF	20161175	1,000	Community Foundation for Monterey County

**Community Foundation for Monterey County
Grants - August 1, 2016 - September 30, 2016**

The Landreth Family Fund	LANDR to SFF	20161179		10,000	Community Foundation for Monterey County
The Peter and Jackie Henning Fund	HENN to SFF	20161166		2,500	Community Foundation for Monterey County
The Snorf Fund	SNORF2 to SFF	20161165		1,000	Community Foundation for Monterey County
Wiegand Family Foundation	WIEG to SFF	20161220		500	Community Foundation for Monterey County
Will and Mary Shaw Fund	SHAW2 to SFF	20161218		2,000	Community Foundation for Monterey County
William H. and Susanne S. Tyler Pathway Fund	TYLR to SFF	20161184		2,000	Community Foundation for Monterey County
Pass Thru Fund	PASS to SFF	20161187		500	Community Foundation for Monterey County
General Endowment - Opportunity Fund	GENOF to SFF	20161133		10,000	Community Foundation for Monterey County
General Endowment - Opportunity Fund	GENOF to NOCO	20161135		5,000	Community Foundation for Monterey County
General Endowment - Opportunity Fund	GENOF to SMCF	20161134		5,000	Community Foundation for Monterey County
John R. Marron Fund	MARR to GENOF	20161281		5,600	Community Foundation for Monterey County
		Total		91,700	
		Grand Total - 217 Grants, Totaling		2,169,275	
① Grants approved at the August 23, 2016 Board Meeting					
DeWitt Fund	Unwanted Horse Coalition-Operation Gelding	20161208	①	100,000	American Horse Council Foundation
DeWitt Fund	Rural Area Veterinary Services	20161207	①	100,000	Humane Society Veterinary Medical Association
② Grants approved by the Executive Committee					
Women's Fund Endowment	Women's Economic Security program	20161293	②	75,000	ACTION Council of Monterey County
Soberanes Fire Fund	Water system subsidy for uninsured or under insured property owners	20161286	②	120,000	Coast Property Owners Association
③ Restricted Fund Distribution (all grants approved December 15, 2015, with the approval of the spending policy)					
Cislini Fund	general operating support	20161098	③	64,474	Palma School
Cislini Fund	general operating support	20161097	③	50,370	Sacred Heart Catholic Church
Cislini Fund	general operating support	20161099	③	101,374	Salinas Valley Memorial Hospital Foundation



ROBERT AND VIRGINIA STANTON ENDOWMENT COMMITTEE
Meeting Minutes: October 13, 2016

The regular meeting of the Robert and Virginia Stanton Endowment Committee was held on October 13, 2016 at the Monterey office of the Community Foundation for Monterey County.

Committee members present: Ramona Smith, Chair; Iathan Annand; Kip Hudson; Stephen Dart; Mary Wright

Committee members excused: Breck Tostevin

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 13, 2015 meeting were approved as distributed.
2. The following proposals totaling \$164,000 were recommended to the Community Foundation for Monterey County Board for approval at the Board meeting scheduled for October 25, 2016.

Organization Name	Project Name	Committee Recommendation
NAMED AGENCIES		
American Red Cross of the Central Coast	Home Fire Campaign	\$30,000
SIMILAR AGENCIES		
Campaign for the Preservation of Mission San Antonio de Padua	Funding Phase III of the Preservation of Mission San Antonio	\$15,000
Carmel Bach Festival	Opening Night Performance of 80th Season	\$5,000
El Sistema USA/Salinas, Inc.	Operating Support for Youth Orchestra Salinas	\$10,000

Middlebury Institute of International Studies	Preserving the Historic Lara Soto Adobe in Downtown Monterey	\$25,000
Monterey County Pops!	Monterey County Pops! 2016 Stanton Theater Veterans Day Concert	\$5,000
Rancho Cielo	Capital Request for the Ted Taylor Vocational Center	\$45,000
York School	Building an Outdoor Theater on the York School campus	\$10,000
Youth Arts Collective	Purchase a computer and software for Youth Arts Collective young artists	\$5,000
Youth Music Monterey	South County Strings program	\$14,000
TOTAL AWARDED		\$164,000

3. The following proposals were recommended to the Community Foundation for Monterey County Board for denial:

Organization Name	Project Name
Big Sur Land Trust	Carr Lake: an historic opportunity for community conservation in Salinas
Blind & Visually Impaired Center of Monterey County, Inc.	Hot water heater replacement
Food Bank for Monterey County	Space to Erase Hunger in Monterey County - INELIGIBLE (43% of capital campaign raised)
Hartnell College Foundation	Capital Improvement to the Center of Performing Arts at Hartnell College
Meals on Wheels of the Monterey Peninsula	Agency Food/Supply costs for senior nutrition programs.
Monterey Peninsula Chapter, Japanese American Citizens League	Documentary Film of Monterey: A petition of courage and compassion
Museum Foundation of Pacific Grove, Inc.	Capital improvements to the Pacific Grove Museum of Natural History
Natividad Medical Foundation	Art for Better Health: Rehabilitation of the Rehabilitation Center at Natividad Medical Center

DISCUSSION ITEMS:

- The Fund Statement for the period January-June, 2016 was presented by Laurel Lee-Alexander.
- Suggestions for process improvements:
 - Committee members will have access to the full grant applications through the CFMC's online grant application system and can choose if they would like to review the full application. Staff will continue to send grant application summaries to the committee.
 - Staff will clarify definitions of operating support vs. program support.

INFORMATION ITEMS:

The next meeting of the committee will be held in Fall 2017 at the CFMC Monterey office. Committee members will be notified of the proposed date.

The meeting was adjourned at 4:06.

Minutes prepared by:

Laurel Lee-Alexander, VP Grants and Programs

Approved by:

Ramona C. Smith, Chair



Date: October 18, 2016
To: Board of Directors
From: Grants & Programs Committee

**RE: RECOMMENDATION TO ELIMINATE THE COMMUNITY IMPACT FIVE-YEAR
CONSECUTIVE FUNDING LIMIT
(UPDATE FROM AUGUST BOARD MEETING)**

At the Board meeting on August 23, 2016, we recommended the elimination of the five-year consecutive funding limit for Community Impact (CI) grantees. In response to requests for more data, this provides additional information.

The current CI guidelines state:

Organizations may receive up to five (5) consecutive years of funding through the Community Impact grant program. After the fifth consecutive year of funding, an organization must refrain from applying for one year. Proposals for a fifth year of funding must address how the organization or program will be sustained in year six without a CFMC grant.

BACKGROUND

The CI grant program was implemented in 2012. The intention was to focus on:

- General prevention, up-stream approaches
- Measurable impact (balance of quality and quantifiable improvements)
- Making the grant program accessible and open to strong organizations/ applications

At that time, a three-year funding limit (for consecutive funding for the same program) was instituted to allow more nonprofits to be considered for CI grants. Also, by mandating a one-year break, grantees would be encouraged to diversify their funding during that period.

In Fall 2014, the CFMC conducted an evaluation of the CI program, and recommended framework and program revisions based on the evaluation's results. One of the revisions was the extension of the three-year consecutive funding limit to five years, beginning with the grantee's first CI grant: "Increase the current funding limit from three to five years in order to allow grantees more time to solidify and diversify revenue sources." More recently, CFMC agreed to focus on providing larger grant amounts (\$25,000 average) rather than more numerous, smaller grants

PURPOSE

This recommendation continues our ongoing commitment to clarify and simplify the CFMC grant guidelines.

RATIONALE

1. The purpose of the original three-year consecutive funding limit was to allow more applicants the opportunity to be considered for a CI grant. Since 2012, the CFMC has developed additional grant application programs that expand the opportunities for nonprofits to be considered for a grant, including:
 - a. CI Small Grants (up to \$12,000)
 - b. Opportunity Grants (up to \$5,000)
 - c. Organizational Development Grants (up to \$5,000)
 - d. Next Steps for Small Nonprofits (three-year operating support of \$18,000/year and capacity building)
 - e. CFMC Donor Advisor Co-investment
2. Another reason for the funding limit was to encourage grantees to diversify funding during the one-year “gap.” We believe it is unrealistic to expect grantees to diversify funding in a year without capacity building support. Also, the guidelines currently require that grant applicants “*address how the organization or program will be sustained in year six without a CFMC grant.*” This represents another barrier for applicants.

Other thoughts include:

- The CFMC wants to fund organizations that have the greatest impact – a forced funding period “gap” will limit the pool of applicants.
- The “gap year” could result in weaker organizations being considered for funding during that year.
- Eliminating the consecutive funding limit could equalize opportunities in the long term; the number of applicants would not fluctuate over the years.
- Requiring a one-year break could create an even more unreliable revenue source for organizations that receive a grant in year six but not in year seven when strong organizations return to the applicant pool.

UPDATE

At the August 2016 Board meeting, additional data was requested:

1. Ineligible grantees for 2017
2. Grant applications that were not approved due to: a) weak requests, or b) funding limitations (by year)
3. Since 2012, new applicants (by year)

This information follows.

INELIGIBLE GRANTEES FOR 2017 BY PROGRAM AREA

Arts & Culture

Organization	2012	2013	2014	2015	2016	2017
Alisal Center for the Fine Arts	\$10,000	\$15,000	\$20,000	\$25,000	Applied	Ineligible
Arts Council for Monterey Co	\$15,000	\$15,000	\$20,000	\$30,000	Applied	Ineligible
Carl Cherry Center for the Arts	\$10,000	\$10,000	\$10,000	\$12,000	Applied	Ineligible
Carmel Bach Festival	Denied	\$6,000	\$10,000	\$15,000	Did not apply	
City of Monterey, Colton Hall,	\$20,000	\$25,000	\$20,000	\$20,000	Applied	Ineligible
El Sistema (YOSAL)	\$20,750	\$20,000	\$31,000	\$30,000	Applied	Ineligible
Monterey Jazz Festival	\$15,000	\$18,000	\$20,000	\$25,000	Applied	Ineligible
National Steinbeck Center	\$25,000	\$25,000	\$25,000	\$30,000	Applied	Ineligible
Sol Treasures	\$15,000	\$15,000	\$15,000	\$30,000	Applied	Ineligible
SpectorDance	\$15,000	\$15,000	\$20,000	\$20,000	Applied	Ineligible
Sunset Cultural Center	Did not apply	\$10,000	\$10,000	\$20,000	Applied	
Youth Arts Collective (YAC)	\$10,000	\$14,600	\$20,000	\$20,000	Applied	Ineligible
Youth Music Monterey	Denied	\$10,000	\$15,000	\$20,000	Applied	

Children & Youth

Organization	2012	2013	2014	2015	2016	2017
Boys & Girls Club of Monterey Co	\$25,000	\$30,000	\$50,000	\$35,000	\$30,000	Ineligible
Central Coast YMCA	\$20,000	\$30,000	\$35,000	\$30,000	\$30,000	Ineligible
City of Greenfield, Science Workshop	\$10,000	\$15,000	\$23,000	\$21,000	\$24,000	Ineligible
Community Partnership for Youth	\$18,000	\$20,000	\$25,000	\$26,500	\$25,000	Ineligible

Foundation MC Free Libraries	\$30,000	\$25,000	\$35,000	\$30,000	\$25,000	Ineligible
Girl Scouts	\$20,000	\$20,000	\$25,000	\$25,000	\$30,000	Ineligible
Girls Inc.	\$20,000	\$20,000	\$29,000	\$27,000	\$30,000	Ineligible
Hartnell College Foundation	\$20,000	\$30,000	\$35,000	Denied	\$25,000	
Kinship Center*	\$20,000	\$22,000	Did not apply	\$25,000	\$22,000	
Life is for Everyone	\$10,000	\$10,000	\$15,000	\$11,000	\$12,000	
Panetta Institute, MC Reads	\$10,000	\$20,500	\$20,000	\$20,000	denied	
Partners for Peace	\$15,000	\$18,500	\$27,300	\$25,000	\$20,000	Ineligible
Raising a Reader	\$15,000	\$15,000	\$20,000	\$17,000	\$15,000	Ineligible
Read to Me	Did not apply	\$5,000	\$22,500	\$20,000	\$20,000	
Restorative Justice Partners	Did not apply	\$25,000	\$26,000	\$15,000	\$20,000	
Seniors Council	\$15,000	\$15,000	\$25,000	\$25,000	\$25,000	Ineligible
Village Project	\$15,000	\$15,000	\$20,000	\$15,000	\$15,000	Ineligible

Community Development

Organization	2012	2013	2014	2015	2016	2017
ACTION Council for Monterey Co	\$15,000	\$19,000	\$20,000	\$25,000	Applied	Ineligible
Agriculture & Land-based Training	\$27,000	\$25,000	\$23,000	\$36,000	Applied	Ineligible
California FarmLink	Denied	\$15,000	\$20,000	\$31,500	Applied	
Catholic Charities*	\$20,000	\$8,500	\$15,000	\$25,000	Applied	Ineligible
Center for Community Advocacy	\$20,000	\$20,000	\$25,000	\$22,500	Did not apply	
Community Emergency Response Volunteers (CERV)	\$12,000	\$11,500	\$2,500	Denied	Did not apply	
El Pajaro Community Development Corporation	\$25,000	Did not apply	\$23,000	\$23,000	Applied	

Rancho Cielo	\$23,000	\$30,000	\$21,000	\$50,000	Applied	Ineligible
Turning Point of Central California	\$10,000	\$20,000	\$20,000	\$23,000	Applied	Ineligible
United Farm Workers Fdn	\$50,000	\$50,000	\$50,000	\$50,000	Did not apply	

Environment & Animal Welfare

Organization	2012	2013	2014	2015	2016	2017
Animal Friends Rescue Project	\$9,000	\$9,500	\$10,000	\$10,000	Did not apply	
Big Sur Land Trust*	\$20,750	\$20,000	\$25,500	\$24,000	Applied	Ineligible
Elkhorn Slough Foundation, Inc.	\$10,000	\$16,000	\$18,500	\$19,000	Applied	Ineligible
MEarth	\$10,000	\$15,000	\$15,000	\$25,000	Applied	Ineligible
Monterey Bay Aquarium	Denied	\$10,000	\$15,000	\$15,000	Applied	Ineligible
The Offset Project	\$15,000	\$21,000	\$20,000	\$20,000	Did not apply	
Save Our Shores	10,000	Did not apply	17,500	20,000	Applied	
Ventana Wildlife Society	\$15,000	\$19,000	\$20,000	\$25,000	Applied	Ineligible

Health & Human Services

Organization	2012	2013	2014	2015	2016	2017
Alliance on Aging	\$20,000	\$35,000	\$35,000	\$30,000	\$40,000	Ineligible
Alzheimer's Association	\$15,000	\$22,000	\$20,000	\$20,000	\$20,000	Ineligible
Big Sur Health Center	Did not apply	\$30,000	\$25,000	\$20,000	\$30,000	
CASA Voices for Children*	\$25,000	\$20,000	\$20,000	\$23,500	\$35,000	Ineligible
Coalition of Homeless Service Providers	\$10,000	Did not apply	\$10,000	\$10,000	\$17,000	
Community Human	\$50,000	\$50,000	\$50,000	\$25,000	\$40,000	Ineligible

Services						
Family Service Agency	\$10,000	\$15,000	\$15,000	\$15,000	\$20,000	Ineligible
Food Bank	\$50,000	\$50,000	\$50,000	Denied	\$40,000	
Franciscan Workers	\$50,000	\$50,000	\$50,000	\$35,000	\$35,000	Ineligible
Housing Resource Center*	\$50,000	\$50,000	\$50,000	\$18,000	\$20,000	Ineligible
Independent Transportation Network	\$15,000	\$30,000	\$30,000	\$20,000	\$25,000	Ineligible
Interagency Autism Consortium	Did not apply	\$20,000	\$20,000	\$15,000	\$54,000 (Next Steps; over 3 years)	Ineligible
Legal Services for Seniors	\$50,000	\$50,000	\$50,000	Did not apply	\$15,000	
Meals on Wheels Monterey Peninsula	\$35,000	\$30,000	\$35,500	\$25,000	\$25,000	Ineligible
Meals on Wheels Salinas Valley	\$30,000	\$30,000	\$30,000	\$30,102	\$30,000	Ineligible

*Some grants were made in other program areas

**GRANT APPLICATIONS THAT WERE NOT APPROVED DUE TO:
A) WEAK REQUESTS, OR B) FUNDING LIMITATIONS (BY YEAR)**

Black = Weak proposal

Red = Would have been more likely to receive a grant had we had the funds

Arts, Culture & Historic Preservation

2012

- Arts Habitat
- Monterey County Youth Museum
- Pacific Repertory Theatre
- **Monterey County Agricultural and Rural Life Museum**
- **Forest Theater Guild**

2014

- Caminos del Arte
- Ensemble Monterey
- Nacitone Foundation
- Pacific Grove Art Center

2013

- Center for Photographic Art
- Dance Kids
- **Carmel Valley Historical Society**
- **Chamber Music Monterey Bay**

2015

- Alliance of Monterey Area Preservationists
- Ariel Theatrical
- Monterey County Pops!
- Salinas Urban Arts

Children & Youth

2012

- Carmel Youth Center
- Marina Foundation
- Sunrise House
- **Carmel Public Library Foundation**
- **Community of Caring**
- **Junior Achievement**

2014

- Community Information Center
- Community of Caring
- Salinas Area Reading is Fundamental
- Steinbeck Innovation Cluster Foundation

2013

- Caminos del Arte
- Dare to Dream Fund
- Kidpower
- **Friends of MAOS**
- **Wahine Project**

2015

- Chartwell School
- Easter Seals
- Salvation Army - Monterey Peninsula Corps
- **The First Tee of Monterey County**

Community Development

2012

- HOPE Services
- Watsonville Law Center
- YWCA Watsonville

2013

- Communities for Sustainable Monterey County
- Lyceum of Monterey County

- Everyone's Harvest
- California FarmLink

2014

- American Red Cross
- Monterey Peace and Justice Center
- MPC Foundation

Environment & Animal Welfare

2012

- Ventana Wilderness Alliance
- Big Sur Land Trust
- Ecology Action
- Monterey Bay Aquarium Foundation

2014

- Alliance for Climate Education
- Animal Welfare Information and Assistance
- Save the Whales

Health & Human Services

2012

- Blind and Visually Impaired Center
- Compassionate Care Alliance
- Montage Health (CHOMP Foundation)
- Multiple Sclerosis Quality of Life Project
- Carmel Foundation
- Health Projects Center
- Josephine Kernes Memorial Pool

2014

- American Heart Association
- Door to Hope
- Gateway Center
- Hope Horses & Kids
- Soledad Community Health Care District
- Rotacare International

2015

- Community Emergency Response Volunteers
- Environmental Justice Coalition for Water
- Leadership Monterey Peninsula
- Point Lobos Foundation

2013

- Access Monterey Peninsula
- Bagspeak Inc
- Marine Life Studies

2015

- Live Earth Farm Discovery Program
- University Corporation (CSUMB)
- Wahine Project

2013

- American Heart Association
- Catholic Charities
- Gateway Center
- Watsonville Law Center
- YWCA Watsonville

2015

- Community Homeless Solutions
- Montage Health (CHOMP Foundation)
- Salvation Army Service Extension Division
- Door to Hope
- Pajaro Valley Prevention & Student Assistance
- Planned Parenthood
- YWCA Monterey County

NEW GRANT APPLICANTS SINCE 2012 (BY YEAR)

*Received a grant

	New to CFMC	New to Community Impact (examples)
2012 (12 new applicants)	<ol style="list-style-type: none"> 1. California FarmLink 2. City of Greenfield (Science Workshop) 3. Community Emergency Response Volunteers* 4. Drug Enforcement Administration Educational Foundation 5. El Cajon Project 6. Grid Alternatives 7. Monterey Opera 8. Monterey-Salinas Transit 9. Nacitone Foundation 10. Pacific News Service dba New America Media 11. Pesticide Watch 12. Share the Care 	<ol style="list-style-type: none"> 1. Access Monterey Peninsula 2. A Time for Grieving 3. Big Sur Learning Project 4. Big Sur International Marathon 5. Carmel Youth Center 6. Colleagues of the Arts 7. County of Monterey, Emergency Communication Department 8. Del Monte Forest Conservancy 9. Ecology Action 10. HARA Motion Picture Conservatory 11. Leukemia & Lymphoma Society 12. Marine Life Studies 13. Media Center for Art, Education and Technology Foundation* 14. Monterey Bay Christian School 15. Monterey County Pops* 16. MPC Community Theatre Company 17. Oceana 18. Peacock Acres 19. Rice Plus Project 20. Salinas Regional Sports Authority 21. Ventana Wilderness Alliance
2013 (19 new applicants)	<ol style="list-style-type: none"> 1. Bagspeak 2. Carmel Padre Parents Club 3. Central Coast Youth Sports 4. Community Information Center 5. City of Gonzales, Summer Leadership Academy 6. Communities for Sustainable Monterey County 7. Episcopal Senior Communities Foundation 8. Fiestabetes 9. Grace Lutheran Church, food pantry 10. Hands to Help Seniors 11. Special Kids Crusade obo Inter Agency Consortium* 12. Lideres Campesinas* 13. Make A Wish Greater Bay Area 14. Monterey Bay Adult Care 15. Pacific Grove Art Center 	<ol style="list-style-type: none"> 1. Carmel Valley Historical Society 2. Center for Photographic Art 3. Parenting Connection 4. Peace of Mind Dog Rescue* 5. Wahine Project

	16. St George's Episcopal, Academy 17. St Vincent de Paul Society, food pantry 18. Tower Foundation, San Jose State University, Moss Landing Marine Lab 19. Watsonville Wetlands Watch	
2014 (7 new applicants)	1. Alliance for Climate Education 2. Campaign for the Preservation of Mission San Antonio de Padua* 3. Centro Binacional para el Desarrollo Indigena Oaxaqueno 4. Coastal Conservation & Research* 5. Mavericks Civilian Space Foundation 6. Parent Institute of Quality Education 7. South Monterey County Emergency Response Team Association*	1. Bay View Academy 2. Chamberlain's Children Center 3. Esalen Institute 4. Heritage Society of Pacific Grove* 5. Movimiento Cultural de la Union Indigena 6. Occhiata Productions 7. Salinas Valley Community Church* (adult literacy program) 8. Steinbeck Innovation Cluster Foundation 9. Unchained**
2015 18 new applicants)	1. Alliance of Monterey Area Preservationists 2. Arms of Angels 3. Big Sur Education Council 4. Canine Companions for Independence 5. City of King, Recreation Department 6. Eden Housing 7. Exploring New Horizons Outdoor Schools 8. Hope, Horses & Kids 9. Immigration Action Group 10. Live Earth Farm Discovery Program 11. Monterey Bay Sports League 12. Monterey County Dance Foundation 13. Pajaro Valley Prevention & Student Assistance 14. Pajaro Valley Shelter Services 15. Salinas Host Lions Club 16. Teen Success 17. Walnut Avenue Women's Center 18. Woods Human Society	1. Breakthrough Men's Community 2. Carmel Classic Guitar Society 3. Carmel Valley Village Improvement Committee 4. Environmental Justice Coalition for Water 5. Monterey Bay Fisheries Trust 6. Orchestra in the Schools* 7. Pacific Grove Art Center
2016 19 new	1. Art in Action 2. Aspiranet 3. Central Coast Wetlands Group	1. Deaf and Hard of Hearing Center 2. El Camino Real Futbol League 3. Heritage Foundation

applicants)	4. Digital Nest 5. Let's Make A Book 6. Monterey Bay Center for Environmental Literacy 7. Monterey Economic Partnership 8. Positive Discipline Community Resources 9. Step Forward Foundation 10. Valley View Ranch Equine Rescue 11. Weston Photography	4. Japanese American Citizens League 5. KQED 6. Marine Mammal Center 7. Monterey Bay Swim Club 8. Special Kids Crusade
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COMMUNITY FOUNDATION FOR MONTEREY COUNTY CONFIDENTIALITY POLICY

Through the course of employment, service on the Board, or volunteering at the Community Foundation for Monterey County, you will have access to and become acquainted with information of a confidential, sensitive and/or proprietary nature. The protection of confidential, sensitive, and proprietary information is of utmost importance to the continued viability and success of the Community Foundation. The information may pertain to present or future clients, donors, prospective donors, grantees, prospective grantees, wealth advisors and their firms, other Board members, business associates or past or current employees.

The Foundation's Board has adopted this Confidentiality Policy to assist the Foundation's directors, officers, employees, agents, fiduciaries and volunteers in fulfilling their confidentiality obligations and commitments. While the policy addresses some common confidentiality concerns, it is not an exhaustive list of all situations where a confidentiality obligation may arise. Questions about whether information is confidential or about situations in which confidential information may be released or discussed should be directed to the foundation's president/CEO, the board chair, and/or the chair of board committees. As used in this Policy, the term "Foundation personnel" includes the Foundation's directors and officers, employees, agents, fiduciaries, consultants and volunteers.

General Rule: The Community Foundation respects the privacy rights of its employees, both past and current, and maintains its personnel matters and records in the strictest of confidence. While serving on the Board, Foundation Board members may have access to or become acquainted with information concerning past and current Foundation employees, personnel matters, salary and pay scale information. Such information shall not be communicated, disclosed or otherwise utilized for any unauthorized purpose, whether such information was gained within or outside the scope of the member's service on the Board.

Individual Board members should not respond to inquiries or requests for information concerning past or current Foundation employees, personnel matters or records, or information concerning Foundation salaries or pay scales. Any such inquiries or requests for information shall be referred to the President/CEO. Board members who receive such inquiries or requests for information shall immediately notify the President/CEO.

Confidentiality of Donor Information: Except as required by law, the Foundation will not disclose information about a donor or a donor's gift. However, unless otherwise requested by the donor, the Foundation may publish the names of individual donors in the Foundation's Annual Report and other reported listings. In the case of memorial gifts, the Foundation will provide the names of donors to members of the immediate family unless the donor has requested anonymity. The Foundation will not disclose the amount of any gift without the donor's consent. The Foundation may accept anonymous gifts.

COMMUNITY FOUNDATION FOR MONTEREY COUNTY CONFIDENTIALITY POLICY

Confidentiality with respect to Grant Applicants and Grantees: The Foundation will not disclose the identity of grant applicants except as necessary to process the application and will protect financial and personal information that applicants submit to it. This includes information provided by applicants for grants to individuals such as scholarships and hardship assistance. Except in the case of hardship assistance grants to individuals, and scholarships, the Foundation will generally disclose the identity of grantees and the amount awarded.

Confidentiality of Foundation Business: Except as authorized by the Foundation's board, or by an appropriate board committee, discussions and records of the Foundation's operations are generally not to be disclosed. This includes information about the Foundation's financial operations, fundraising, investments, personnel, grantmaking, and contractual relationships. The positions of individual directors, officers, employees, agents, fiduciaries, and volunteers should not be discussed, even within the Foundation, except in the course of official Foundation meetings and processes where those subjects are discussed.

Exceptions: This policy does not apply to disclosures to attorneys, accountants and other professionals providing assistance to the foundation. It also does not apply to disclosures to tax authorities, government agencies, courts, or as otherwise required by law. The following are considered public documents and information contained in them is not subject to the confidentiality requirements of this policy:

- The Foundation's annual report or audited financial statement once it has been accepted by the board.
- The Foundation's Form 990 as required to be publicly disclosed. This does not include the names and addresses of donors as that information is not required to be disclosed.
- The Foundation's investment portfolio holdings and performance
- The Foundation's investment and spending policies

Protection of Confidential Information: Foundation personnel who have executed a copy of this policy may access confidential information necessary to the performance of their functions. Foundation personnel are expected to exercise sound judgment in securing information taken outside the Foundation's offices or copied from its network. Any information so removed should be returned as soon as possible and deleted from laptops or other personal devices.

Children's Online Privacy Protection Act: The Foundation will comply with all laws as they relate to the Children's Online Privacy Protection Act (COPPA).

**COMMUNITY FOUNDATION FOR MONTEREY COUNTY
CONFIDENTIALITY POLICY**

I have read the Policy on Confidentiality and agree to comply with it.

Signature

Date

Print Name

I am a: _____ Board Member _____ Staff Member _____ Volunteer
_____ Consultant/Contractor

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COMMUNITY FOUNDATION FOR MONTEREY COUNTY BOARD OF DIRECTORS CONFIDENTIALITY POLICY

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Through the course of employment, service on the Board, or volunteering at the Community Foundation for Monterey County, Board members you will have access to and become acquainted with information of a confidential, sensitive and/or proprietary nature. The protection of confidential, sensitive, and proprietary information is of utmost importance to the continued viability and success of the Community Foundation. The information may pertain to present or future clients, donors, prospective donors, grantees, prospective grantees, wealth advisors and their firms, of the Foundation, Foundation contributors, other Board members, business associates or past or current employees.

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~~The Community Foundation Board of Directors has the fundamental responsibility for the maintenance and protection of such information. The Board is charged with taking adequate steps to safeguard such information and to insure that the information is not used in any manner that is unauthorized, or that is detrimental to the best interests of the Foundation or its clients. Board members shall not disclose or otherwise utilize the above-referenced information for any purpose outside the scope of their service on the Board of Directors of the Community Foundation.~~

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General Rule: The Community Foundation respects the privacy rights of its employees, both past and current, and maintains its personnel matters and records in the strictest of confidence. While serving on the Board, Foundation Board members may have access to or become acquainted with information concerning past and current Foundation employees, personnel matters, salary and pay scale information. Such information shall not be communicated, disclosed or otherwise utilized for any unauthorized purpose, whether such information was gained within or outside the scope of the member's service on the Board.

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**COMMUNITY FOUNDATION FOR MONTEREY COUNTY
BOARD OF DIRECTORS CONFIDENTIALITY POLICY**

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COMMUNITY FOUNDATION FOR MONTEREY COUNTY
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I have read the Policy on Confidentiality and agree to comply with it.

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Signature **Date**

Print Name

I am a: **Board Member** **Staff Member** **Volunteer**

Consultant/Contractor

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COMMUNITY FOUNDATION FOR MONTEREY COUNTY
~~BOARD OF DIRECTORS~~ CONFIDENTIALITY POLICY

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* * * * *

I agree to comply with the above Confidentiality Policy of the Community Foundation for
Monterey County.

Dated: _____

Signature _____

Print Name

COMMUNITY FOUNDATION FOR MONTEREY COUNTY SOCIAL MEDIA POLICY

This policy applies to the Foundation's personnel, members of its board of directors, and to any other persons, such as committee members, who may possess confidential or proprietary information about the Foundation. This policy refers to such persons as "Foundation personnel."

Purpose of Social Media

Transparency and the open exchange of ideas through collaboration and partnership is a fundamental value to the work of the CFMC. The CFMC recognizes social media as a significant and growing avenue to further community relations and engagement in an open, honest and networked way.

Social media forums can help to expand communications and networking between the CFMC and its constituencies and stakeholders. The Foundation personnel usage policy is written as an outline of best practices for handling social media on professional terms. The purpose of specifying responsibilities and expectations is to protect the CFMC, its stakeholders and its Foundation personnel.

Social Media Objectives

The goal of social media is to create more accessibility and build on old and new relationships. Successful use of social media channels will:

- Raise the visibility of the CFMC through networked communication
- Build and reinforce the brand
- Cause the CFMC to become a part of online conversations among stakeholders including nonprofits, funders and community at large
- Promote organizational transparency
- Offer a mechanism for feedback, input and overall engagement
- Increase traffic to the CFMC website

CFMC Social Media Channel Overview

The CFMC has a "keep it simple" approach with a short list of carefully considered social media tools. Currently the CFMC is part of the following social channels: Facebook, Youtube, Twitter, Flickr and LinkedIn. Each of the social media networks fulfills a particular purpose as follows:

CFMC Facebook Page: <http://www.facebook.com/cfmco>

The corporate Facebook page contains general information about the CFMC.

On a daily basis (weekdays), the page offers news, photos and summaries on the CFMC activities, events and links to resources relevant to nonprofits, our grantees or philanthropy in general. The page is a forum for the CFMC's relationship building, outreach and news as well as questions and feedback from our participating constituencies on all of the CFMC related efforts.

YouTube Account: www.youtube.com/cfmontereycounty

The corporate Youtube channel is used to post videos that tell the CFMC story by sharing footage of the CFMC-related events, ideas, people and places. It may include non-CFMC generated videos about topics of interest to supporters and nonprofits.

Twitter: <http://twitter.com/cfmco>

The corporate twitter account is a listening post linked to areas of interest to the CFMC (i.e. keywords such as grantmaking, community foundations, philanthropy and Monterey County).

It is also a channel to share the CFMC (and other relevant) news and resources with followers, give timely responses to the CFMC “mentions,” and a way to share and receive timely feedback and input on issues of concern.

LinkedIn: <http://www.linkedin.com/company/community-foundation-for-monterey-county>

The CFMC has a corporate page primarily for networking as part of our online presence. Individual Foundation personnel are encouraged to create and maintain their own personal linked in page and include the www.cfmco.org website on their profiles and list the CFMC as employer.

Guidelines for Foundation personnel Use Expectations

Social media networking is becoming a key aspect of organizational representation and brand presence. The Communications Officer directs the social media strategy at the CFMC with approval from the President/CEO. **Staff is encouraged (but not mandated) to.**

- 1) **Listen** – Visit the CFMC social media channels to observe what is being discussed
- 2) **Engage** – Participate in *work-related* networking through social media from personal accounts at work (provided that it does not interfere with other job responsibilities). Staff is encouraged to like, comment and share Facebook posts, for example.
- 3) **Generate Content** – Be mindful of opportunities for the CFMC contents in the course of your work. Share suggestions about relevant news, photos or videos for the CFMC channels to Communications Officer. The Communications Officer determines the administrators for social media channels.

Foundation personnel Responsibilities for All Social Media Use

All Foundation personnel activities and participation in work-related social media (personal or professional channels) must honor current personnel policy and the following guidelines:

The CFMC acknowledges that Facebook and other social media channels are interactive and may give way to dialogue that is sometimes negative or critical. Positive and negative comments that are within context will remain posted. However, if content

is offensive, obscene, or entirely out of context, it will be removed at the discretion of the Communications Officer.

1. Understand Confidentiality and Information Sharing

All social media communications are to be consistent with the CFMC's existing privacy and disclosure policies. **It is never appropriate to discuss information about donors, staff, or proprietary internal organizational issues without the permission of the Communications Officer and/or President/CEO.**

2. Determine and Update your privacy settings

Since posts, likes and comments will link back to your individual Facebook page, be sure to **stay informed** or ask for help with your privacy and group settings. You can determine which of your posts go to which groups.

3. Be Yourself

We recognize personality is part of the engagement process. Please keep in mind that our goal is that the CFMC brand will be enhanced through all communications.

4. Offer Positive Representation

All social media engagement related to the CFMC will eventually become a part of the organization's brand reputation. Therefore, as a representative of the CFMC, **always communicate as you would for any board member, grantee or donor to see as it is a public and permanent communication.**

5. Define Your Role

As a representative of the CFMC, please identify yourself and role within the CFMC. This responsibility is more specific to views/opinions and is important to maintain transparency.

6. Leave Politics at Home

The CFMC values and respect diverse ideas. Yet, the CFMC must remain politically and ideologically neutral in our commitment to being inclusive. Please refrain from lobbying activities or political campaigning while communicating in a professional capacity. Also, remember that "causes" can sometimes be politically sensitive and therefore necessitate approval if you are affiliating them with the CFMC.

7. Collaborate and Support

If you are uncertain or need guidance just ask. Social media is a collaborative effort; therefore **supporting colleagues and idea sharing are essential.**

8. Find Balance

Online social media time at work should not exceed 1 hour per week. This translates to roughly ten to fifteen minutes per day to check and comment on the CFMC channels or share the CFMC content to your own channels.

9. Distinguish Work from Play

Social networking at work should be performed in a professional capacity. Please do not

use work email or social media to forward jokes, legends, commercial offers and the like.

- 10.** Nothing in this policy is intended to interfere with Foundation personnels' right to participate in concerted activity such as communicating with their co-workers regarding their wages, hours, or terms and conditions of employment, or with their right to self-organize or join labor organizations or any other rights protected under the National Labor Relations Act.

11. Reporting Violations

The Foundation requests and strongly urges employees to report any violations, or possible or perceived violations, of this policy to supervisors or the Foundation CEO. Board members and volunteers are encouraged to report violations to the Board Chair or the Foundation CEO. In particular, the Foundation would request that you provide a snapshot and/or printout of the page(s) that you believe contains the violation so that the Foundation may examine the entire context of the alleged violation.

12. Discipline for Violations

Employees are required to observe certain standards of job performance and good conduct when using Social Media. Violation of the CFMC's Social Media policy may result in disciplinary action, up to and including termination. Violations by members of the board and other volunteers may lead to dismissal from the board or committee on which the volunteer serves.

New language is highlighted on the first and last pages.

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COMMUNITY FOUNDATION FOR MONTEREY COUNTY

CONFLICTS OF INTEREST POLICY

As of Approved 6/28/2005 June 28, 2005
Amended August XX, 2016

The Community Foundation for Monterey County consistently follows a policy of avoiding any conflicts of interest, or appearance of conflicts of interest, on the part of its Board, staff and community volunteers serving on Foundation committees in the review of grants and all other aspects of the Foundation's operations.

It is recognized that Board, staff and volunteer committee members are actively involved in other charitable, business, and community affairs throughout Monterey County. Pursuit of these experiences is generally encouraged and often provides perspectives that enhance Board, staff and volunteer committee members' ability to serve the Foundation's goals. However, in some cases, these experiences may create a duality or conflict of interest that needs to be disclosed and addressed.

This Conflicts of Interest Policy sets forth the Foundation's considered judgment regarding the best approach to balancing the following goals: (1) ensuring that the Foundation's decisions benefit from the fullest input of its Board, staff and volunteer committee members, drawing on their accumulated experiences in Monterey County; (2) avoiding both the reality and the appearance that the objectivity of the Foundation's decisions is compromised by any conflicts of interest by a Board, staff member or volunteer committee member; (3) avoiding both the reality and the appearance that any Board, staff or volunteer committee member benefits from decisions made by the Foundation; and (4) avoiding both the reality and the appearance that any Board member's objectivity when dealing with Foundation personnel issues is compromised by his or her relationship with any staff member.

To accomplish these goals, the Foundation hereby adopts the following policies:

1. Foundation Board member's affiliation with prospective grantees

Foundation Board members who currently serve on the board of an organization that might reasonably be expected to apply for a grant from the Community Foundation shall take care to avoid any actions that will favor the potential applicant in its relationship with the Foundation. Foundation Board members who are otherwise formally affiliated with an organization that might reasonably be expected to apply for a grant from the Community Foundation shall take care to avoid any actions that will favor

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the potential applicant in its relationship with the Foundation. For purposes of this policy, in addition to service on the board, formal affiliation includes current involvement in fundraising, significant volunteer activities, and service on an ad-hoc committee, on an advisory board, or as a trustee emeritus. Therefore, unless specifically approved by the Board, Foundation Board members shall: (a) refrain from sharing nonpublic information obtained through the Foundation that would provide an advantage to the potential applicant organization; (b) refrain from active involvement in the organization's planning or preparation of any inquiry or grant request to the Foundation; (c) abstain from voting on any grant request submitted by the organization; and (d) refrain from contacting Foundation staff or speaking at the Foundation's Board meeting on behalf of the organization, although the Board member in question may respond to inquiries from the Foundation's Board or staff and may raise an issue in exceptional circumstances when failure to do so would be detrimental to the Foundation or the community.

Unless requested by the Board Chair to remain, Foundation Board members will leave the room during Board discussions of matters relating to other organizations on whose boards they currently serve.

A Foundation Board member who also serves on another organization's board shall carefully consider his or her obligations to each organization in matters related to fundraising and development.

2. Board member relationships with the board or staff of other organizations

The provisions of paragraph 1 above shall also apply to any instance in which the spouse of or someone with a similar relationship to a Foundation Board member serves on the board or staff of a potential applicant organization. A Foundation Board member shall also apply the provisions of paragraph 1 when his or her relationship with any other person who is involved with a potential applicant organization could reasonably be perceived as compromising the Board member's objectivity. In making this determination, the Foundation Board member shall consider the nature of his or her relationship with the other person, as well as the nature of that person's involvement with the potential applicant.

3. Potential conflicts arising from business activities

Foundation Board members shall take all reasonable steps to avoid actual or perceived conflicts of interest arising from their business activities. Specifically, the provisions of paragraph 1 shall apply whenever Board members, their spouses, or someone with whom a Board member has a similar relationship has a business relationship with a potential applicant organization that could reasonably be viewed as affecting his/her objectivity in matters relating to that applicant organization. The provisions of

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paragraph 1 shall also apply whenever a Foundation Board member believes that the business relationships of other relatives or persons with a potential applicant organization could reasonably be perceived as compromising the Board member's objectivity.

Foundation Board members that engage in business activities with or provide more than nominal business services to staff members shall take all reasonable steps to avoid actual or perceived conflicts of interest arising from their business relationship with the staff member. This includes without limitation (a) refraining from disclosing nonpublic information acquired through the Foundation to that staff member; (b) refraining from active involvement in any decision directly impacting the staff member's terms and conditions of employment; (c) refraining from speaking to the staff, the Board, or any individual Board member on behalf of the staff member; and (d) refraining from advising the staff member on any matter that relates to the terms and conditions of his/her employment.

In general, Board members or their businesses should not engage in any business relationship with the Foundation. Exceptions to this general rule include without limitation when there is no practical alternative supplier of the business to the Foundation, when the price or conditions offered by the Board member are distinctly more favorable than any practical alternative, or when the personal benefit inuring to the Board member from the business relationship with the Foundation is merely incidental.

Board members should also not engage in business relationships that result directly from a grant or other decision of the Foundation. In determining whether a business relationship results directly from a decision of the Foundation, the following factors should be considered: (a) the time that has elapsed since the Foundation's decision; (b) whether the Board member or his or her business will be paid with Foundation funds; and (c) the degree of overlap between the focus of the Foundation's decision (e.g., awarding a grant or selecting an investment manager) and the content of the Board member's business.

In the course of their non-Foundation business or other activities, Board members shall not intentionally use their association with the Foundation to leverage favorable treatment or advantage from any business, organization, or person.

4. Avoiding conflicts of interest by non-Board Volunteers who serve on Foundation Committees

The provisions of paragraphs 1, 2 and 3 above shall also apply to non-Board

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Volunteers who serve on Foundation Committees.

5. Avoiding conflicts of interest by staff

Except as specifically approved by the President/CEO after consultation, as appropriate, with the Board Chair, the staff shall avoid actual or perceived conflicts of interest by taking the following steps: (a) no staff member will accept a board or other position with an organization that could reasonably be expected to seek funding from the Foundation, and if such a position is approved, the staff member will play no role with respect to any request from the organization in question; (b) no staff member will play any role with respect to any request from an organization with which a family member is substantively involved; and (c) no staff member will accept any gifts, meals, tickets, or other items with a value of more than ~~\$20~~ \$50 from an organization that could reasonably be expected to apply for a grant or seek business from the Foundation.

Staff members shall not intentionally use their association with the Foundation to create any favorable treatment or advantage from any business, organization, or person.

6. Implementation of this Conflicts of Interest Policy.

The Foundation recognizes that the foregoing provisions do not cover all possible situations that might arise, and that the exercise of reasonable judgment will be necessary to apply this policy to specific situations.

Board and staff members shall immediately disclose to the Chair and/or President/CEO any specific circumstances (whether or not specifically addressed by the foregoing paragraphs) that could reasonably be considered a conflict of interest within the spirit of this policy. The Chair and/or the President/CEO will seek resolution of the issue, including, if appropriate, by means of engaging the full Board with respect to resolution.

Conflict of Interest disclosure forms are required at the beginning of your board term, or employment, and updated annually.

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COMMUNITY FOUNDATION FOR MONTEREY COUNTY

CONFLICTS OF INTEREST POLICY

Approved June 28, 2005
Amended October 25, 2016

The Community Foundation for Monterey County consistently follows a policy of avoiding any conflicts of interest, or appearance of conflicts of interest, on the part of its Board, staff and community volunteers serving on Foundation committees in the review of grants and all other aspects of the Foundation's operations.

It is recognized that Board, staff and volunteer committee members are actively involved in other charitable, business, and community affairs throughout Monterey County. Pursuit of these experiences is generally encouraged and often provides perspectives that enhance Board, staff and volunteer committee members' ability to serve the Foundation's goals. However, in some cases, these experiences may create a duality or conflict of interest that needs to be disclosed and addressed.

This Conflicts of Interest Policy sets forth the Foundation's considered judgment regarding the best approach to balancing the following goals: (1) ensuring that the Foundation's decisions benefit from the fullest input of its Board, staff and volunteer committee members, drawing on their accumulated experiences in Monterey County; (2) avoiding both the reality and the appearance that the objectivity of the Foundation's decisions is compromised by any conflicts of interest by a Board, staff member or volunteer committee member; (3) avoiding both the reality and the appearance that any Board, staff or volunteer committee member benefits from decisions made by the Foundation; and (4) avoiding both the reality and the appearance that any Board member's objectivity when dealing with Foundation personnel issues is compromised by his or her relationship with any staff member.

To accomplish these goals, the Foundation hereby adopts the following policies:

1. Foundation Board member's affiliation with prospective grantees

Foundation Board members who currently serve on the board of an organization that might reasonably be expected to apply for a grant from the Community Foundation shall take care to avoid any actions that will favor the potential applicant in its relationship with the Foundation. Foundation Board members who are otherwise formally affiliated with an organization that might reasonably be expected to apply for a grant from the Community Foundation shall take care to avoid any actions that will favor the potential applicant in its relationship with the Foundation. For purposes of this policy, in addition to service on the board, formal affiliation includes current involvement in fundraising, significant volunteer activities, and service on an ad-hoc committee, on an advisory board, or as a trustee emeritus. Therefore, unless specifically approved by the Board, Foundation Board members shall: (a) refrain from sharing nonpublic information obtained through the Foundation that would provide an advantage to the potential applicant organization; (b) refrain from active involvement in the organization's planning or preparation of any inquiry or grant request to the Foundation; (c) abstain from voting on any grant request submitted by the organization; and (d) refrain from contacting Foundation staff or speaking at the Foundation's Board meeting on behalf of the organization, although the Board member in question may respond to inquiries from the Foundation's Board or staff and may raise an issue in exceptional circumstances when failure to do so would be detrimental to the Foundation or the community.

Unless requested by the Board Chair to remain, Foundation Board members will leave the room during Board discussions of matters relating to other organizations on whose boards they currently serve.

A Foundation Board member who also serves on another organization's board shall carefully consider his or her obligations to each organization in matters related to fundraising and development.

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Foundation Board members that engage in business activities with or provide more than nominal business services to staff members shall take all reasonable steps to avoid actual or perceived conflicts of interest arising from their business relationship with the staff member. This includes without limitation (a) refraining from disclosing nonpublic information acquired through the Foundation to that staff member; (b) refraining from active involvement in any decision directly impacting the staff member's terms and conditions of employment; (c) refraining from speaking to the staff, the Board, or any individual Board member on behalf of the staff member; and (d) refraining from advising the staff member on any matter that relates to the terms and conditions of his/her employment.

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Board and staff members shall immediately disclose to the Chair and/or President/CEO any specific circumstances (whether or not specifically addressed by the foregoing paragraphs) that could reasonably be considered a conflict of interest within the spirit of this policy. The Chair and/or the President/CEO will seek resolution of the issue, including, if appropriate, by means of engaging the full Board with respect to resolution.

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“Here for Good”



Community
Foundation
for Monterey
County

Record Retention and Destruction Policy

Revised October 25, 2016

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1. INTRODUCTION

1.1. Purpose

The Record Retention and Destruction Policy defines which company records must be retained for operational, legal, or historical purposes and the retention period for each record type.

Adherence to the established retention schedule insures the following:

- Maintenance of fewer foundation records
- Protection of vital records
- Reduction of maintenance and record storage costs

The presence of a records retention schedule also enhances the foundation's legal position by defining the retirement and destruction schedule associated with specific records.

The Foundation expects all employees to fully comply with the Foundation's records retention and destruction policies and schedules, and with the following general exception to any stated destruction schedule:

If you believe, or the Foundation informs you, that Foundation records are relevant to litigation, or potential litigation (i.e., a dispute that could result in litigation), then you must preserve those records until the President/CEO determines the records are no longer needed. That exception supersedes any previously or subsequently established destruction schedule for those records. If you believe that exception may apply, or have any question regarding the possible applicability of that exception, please contact the Director of Finance and HR.

1.2. Scope

This policy applies to all employees of the Community Foundation for Monterey County.

1.3. Exemptions and Exceptions

None.

1.4. Effective Date

This policy is effective 5/25/2010. This policy supersedes any previous policies issued by the Community Foundation for Monterey County.

1.5. Definitions and Abbreviations

Media Paper, electronic mail, or electronic storage device (e.g., floppy discs, hard discs, CD ROM, magnetic tape, microfilm, microfiche) used to develop, maintain, or transmit company records.

Records Correspondence, documents, media, or any other material generated, distributed, or maintained by any individual in the performance of business duties.

Retention Period

Time period records must be maintained to satisfy legal and business requirements.

2. POLICY

2.1. General

Foundation records must be maintained according to the guidelines established in the attached Record Retention Schedules.

Records are maintained only for the recommended retention period; records no longer required for business or legal purpose must be discarded or destroyed in a manner that will protect the security of the information contained in the documents.

All questions about the retention and destruction of specific records or departmental responsibility for maintaining certain type of records should be referred to the Office Manager or Director of Finance and HR.

2.2. Specific

1. Each department is responsible for maintaining its own records. Records may be maintained in individual offices or in the common area files.

2. The retention schedules established will be based on legal requirements and business needs.

3. Each department is responsible for the prompt disposal or destruction of all records upon expiration of the scheduled retention period. All records must be discarded or destroyed in a manner that will protect the security of the information contained in the documents.

4. Under certain circumstances scanned electronic copies of records are sufficient and preferable to storage in the original medium. Contact the Office Manager for additional information on electronic storage.

5. If two retention times conflict, the longer retention time will be used.

2.3. RECORD RETENTION SCHEDULE

The Records Retention Schedule is organized as follows:

SECTION TOPIC

- A. Common Area Files
- B. Accounting and Finance
- C. Fund Files
- D. Personnel Files

In the event the Foundation receives notice of pending or actual litigation or government investigation or if it appears reasonably foreseeable that such litigation or investigation may occur, the related records will be retained indefinitely.

3. Responsibility and Authority**3.1. All Employees of the Company Must Comply with This Policy****3.2. Management**

It is the responsibility of foundation management to ensure compliance with this Policy with respect to records for which each manager is responsible.

3.3. Approval Authority

The foundation management is the approving authority for this Policy

3.4. Revision

Foundation management is responsible for revising this Policy.

3.5. Approval Authority

This Policy will be reviewed by foundation management at least annually or more often if required by legal, regulatory, or foundation issues.



Record Retention and Destruction Policy

Revised ~~May 25, 2010~~ October 25, 2016

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