

DELMARVA PLANNED GIVING COUNCIL
BOARD OF DIRECTORS
Minutes of the May 18, 2006 Meeting

Location: Dove Pointe, Salisbury, MD

Began: About 10:15 am Adjourned: About 11:30 am

Attending: Chris Wilde, Greg Pearce, Gee Williams, Eric Johnson, Don Foracker, Patrick Rolfe, and Marion Keenan, who chaired the meeting.

Not attending: Sam Slabaugh, Toby Frey, and Graham Lee.

Issue: **Minutes** of March 16, 2006 meeting

Action: Upon motion by Eric Johnston and second by Greg Pearce, Directors approved the Minutes as written.

Issue: **Finance**

Discussion: Treasurer Don Foraker distributed a Balance Sheet as of May 17, 2006 and a Profit and Loss Statement for the period January 1 through May 17, 2006. Compared to the same period the previous year, expenses are down considerably. Waiver of room fees helps. Not yet noted on the report are expenses for the annual conference, Leave A Legacy, and expenses for our three representatives to the Assembly of Delegates. Revenues reflect \$2,500 from the CFES for Leave a Legacy. We also solicited the Mid Shore and the Delaware community foundations for support.

Gee Williams clarified that past transfers to DPG from CFES for Leave a Legacy were with the understanding that the general work of DPG promotes awareness of the importance of legacies. However, this year and in the future, those transfers should be spent explicitly for the Leave a Legacy program.

The Balance Sheet reflects an increase in cash. Although much of this will be spent for anticipated expenses, the year should end with a surplus for future unanticipated expense.

Action: Accepted as interim report.

Plan: Report to be reviewed at July Board meeting.

Issue: **Programs**

Discussion: Chairman Chris Wilde reported that July's program in Milford is not finalized but may be with a CPA on the effect of Sarbanes Oxley. [Using "Syllabus for Gift Planners; 5 areas???] September's topic will be "Conservative Easements," by David Kiester of Sun Trust. Eric noted that November's Keynote will be Nathan Selter on Non-Profit Marketing." Also noted was that an excellent speaker available to us is Howard Layton. Perhaps we can avail ourselves to his expertise. Would like to plan 4 or 5 meeting ahead and also be cautious we have no repeat topics.

Julia will not be able to do programs next year.????

Action: none

Plan: Program chair for 2007??????

Issue: **Membership**

Discussion: Gregg Pearce and Patrick Rolfe are updating and correcting the *list of members* for our new website. They are putting together an information packet to distribute to potential new members and following up on drop offs.

Patrick proposed a DPGC *newsletter* thru e-mail with a click on hyperlink to DPGC website.

This may take a few weeks to develop. The sources for the email distributions lists are our own members, non-profit leaders listed by the three community foundations, the Maryland Association of Nonprofit Organizations, and perhaps even the NCPG local membership.

Action: Proposal for electronic email accepted by consensus. Also agreed that the most useful distribution lists for non-profits are those held by the three community foundations.

Plan: Gregg will communicate with the webmaster, Allen Willoughby.

Issue: Leave a Legacy

Discussion: Gee Williams reported that there are no significant changes. Marion noted that in accord with their plan, she put Leave a Legacy notices in Coastal Hospice's newsletter, but there was not the hoped-for response of interest in Leave a Legacy from other charities.

Action: none

Plan: Increase communication with charities that membership in DPG makes them members of Leave a Legacy. Continue to promote the value of the Leave a Legacy program among non-profits.

Issue: Sponsorship

Discussion: No report

Issue: Grants

Discussion: Other than writing letters to the three community foundations late last year, Marion has not pursued grants.

Issue: Web page

Discussion: In addition to noting improvements and details to be corrected, it was reported that Google leads to both old and new sites. The site with the ".com" extension will be vacated, with the .com "ownership" retained. The correct extension is ".org."

Action: Consensus that the new site looks good and will function well.

Plan: Greg will continue to work with the Webmaster to improve the site and keep it current.

Issue: O & D Liability Insurance

Discussion: Marion reported that she no longer thinks we have exposure and that the costs outweigh any benefit. Maryland statute protects directors on non-profits, but Delaware's law is not clear. We are incorporated in DE.

Action: none

Plan: Marion will check with Buck Smith about our exposure under DE law and with Dave Voorhis for MD.

Issue: 2006 National Assembly of Delegates

Discussion: As announced to the membership this morning, Greg Pearce, Toby Frey, and Ray Boyle will represent us at the meeting June 22/23 in Indianapolis. Toby Frey will be the voting delegate. Registration fee check was mailed to National and received. Allowable travel expenses were reviewed.

Issue: DPGC brochure

Discussion: Editing for a new brochure was begun at the meeting.

Action: Agreed to reprint.

Plan: Directors should forward further edits to Gee Williams. Marion will submit a quote from her as a non-profit leader.

Issue: Next meeting

Action: Confirmed for July 20th at the Milford Memorial Hospital on Clark Ave. in Milford Delaware.

Submitted by Eric Johnston, Secretary

Delmarva Planned Giving Council
Meeting Notes
May 18, 2006 General Meeting
Dove Pointe Salisbury, Md.

Marion Keenan opened the meeting at 8:30 with a warm welcome during the breakfast. She introduced the manager of Dove Pointe, Don Hackett, for a few brief words about Dove Pointe, the clients it serves, and its purpose.

Announcements

Next meeting: July 20 at Milford Memorial Hospital in Delaware.

2006 Assembly of Delegates: Toby Frey, Greg Pearce, and Ray Boyle will represent us in Indianapolis.

Program

“Ethical Considerations in Planned Giving” was presented by Rosemary Thomas of the Salisbury University Foundation with staff Jason Curtin and Kim Nechay.

They distributed several helpful handouts: Donor Bill of Rights, a sample donor profile, phonathon volunteers’ Statement on Confidentiality, and the SU Foundation Policy of Ethics and Conflict of Interest,

Discussion included procedures SU has established to protect donor confidential information (including restrictions on database information available to volunteers and student employees), to maintain donor trust, to assign employees to different categories of donors by giving level, and to conduct the Annual Fund Phonathon.

The presentation was followed by a lively question and answer session, during which members also shared some of their processes.

Evaluation

Participants completed and returned their evaluations, which help the program committee plan future programs helpful to the membership.

The meeting adjourned at approximately 10 a.m.

Eric Johnston, Secretary