Policies Committee Meeting Summary

January 25, 2023

Present: Mary Sue Wilson, Jennifer Pearson

Absent: Jody Suhrbier, Casandra Batdorf

Next meeting is Wednesday, May 24, 2023 at 5:30 pm.

Policies discussed/reviewed:

*Jody identified three policies for review, Accounting, Legacy Fund, & Statement of Investment. Jody also invited committee input on: (a) adding Associate Director to the Accounting policy as a signator; and (b) whether the committee thinks a “weapons free workplace” expectation should be included in a board-approved policy or instead captured in the DRC’s internal accident prevention operations policy. Committee member Casandra Batdorf provided thoughts on these issues by email in advance of the meeting. During the meeting, committee members Pearson and Wilson discussed thee issues and the three policies in the order captured below.*

*All three members agreed that the Associate Director should be added to the Accounting Policy (see details below). All three members agreed a “weapons free workplace” provision could be included in an internal accident prevention operations policy, although Wilson and Pearson agreed in their discussion that if Jody thinks having Board approval for such a provision would be helpful, we would recommend that approach.*

1. Accounting

The committee discussed possible edits, if current practice supports such edits. On page one, paragraph 3 – should there/can there be a backup to the cloud-based storage of data? Cloud-based systems used include a mirrored backup. On page two, paragraphs 5 (Bank Accounts) and 6 (Investment Accounts), does current process still rely on hard-copy bank statements and investment statements? Electronic statements are what’s used. If yes, leave language as is. If no, edit language to reflect how review is done with use of electronic statements.

On page 1, under Reporting paragraph, the committee recommends replacing “distributed” with “made available” so that an email that refers board members to the portal would satisfy this requirement.

Page 3, third paragraph under Cash Disbursements, insert “or the Associate Director” after Checks are signed by the Executive Director . . .”

Wilson and Pearson discussed Unallowable Costs (page 4, single paragraph). We discussed whether this term was understandable. If unallowable costs refer to costs that cannot be reimbursed or paid for, we recommend a sentence that defines that term. Unallowable costs vary by contract and by agency; this clause is meant to highlight that attention must be paid to contract management and invoicing.

1. Legacy Fund

The committee did not identify and recommended edits to this policy.

1. Statement of Investment

We discussed two parts of this policy. First, on page 1, third paragraph under Delegation of Authority, we discussed whether to add a provision to this paragraph that urged caution in incurring extra financial expenses from hiring professionals. Because the paragraph says professionals “may” be hired, we decided not to recommend additional edits.

The final paragraph of this policy (page 5, Investment Policy Review) requires the Executive Committee of the Board to annually review this policy and reaffirm. **We remind the Executive Committee to fulfill this duty this year.** We recommend that the Executive Committee discuss whether they might want to modify this annual review to include an annual consult with the investment advisor that includes the advisor’s review of this policy and consideration whether the advisor recommends any changes to the policy. The responsibility of pursuing and receiving an annual update from the investment advisor rests with the Finance Committee, and is an annual process, which meets the need requested herein.

Thereafter, the committee adjourned.

Remaining 2023 committee meetings: Wednesday, May 24 and Wednesday, October 25.