

# INFORMATION



**Purpose:** To discuss the level of staff time and resources that is appropriate to dedicate to the Tahoe Donner Giving Fund committee efforts.

**Background:** It has come up in a variety of discussions about whether or not staff time and resources should be used for assistance for the newly organized Tahoe Donner Giving Fund Committee. Parameters have not been defined for division of time/labor and resources for assistance in getting this committee off the ground. Support from staff has been given for attendance at meetings, marketing, design of collateral, event consultation and assistance with setting up ticket sales for the upcoming fundraising dinner at The Lodge.

The marketing team is collectively spending about 15-20 hours per month on support for this committee. For example, we designed posters (and have done the printing of these in-house) for both the Pizza on the Hill benefit dinner and the Autumn Fundraising Dinner. We also met with committee members to go over details for design and have spent time helping the group get their online ticket sales in place through Brown Paper Tickets, an online ticket sales service. We worked extensively on their logo, web page and worked on several revisions to their initial brochure to make it camera-ready for printing. Additionally, I attend their monthly meetings for the first half (one hour) and typically meet with the chairs or other committee members one or two additional times per month. Our sales and banquet team also spend time working with them on all details for their events.

**Discussion:** How much time is appropriate for staff to spend assisting this committee and what resources are available to them in an effort to help the committee effectively launch and eventually be self-sustainable?

**Recommendation:** Staff recommends we offer some support given this is a new committee. Staff suggests offering a set amount of five hours per month dedicated to meetings, marketing support, event consultation or design efforts based on the greatest need each month for the Tahoe Giving Fund Committee.

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**Prepared By:** Brinn Talbot/Director of Marketing & Member Services

**Board Meeting Date:** Friday, August 28, 2015

**General Manager Approval to Place on the Agenda:**

A handwritten signature in blue ink, followed by the date "8/24/15".

**Tahoe Donner Giving Fund  
Operations and Grant Committee  
Status Report 8/23/15**

**The TDGF Operations and Grant Committee activities:**

- The Committee assisted the TD 4 Wheelers Club with their Sierra Trails and Ales event on July 18. This event was very well attended and executed by the 4 Wheelers and TD staff. They raised \$1,945 for the Giving Fund.
- The Committee asked the Board of Directors to consider giving to the fund so that we can promote 100% participation by the Board. To date, 4 Board members have either contributed or indicated that they will. The intent is to have a photo brief article in the TD News.
- Waltman Partnership – Waltman included our logo on their winter contract solicitation and offered a contribution for driveway sealing completed in August.
- The Committee talked with many TD members at the Truckee Thursday bus loading area on several Thursdays in July and August. The results were consistently positive and some contributions have already been received as a direct result.
- The Committee is issuing hand written Thank You notes to contributors.
- The Committee organized a dinner at Pizza on the Hill on August 3 under Food and Beverages' non-profit promotion (15% of tab goes to the charity). The turnout was outstanding resulting in great awareness of the Fund. The net contribution to the Fund was \$281.16, which means that POTH had a net increase in revenue for the night of \$1,593.

**Upcoming activities:**

- The Committee is planning a dinner at The Lodge (originally hoped for the Adventure Center) on October 2. This initial dinner will be limited to 50 people with hopefully more in future events. The cost to The Lodge is \$40, of which the Fund will receive 15% less taxes and tip. The Committee is adding \$5 to make the cost of a ticket \$45. Again, the primary purpose is generating awareness.
- The Committee is working with the TTCF staff on an appeal for the 4<sup>th</sup> quarter and on procedures for participating in a grant cycle. We will update the Board on recommended approach soon.

ACTION ON Sept 27, 2014

VERIFIED Brian Watkins

**TAHOE DONNER ASSOCIATION  
GIVING FUND OPERATING AND GRANT COMMITTEE  
CHARTER**

E.A. - TDA ASSOC.

**PURPOSE**

Pursuant to the powers vested in the Board of Directors ("Board") by the Articles of Incorporation, the Bylaws, and the Covenants and Restrictions of TAHOE DONNER ASSOCIATION ("Association"), the Board hereby establishes the Tahoe Donner Association Giving Fund Operating and Grant Committee ("Committee") as a standing committee of the Association:

The purpose of the Committee shall be to assist the Board in the administration of the Tahoe Donner Giving Fund. Committee duties and activities are discussed below.

**AUTHORITY**

The Committee is established under the provisions of:

- Section 1, ARTICLE X, Restated Bylaws of Tahoe Donner Association
- Resolution 2008-2, Committee Policy, Tahoe Donner Association Board of Directors, December 20, 2008
- ARTICLE VIII, Board Meetings, Restated Bylaws of Tahoe Donner Association

The Committee shall have no authority to act on behalf of the Association, other than to formulate and present recommendations to the Board related to its stated purpose. The scope of the activities of the Committee is entirely at the discretion of the Board. The committee shall not engage in any activities that have not been requested by the Board either specifically or via the annual agenda of the Committee, which will be set by the Board at each year's January regular Board meeting.

**MEMBERSHIP AND CHAIRPERSON**

The Committee shall consist of up to seven (7) regular, voting members. There may also be up to five (5) alternate, non-voting members. Alternate members are encouraged to attend all meetings and participate in Committee decisions, but may only vote if an insufficient number of regular members are present to constitute a quorum.

Any member of the Association who is in good standing, who has a positive interest in contributing to the welfare of the Association, who is prepared to invest the necessary time, and who does not present a conflict of interest, is eligible to apply for appointment as a member of the Committee. Members who possess experience in such areas as non-profit administration, finance, accounting, investment, insurance, real estate, business planning and general management will be given preference in appointment to the Committee. Directors and their immediate family members are ineligible for appointment. Co-owners of a property and immediate family members shall be

ineligible to serve simultaneously on the Committee. The Board shall make all appointments to the Committee.

There shall be at least one non-voting Board Liaison to the Committee. Liaisons shall be Board Members chosen by the Board to attend Committee meetings and whose primary function shall be to facilitate communications between the Board and the Committee. Additionally, the Director of Marketing shall server as ex officio, non-voting member.

In support of the Committee's purpose for the Board, the General Manager, the Director of Marketing and/or other staff members (as appropriate) will attend all or part of Committee meetings when requested. Staff attendance shall be at the discretion of the Committee and the Committee shall always be respectful of the limited time and other responsibilities of staff.

Other than when the Board finds an exception, regular and alternate members shall be appointed for a finite term of two years (subject to reappointment). Said terms shall be staggered where practicable in order to promote continuity within the Committee.

All prospective new committee members wishing to be appointed, and current Committee members desiring reappointment, shall submit to the Executive Assistant a written request stating their interest in serving on the Committee; all such requests shall be forwarded to the Board. Initial applications shall include a brief resume of the applicant's talents or experience which is relevant to the contribution that the applicant can bring to the Committee; a brief resume is not required for reappointment applications.

The Committee shall elect, from among its membership, the Committee's Chairperson, who will serve for a period of one year. If no other Committee member is then willing to assume the duties of the Chairperson, the incumbent Chairperson may be reappointed by the Board.

The provisions of the Association's Committee Policy, as set forth in Resolution 2008-2 or subsequent Board action, shall apply to the Committee.

## COMMITTEE ADMINISTRATION

### Scope of Activities and Responsibilities:

1. The scope of activities is contained in the AUTHORITY paragraph above; however, the Committee may recommend to the Board that the Committee address additional issues provided that no significant Committee action shall occur without Board approval. Such recommendations shall be made through the Board Liaison.
2. There are 2 general categories of activities -
  - a) Administration of the Tahoe Donner Giving Fund in conjunction with the Tahoe Truckee Community Foundation
  - b) Special projects related to fund raising events and marketing for TDGF

3. With respect to Administration of the TDGF, the Committee will usually be involved in the following:
  - a) Preparation of an Annual Fund Raising Plan and Budget for Board approval. The Plan should detail all fund raising activities for the coming year, expectations of funds to be raised, expected volunteers needed to execute the plan, any resources of the Association required, source of reimbursement for Association costs and other operating expenses expected for the year. The Plan may be revised throughout the year as situations demand.
  - b) Preparation of an Annual Marketing and Communication Plan to support the Fund Raising Plan.
  - c) Interaction with the Tahoe Truckee Community Foundation as needed to ensure all of their administrative, fund raising and grant making policies are adhered to by the TDGF.
  - d) Conduct Grant Cycles supported by the Tahoe Truckee Community Foundation. Determine the specific grant philosophy for each cycle. Recommend grants to be made to the Association Board for approval.
  - e) Report periodic analyses of the financial status of the TDGF, including an Annual Report of Fund Raising and Grants to detail the results of the annual cycle for funds raised, expenses incurred and grants made compared to budget as well as investment results on funds at the Tahoe Truckee Community Foundation and their associated fees.
  - f) Recommendations to the Board regarding enhancements to the TDGF process.
4. Special Projects are anticipated for fund raising events within the Association. These will be defined in the Fund Raising Plan described above and approved by the Board prior to execution.
  - a) It is expected that the Tahoe Donner Giving Fund will utilize one or more fund raising events in an annual cycle.
  - b) The goal of such events would be to raise money for the Fund and also provide for opportunities for the Association members to engage socially.
  - c) In support of such events, the Committee shall appoint an Event Chair and solicit such volunteers as needed to execute the event.
  - d) Events will be managed by the Committee and to the extent they involve Association staff or resources, the Association shall be reimbursed for such costs.
5. The scope of the Committee activities shall *not* include the following:
  - a) Direct or indirect involvement in the daily operations of Tahoe Donner Association.
  - b) Interactions with management or staff except when arranged through the General Manager or the Director of Marketing.
  - c) Interference in the traditional relationship between the Board and the General Manager.

**Communications:**

Effective communication and teamwork shall be facilitated in the following manner:

1. The Committee and the Board shall agree upon an Annual Agenda of issues to be addressed by the Committee. This agenda may be changed as circumstances require at the discretion of the Board and after consultation with the Committee.
2. A concise written report of each Committee meeting shall be given to the Board in advance of each Board meeting. Such reports shall be first circulated to Committee members and other meeting participants for comments and/or approval.
3. The Board Liaison, or in his or her absence the presiding Board member, shall promptly give written instructions to the Committee Chair notifying the Committee of formal Board decisions or instructions regarding Committee activities. Board members shall not otherwise provide instructions to individual Committee members. In addition to providing official Board decisions and directives, the Board Liaison shall facilitate communications by helping the Committee interpret Board policy and goals
4. The Committee shall provide written reports and recommendations on specific issues to the Board after consideration and approval by the Committee. Committee members shall not otherwise make reports or recommendations to the Board or to individual Board members.
5. Coordination with other Association committees is encouraged when deemed necessary or appropriate to accomplish the Committee's purpose.

### **Meetings:**

Committee meetings shall be at the discretion of the Committee Chairperson, unless otherwise directed by the Board. Meetings shall be held according to a schedule needed for the annual cycle of the Fund. Meetings are open to all property owners and will be noticed on the Northwoods Clubhouse bulletin board; notice is required by ARTICLE VIII, Restated Bylaws of Tahoe Donner Association. Committee members are expected to attend scheduled meetings on a regular basis. Summaries of the discussions, along with a record of actions and recommendations made, shall be maintained and provided to the Board. Decisions of the Committee shall be reached by the majority vote of members present and constituting a quorum.

Attendance at Board meetings is not required, but is strongly encouraged. In general, Members are expected to stay abreast of significant issues at Tahoe Donner using all reasonable means available.

### **Quorum Requirements:**

A quorum of at least three (3) members (regular or, if insufficient regular members are present, alternate) shall be required to conduct business.

### **Reporting Requirements:**

1. The Chairperson, or a duly appointed representative, shall report periodically to the Board, General Manager or Staff Liaison on the actions of the Committee. Reports may be written, oral, or a combination thereof.
2. November: The Committee Chairperson submits to the Executive Assistant a compilation of all requests received for either initial appointment or reappointment, along with the Committee's recommendation with regard to such requests. The Board reviews the requests and recommendations in November and will take action in December.
3. December: At the regularly scheduled December Board meeting, the Committee shall submit to the Board an agenda of issues the Committee sees as its focus for the upcoming year. This agenda is to be reasonable in scope so as to realize the effectiveness of the Committee and assure completion.
4. January: The Committee shall establish its meeting calendar and elect a Chairperson for the upcoming year. The Committee Chairperson will submit a report to the Executive Assistant indicating the Committee's meeting calendar and elected chairperson. At its regularly scheduled Board meeting in January, the Board shall approve, disapprove, or modify the Committee's agenda for that year. The Committee's agenda may be changed as circumstances require at the discretion of the Board and after consultation with the Committee.
5. Vacancies: The Committee Chairperson shall advise the Executive Assistant of any membership changes that either have occurred or are anticipated. The Executive Assistant shall communicate the current or pending vacancies to the Communications Department, which shall publish notices of the vacancies in all Association media.

#### **Committee Support:**

The Committee Chairperson will direct requests for statistical data or any other type of support needed for the work of the Committee to the Staff Liaison assigned by the General Manager. The 'Work of the Committee' is defined as those tasks under paragraph 3 under Scope of Activities and Responsibilities. As mentioned earlier, staff support for Special Projects (i.e., events, marketing materials, mailings, etc.) will be subject to reimbursement to the Association for costs involved.

#### **AMENDMENTS TO AND TERM OF CHARTER**

This Committee shall remain in existence until dismissed by the Board. This Committee Charter shall remain in effect as presented herein until such time as it is amended or revoked by the Board.

# TAHOE TRUCKEE COMMUNITY FOUNDATION

## TAHOE TRUCKEE COMMUNITY FOUNDATION AFFILIATE MEMORANDUM OF UNDERSTANDING WITH TAHOE DONNER GIVING FUND OPERATING AND GRANTS COMMITTEE

This Affiliate Memorandum of Understanding ("MOU") is made and entered into between the Tahoe Truckee Community Foundation ("Foundation") and Tahoe Donner Association as the founding donor ("Founder") of the Tahoe Donner Giving Fund (the "Fund"). The Fund is intended to be a permanent part of our regional community foundation.

The Foundation is a non-profit organization exempt from taxation under Internal Revenue Code ("IRC") Section 501(c)(3), and a public charity described in IRC Section 170 (b)(1)(A)(vi). The Foundation's mission is to connect people and opportunities, generating resources to build a more caring, creative, and effective community.

The Founder established the Fund as a component fund of the Foundation. The Fund will be operated as an Advised Field of Interest Fund to support charitable causes considered to be beneficial to the greater Tahoe Truckee area community, and will be advised by a Fund Advisory Committee ("Committee") as described later in this MOU. The Fund will be administered in accordance with a separate fund agreement, a copy of which is attached hereto.

The Founder will appoint the individuals who shall comprise the initial Committee for the Fund. Founder can remove or add Committee members and fill any vacancy on the Committee. The Committee will be primarily responsible for building the assets of the Fund (marketing and development), advising distributions from the Fund and building awareness of the Fund and the opportunities it provides the greater Tahoe Truckee area.

The Founder may also choose to establish an Operational Passthrough fund ("Passthrough") within the Foundation. The Foundation will charge a one and one half percent (1.5%) administration fee on the gifts to the Passthrough, as per the Foundation's fee schedule, which is subject to change. The purpose of the Passthrough will be to receive contributions toward qualifying expenses which may be incurred by the Foundation in connection with any Passthrough. Funds will be transferred out of the Passthrough to reimburse the Foundation for such expenses. Qualifying expenses include, but are not limited to, the cost of producing marketing materials and properly documented event costs. The Foundation will pay qualifying expenses directly, and will not reimburse individual Committee members or donors for



expenses. Neither the Committee as a whole, nor individual members, may obligate or incur qualifying expenses without the prior approval of the Foundation and the Founder.

The Committee will establish policies and procedures that are consistent with Foundation policies and procedures, and provide written copies of these documents to the Foundation.

Such documents include:

- Operating policies for the Committee
- Grant making policies
- Conflict-of-interest and non-discrimination policies
- A Fund Development plan

All materials of a public relations, information or marketing nature must be approved by the Foundation before use.

The Committee will designate an official liaison to the Foundation. The liaison will be the contact person for the Foundation and will receive all communications from the Foundation. It is the responsibility of the liaison to update contact information with the Foundation.

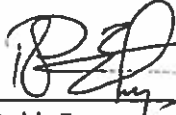
The Foundation will provide services to the Fund. Services currently include:

- Processing, depositing, recording and acknowledging all gifts
- Making distributions to qualifying charities
- Paying qualifying expenses as outlined above
- Providing password-protected access to the Fund and Passthrough fund information via the Foundation's website
- Investment of Fund assets
- Public recognition, as appropriate, via Foundation communication vehicles
- Anonymity for donors who request discretion
- Field expertise from the Foundation's staff

If the Advisory Committee ceases to function and the Founder has not appointed any member to serve on the Committee within thirty (30) days after written notice by the Foundation, the Foundation will terminate this MOU upon written notification to the Founder.

IN WITNESS WHEREOF, the parties have caused the execution of this MOU by their duly authorized officers as of \_\_\_\_\_, 20\_\_\_\_\_.

Tahoe Donner Association:

  
Robb Etnyre  
General Manager  
Tahoe Donner Association  
Date 9/27/2014  
Robb Etnyre  
General Manager, Tahoe Donner Association

Tahoe Truckee Community Foundation:

  
Stacy Caldwell  
CEO, Tahoe Truckee Community Foundation  
Date 10/7/14

# TAHOE TRUCKEE COMMUNITY FOUNDATION

uncommon people common ground

## TAHOE TRUCKEE COMMUNITY FOUNDATION

### FIELD OF INTEREST - AFFILIATE FUND

#### FUND AGREEMENT

This Agreement is made this 1<sup>st</sup> day of October in the year 2014, between Tahoe Donner Association (the "Donors"), a California nonprofit mutual benefit corporation and Tahoe Truckee Community Foundation (TTCF), (the "Foundation"), a California nonprofit public benefit corporation, both corporations having their principal office in the Town of Truckee and State of California, to create a philanthropic and charitable fund. The fund is intended to be a permanent part of TTCF's regional enterprise.

1. **Creation of Fund.** The fund hereby created shall be known as the TAHOE DONNER GIVING FUND Fund (the "Fund"). All money and property transferred to the Fund shall be an irrevocable gift to the Foundation.

2. **Management of Fund.** The Foundation shall hold, manage, invest and reinvest the Fund, shall collect the income and shall pay and disburse the net income and principal therefore exclusively for general charitable uses and purposes, in accordance with the provisions specified in the Articles of Incorporation of the Foundation. The Articles of Incorporation have been adopted by the Board of Directors of the Foundation, and their provisions, as they may be amended from time to time, are hereby incorporated by reference and conclusively assented to and adopted. The phrase "charitable uses and purposes" shall be defined as all of those activities, uses and purposes described in Section 501(c)(3) of the Internal Revenue Code of 1986 (the "Code").

3. **Purpose of Fund.** Income and principal of the Fund shall be disbursed for the following charitable uses and purposes:

- Health and Human Services
- Environment, Conservation and Animal Welfare
- Education and Youth Development
- Arts and Culture

**4. Costs of Administration.** The Foundation shall charge fees to the Fund in accordance with the Fee Schedule adopted from time to time by the Foundation's Board of Directors. The Fee Schedule in effect as of the date of this Agreement is attached as Exhibit A.

**5. Component Part and Not a Donor Advised Fund.** It is intended that the Fund shall be a component part of the Foundation as defined in Section 1.170A-9(f)(11) of the Income Tax Regulations and that nothing in this Agreement shall affect the status of the Foundation as an organization (i) described in Section 501(c)(3) of the Code and (ii) which is not a private foundation within the meaning of Section 509(a) of the Code. The Fund shall not be a donor advised fund under Section 4966(d) of the Code. No individual donor or person appointed or designated by Donor shall have a right to advise the Foundation to make distributions from the Fund to any organization or entity or for any purpose. This Agreement shall be interpreted in a manner consistent with the foregoing intention and to conform to the requirements of the foregoing provisions of the Federal tax laws and any regulations issued thereunder.

**6. Distributions.** The advisory committee appointed by the Donors may offer to the Foundation appropriate recommendations of grants and distributions from the Affiliate Fund. Such recommendation rights may be allowed or terminated from time to time in the exclusive discretion of the Foundation's Board of Directors in order to ensure compliance with applicable federal or state laws that govern the operation and administration of such funds. Such laws require that the final grant making and investment authority and discretion for the Affiliate Fund are vested in the Foundation.

**7. Status of Foundation.** All transfers of property under this Agreement are subject to the condition that the Foundation, as of the date of transfer, is classified in good standing by the Internal Revenue Service as an organization (i) described in Section 501(c)(3) of the Code and (ii) which is not a private foundation as defined in Section 509(a) of the Code.

**8. California Law.** The Fund created by this Agreement shall be administered in and under the laws of the State of California, and this Agreement and the validity thereof shall be governed by and construed in accordance with the laws of the State of California.

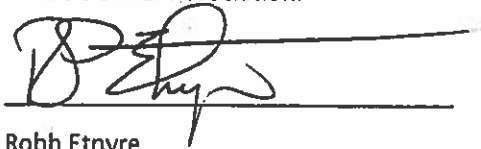
**9. Variance Power.** The Fund is protected from obsolescence. If, in the sole judgment of the Board of Directors of the Foundation, the purposes for which the Fund was created ever become unnecessary, incapable of fulfillment, or inconsistent with the charitable needs of the community served by the

Foundation, the Foundation's Board of Directors shall modify any restriction or condition on the use or distribution of the income and principal of the Fund.

10. **Communication Policy.** While affiliate branding, marketing and communications is permitted, it is required that in some way the fund is acknowledge as a fund of TTCF. TTCF will provide operating guidelines from time-to-time.

IN WITNESS WHEREOF, the Donor and the Foundation have executed this Agreement as of the date first above written.

Tahoe Donner Association:

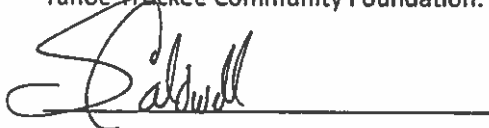


Robb Etnyre  
General Manager, Tahoe Donner Association

10/1/2014

Date

Tahoe Truckee Community Foundation:



Stacy Caldwell  
CEO, Tahoe Truckee Community Foundation

10/7/14

Date