

# **POLICIES & PROCEDURES**

**FOOTHILLS COMMUNITY ALLIANCE**

**FINAL DRAFT 2021**

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## Welcome Letter

# HELLO & WELCOME!

Nestled in the foothills of the North Cascade Mountains and between two mountains, Red Mountain and Sumas Mountain, lies an area called Columbia Valley. As a growing community, Columbia Valley residents are made up of a unique blend of people. People here are from every walk of life, cultures, and ethnicities. While we enjoy the beauty and quiet of the area, being so far removed from the amenities of a larger town poses challenges. Many of our elderly and lower income residents who don't have transportation struggle with isolation and health concerns. Like many other communities across the country that have seen a growing population of homelessness and other issues, such as drug and alcohol addictions



and mental illness, our community has the added disadvantage of being over 30 miles from any treatment facilities or resources. An area so far removed from services found in more populated areas makes it hard to find good quality food, healthcare facilities, and family and youth activities.

## BUT HELP IS ON THE WAY!

The FCA was developed in January of 2021 after receiving a generous donation from the Mount Baker Foundation. The money is intended to help fund community-led projects to build a better community and help

ALL of our residents. We want members of Columbia Valley to know we are here to make their dream of building a better community come true.

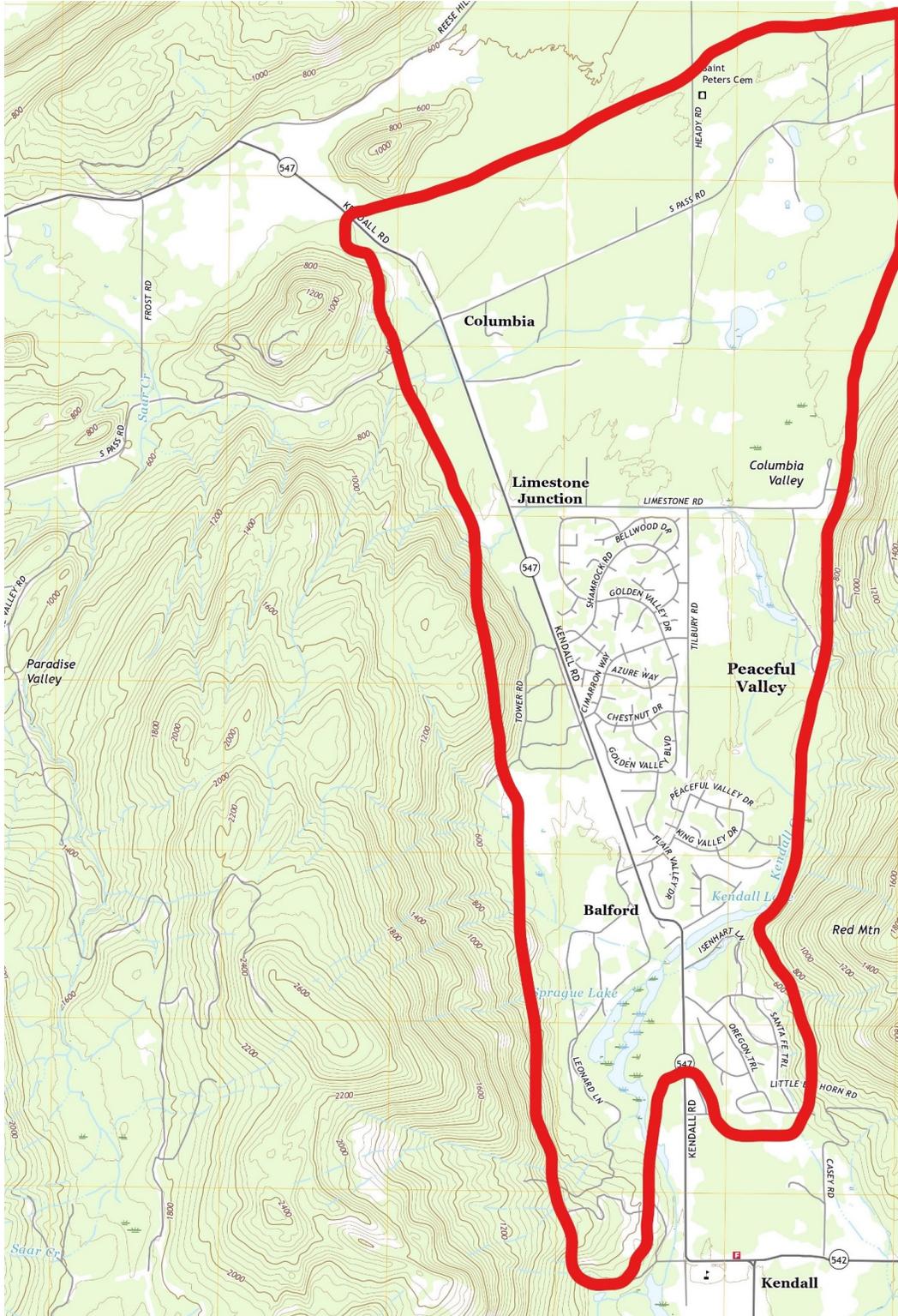
If you are here, it is because you have a heart for the Columbia Valley and are a resident of our beautiful area. You may have a great idea, want to participate in a volunteer opportunity, or be interested in becoming an active voice through a leadership position on our Board.

We are excited to meet you, work with you, and welcome you to our growing organization! Thank you for being a part of something with so much life-changing potential for so many residents.

Sincerely,

Foothills Community Alliance (FCA) Leadership Team

# Map of Foothills Community Alliance Coverage Area



# Foothills Community Alliance

## Values Statement

Foothills Community Alliance (FCA) believes in supporting efforts that will promote an equitable and sustainable community. We believe our work will lead toward systemic change that will improve and strengthen the lives of the residents of Columbia Valley.

Fundamental to Foothills Community Alliance are certain values:

**Respect:** We treat all people with dignity and respect

**Stewardship:** We honor our community by being socially, financially, and environmentally responsible for one another.

**Ethics:** We strive to meet the highest ethical standards

**Innovation:** We embrace continuous improvement, bold creativity, and change

**Integrity:** We carry out our work with the greatest responsibility and accountability

**Commitment to Diversity:** We capitalize on the richness inherent in differences

**Community:** We build a strong community through collaboration to provide a basis for positive change.

**Participation:** We encourage responsible, active, participation of individuals to help foster social cohesion.

**Trust:** We are committed to treating all people in a way that fosters dignity and respect, and allows meaningful change.

# **Foothills Community Alliance**

## **Board of Directors Governance Policy**

The Foothills Community Alliance (FCA) is a nonprofit organization which is managed by an elected Board of Directors, which serves as the FCA's governing body. It manages the organization's business and affairs and has the authority to exercise all of the organization's powers as assigned by state law under the Articles of Incorporation. The Board of Directors has control of the property and/or monies of others and is required by law to act in their best interests. The Board thus has practical, legal, and ethical duties:

### **Fiduciary responsibilities**

#### **1. Duty of Care**

- Fiduciary responsibilities means the Board Members must be committed to follow through on promises and assignments.
- Members must ensure proper oversight and enable consistent progress toward specified goals and to assist the organization to the best of their abilities.
- Members must attend Board meetings and actively participate in committees when possible.

#### **2. Duty of Loyalty**

- When acting on behalf of the organization, a Director is the public face of the FCA.
- Each Director must put aside any personal or professional interests.
  - All activities and decisions should be in the best interest of the organization, not in the interest of the individual board member.
  - Conflict of interest policies must be followed
  - Directors should proactively promote the FCA, attempting to ignite interest in others to join in mutual goals.

#### **3. Duty of Obedience**

- Obedience is a legal term which is best explained as an obligation to follow the law.
- Individual Board members must understand federal, state and local laws that apply to nonprofit organizations, and adhere to them.
- The Board cannot engage in lobbying or political activities in the name of the FCA.
- This duty mandates a standard of conduct which states a director conduct duties in good faith.

**Desired personal traits:** Some care must be taken in selecting the Board of Directors, given the legal and moral duties itemized above. Candidates must be honest, law-abiding, and trustworthy citizens. The FCA will welcome people who demonstrate the following traits:

- An ability to work in groups in a collaborative spirit to achieve a common goal; an ability to work alone, if required
- A willingness to learn; to offer input and withhold unnecessary criticism
- A talent for being a good listener, thoughtful in considering issues
- Honesty and integrity, truthful about personal lapses or mistakes
- A positive attitude that brings energy to the team

**Experience and technical skills:** Being a Board member is also a crucial leadership role. If an interested person does not yet have many of these skills, members of the FCA are willing to help them grow into the role. Initiates innovative ideas and suggestions

- Goal-seeking, personal goal in mind, such as learning a new skill.
- Previous board experience — certainly a plus but not required.
- A particular skill needed by the board, such as media expertise, business management, or strategic planning.
- The time to attend board meetings and committee meetings; this is critical
- Good connections in the community and/or with the population served; aware of the larger picture
- Creativity — a skill learned through experimentation, imagination, questions, collaboration, and information processing.

**Powers of the Board of Directors:** The business and affairs of the Corporation shall be managed by or under the direction of the Board of Directors, and, subject to the restrictions imposed by law or the Articles of the Corporation, the Board of Directors may exercise all the powers of the Corporation. The whole Board has ultimate responsibility for all the operations of the organization. It can, however, delegate certain tasks to various committees (with some limitations; see below).

*The major power of the FCA is to offer approval and funding of projects that are proposed by community residents, and to provide the required assistance to volunteers from the community, to achieve these goals. The structure of the Board of Directors and the whole reason for being of the FCA is for this purpose: to encourage individuals or small groups in the local community to propose plans and ideas for the further development of our area. The purpose of this Board lies ahead in its legacy to this community.*

**Limitations of the Board of Directors:** The Board are also subject to limitations on their powers. Unless approved by a majority of the Directors present at a meeting at which a quorum is in attendance: They may not:

- Act outside the FCA's Articles of Incorporation or purposes or mission as stated in the Bylaws, in amending, altering, or repealing these charters.
- Take any action that is in violation of state or federal laws.
- Act out of personal gain or use FCA funds for anything other than authorized purchases and projects.
- Make a commitment for any payment in excess of \$500 per transaction other than specific commitments for approved projects included in any current operating budget approved by the Board of Directors
- Authorize the sale, lease, or exchange of all or substantially all of the property and assets of the corporation not in the ordinary course of business;
- Authorize the voluntary dissolution of the corporation or revoking proceedings therefor;
- Adopt a plan for the distribution of the assets of the corporation;
- Amend, alter, or repeal any resolution of the board of directors which by its terms provides that it shall not be amended, altered, or repealed by such committee.

**Election and term of Board of Directors:** The FCA has determined in its bylaws that certain reasonable qualifications must be met in order to serve as a director. The bylaws also delimit the length of terms, the conditions for removal and other election issues.

- These specifications include a three-year term, and a Board that has, at any particular time, a minimum of six (6) and a maximum of fifteen (15) Directors.
- Members must be familiar with our purpose and be totally commitment to its mission.
- Members must be residents of the Columbia Valley and have a clear idea of what the community lacks and a passion for filling those needs.

**Executive Committee:** Once a Board is elected, one of its first roles is to assign an Executive Committee. Officers are chosen by the Board of Directors from their numbers to carry out its directives. Whereas the Board of Directors is responsible for making major business and policy decisions, the Officers of the Executive Committee are responsible for carrying out the Board's policies and for making day-to-day decisions. These roles are described in a separate Policy.

**General Board of Directors duties:** Follow the rules of care, loyalty, and obedience as described above.

- Recruit new members — the board is responsible for locating qualified prospects, conducting interviews, and selecting the most qualified candidates, as they are most knowledgeable on what skills and qualities are missing from the boardroom.
- Assist in welcoming and mentoring new directors. Retiring members should take a hand in training their successors.
- Serve on at least one committee — most of the board's work will occur in committee.
- Assign members to committees based on past experience, skills, and interests.
- Regularly assess each committee's progress and make recommendations accordingly.
- Review materials before a meeting, be prepared for questions and discussion.
- Allow adequate time to complete duties and attend meetings.
- Notify Chair or Secretary if a meeting must be missed.
- Share experience and expertise when a need is seen, whether in a meeting or out in the field.
- Volunteer willingly and amicably when asked to accomplish a task.
- Represent the communities' needs and values to the organization, speak out for their interests, and on their behalf.
- Represent the FCA's needs to the community, and request assistance in filling positions by volunteering their time and experience.
- Maintain confidentiality about all internal matters of the organization.
- Follow the organization's bylaws, policies, and board resolutions.
- Sign an annual conflict-of-interest disclosure and update it during the year if necessary; disclose potential conflicts before meetings and actual conflicts during meetings.

# **Foothills Community Alliance**

## **The Role of the Executive Committee**

Once a Board is elected, one of its first roles is to assign an Executive Committee. Officers are chosen by the Board of Directors from their numbers to carry out its directives. Officers, nominally the Executive Committee, consist of Chair, Co-chair, Secretary and Treasurer. Each of these positions has a separate policy. All officers, as Board Directors, follow general tasks discussed in the *Policies Governing the Board of Directors*.

### **Duties of the Executive Committee**

- Forms a forum for discussion, a panel for vetting strategic plans, and a critical decision-making entity, all according to the mission, vision and values of the organization.
- Prioritizes issues for the full board to address.
- Provides organizational direction, helps the Board to establish items for agendas.
- Conducts research relative to investment in projects, risks, and other factors in strategic planning.
- Monitors and evaluates progress toward the FCA's goals and initiatives; then makes timely presentations to the full Board.
- Is responsible for daily implementation of board policies and makes sure that the Board is establishing and maintaining good governance practices: oversees the company's policies on ethics, security guidelines, quality management, human resources and regulations.
- Has oversight duties which include overseeing ad hoc committees, and in forming and sunsetting committees and task forces.
- Encapsulates discussions in their minutes, which are then presented to the full Board in a timely manner.
- Assesses their committees and committee chairs every year to make sure that committees are productive and necessary. Evaluations should include making sure that all board members serve on at least one committee.
- Manages high-level issues of a serious nature. Serious issues may reach the board. In these types of situations, the executive committee hears matters first and decides which issues stop there and which require moving up to the board level.
- Enhances communication between the Board, committees and volunteers.

### **Limitations of the Executive Committee:**

- The Executive Committee possesses and may exercise all the powers of the Board of Directors; provided that the Executive Committee shall not amend the Certificate of Incorporation, amend, alter or repeal the Bylaws or otherwise act where action only by the Board of Directors is specified by corporate law.
- The Executive Committee may handle emergency events or tasks that cannot wait for a full board meeting. When that happens the Exec Committee will typically have its decisions ratified or approved by the whole board at its next scheduled meeting.
- The Executive Committee shall also have all the powers of the Board whenever a quorum of the Board of Directors is not present at any meeting of the Board. Again, such actions shall be validated by the full Board of Directors at the first opportunity.

# Foothills Community Alliance

## Executive Chair Duties Policy

Whereas the Board of Directors is responsible for making high-level strategic decisions for the organization itself, the Board Chair is mainly focused on achieving the FCA's mission and values long-term, while adhering to all necessary regulations. The Chair of the committee serves as the chief elected officer of the full Board of Directors. The primary role of the board chair is to keep the organization on track toward fulfilling its mission. At its core, this role involves facilitating board meetings, exemplifying strong leadership, practicing effective governance, and putting change into motion.

**Specific Duties of the Chair:** Many duties of the Chair echo those of the Executive Committee. However, some tasks rest on the shoulders of the Chair and no other.

Presides at all meetings of the FCA community and of the Board of Directors. Plans agendas and facilitates board meetings.

- Motivates other members to actively participate in and attend meetings. Keeps meetings well-structured and productive.
- Task management. In between meetings, the Chair is responsible for making sure other members of the Board are contributing and upholding their responsibilities.
- Ensures the actions taken are in line with the organization's bylaws, goals, and mission.
  - Understands each board member's strengths and weaknesses, and places them in appropriate positions.
  - Acts as an ex-officio member of committees and task forces, reinforces the importance of the job at hand. Nudges committees and task forces in new directions if necessary.
- Serves as a primary point of contact for the organization's key executives and other members and volunteers
  - Assists in welcoming and on-boarding new members
  - Leads fundraising efforts by example with active participation
  - Represents the organization when speaking to the press, media, or other groups.
  - Mediates personality conflicts and disputes between board members.
  - The Chair coordinates an annual performance review. This may accompany the annual public meeting to update the community.

### **Some Tips for New Chairs:**

- Even before your term starts, review all documents. Review the charters, the bylaws, the principles. Sit in on committees. The more you learn, the more competent and secure you will feel in your new position.
- Choose your focus. Determine the legacy you would like to leave behind when your term is through — a single phrase, or an idea that incapsulates what you want the organization to accomplish during your term. This gives you a broader goal to work toward.
- Plan your succession. Selecting your own replacement; whether the Co-chair is being groomed for this position, or another committee member, the chair should constantly create learning opportunities and mentor other potential leaders.

## **Foothills Community Alliance Vice Chair Duties Policy**

This position is typically successor to the Chair position. In addition to the responsibilities outlined in the Policy governing the powers and duties of the general Board, this position generally offers support for the board chair and other leadership when needed. Specifically:

**Prepares to assume the Board chair.** Elected by the Board of Directors, as deemed appropriate for the position in experience and education, and is subject to the control of the Board of Directors and the Chair. Participates closely with the Chair to develop and implement officer transition plans.

**Performs Chair responsibilities when the Chair cannot be available.** The Vice Chair shall be responsible for supervising the management of the affairs of the Organization within the areas assigned, and shall monitor and review on behalf of the Board of Directors all functions within such corresponding areas of the FCA. In the absence of the chair, the Vice Chair shall perform the duties of the chair and when so acting shall have all the powers of and be subject to all the restrictions upon that office. Further, the Vice Chair shall have such other powers and duties as designated from time to time by the Board of Directors or the Chair.

**Reports verbally and in writing or e-mail directly to the Chair.** Works closely with the Chair and other Board members and volunteers. Assists Chair in executing duties as necessary.

**Participates fully on one or more committees** to learn board operations. In particular, often serves on a Nominating Committee to interview and select new candidates for Board membership.

## **Foothills Community Alliance Secretary Duties Policy**

**Meetings/Meeting Minutes:** The secretary is responsible for maintaining time during meeting to keep membership on task and to ensure meetings do not run longer than needed.

**Attendance:** The secretary maintains attendance records for all board members and notifies the Chair if board member(s) are not adhering to the attendance policy. Board members not able to attend meetings MUST notify the chair and secretary in advance. Members not giving adequate advanced notice will be recorded as an undocumented absence. Two or more undocumented absences will result in disciplinary action and possible removal.

- **Committee Meeting Attendance:** Board members assigned to committees must attend at least 75% of the scheduled meetings. These meetings do not include Executive Board Members.
- **General Meeting Attendance:** All General Board Members (Executive and Directors) must attend at minimum 9 of 11 per year or 80%.
- **Executive Meetings:** The frequency will be decided at the discretion of the Executive Board Members. Scheduled meetings shall be at a minimum 1 per month or 11 per year. Members shall use these meetings to discuss administrative business outside of the general meetings. All meetings shall be documented, and minutes provided.

**Public Meeting Invitations:** Shall be posted 1 week prior to the meeting date. Shall include the link to the virtual meeting or shall include the date, time, and location of the next meeting. Social media formats to be used for meeting invitations shall be: Nextdoor, Facebook, and the FCA webpage.

**FCA Member Invitations:** Shall be posted 1 week prior to the meeting date. Invitations will be emailed to members on the FCA email contact list. Virtual meeting invitations will include the link to the meeting as well as a copy of the meeting agenda and any relevant literature to be reviewed.

**Agenda:** (See Template Attached)

The meeting agenda will be included in the meeting invitation email to all FCA members. The Secretary will work with the Chair and other Board members to determine agenda items to be included. Individuals wishing to add a discussion point to the agenda must make their requests no less than 5 days prior to the scheduled meeting. The agenda outline shall consist of the following sections: Previous Minute Acceptance, Attendees, Time, Date, Location, Introduction to New Matters, Financial Statement from Treasurer, Upcoming or current Projects, Other Reports, Motions, General Business, Next Meeting, and Closing.

**Meeting Minutes:** Shall be completed and reviewed by the Chair within 5 days after meeting. A copy of the meeting minutes will go out to all FCA members no more than 5 days from the end of the meeting.

- Zoom Meetings:
  - Can be recorded to assist Secretary with meeting minutes at a later date.

- Secretary shall create a Zoom meeting link from the FCA Zoom account.
- In-Person Meetings:
  - Secretary shall confirm location, date, and time prior to sending out invitations.
  - Meetings will not be recorded and will require notetaking during event.

**Documents:** Documentation of general public meetings and business shall be stored in the FCA Website. ALL minutes shall be stored in the Secretary Binder and Google Drive account for record management purposes.

**Social Media:** Meetings shall be posted on social media sites for public attendance and transparency. The organization website will be used to post meetings, minutes, and events for the organization as well as the current calendar. The Secretary will update all calendars with current events/meetings and will act as the social media tech for the FCA, performing duties such as updating social media accounts, unless the FCA Board chooses to designate a formal social media tech. Social media accounts consist of the following but not limited to: FCA Website, Facebook, Nextdoor.

**Correspondence/Email:** The Secretary shall oversee the FCA email account and forward and/or answer emails as appropriate. Annual renewal of the account shall be handled by the Secretary and Treasurer for necessary budgeting purposes. All contact information shall be kept confidential and not shared with others. Only the Chair and Secretary shall have password access to the email account.

**Contact Storage And Approval:** Private information, emails, addresses, and phone numbers shall remain confidential and not be shared with anyone but the Secretary and the Chair. All email addresses must be obtained with permission from the individual and removed from the FCA contacts list immediately when requested.

**Security:** In the event that the Secretary or Chair is not able to run a meeting, the Vice-Chair or Treasurer, as Executive Board Members, will fill in as the Secretary or Chair in their absence. Account information will be given only to them in this situation. Passwords shall be changed upon return of the missing individual.

**Passwords:** Passwords used by the Chair and Secretary shall be changed quarterly or as needed, to ensure security of private and confidential FCA information. The following would be examples of needed password updates: Change in staffing or roles, breach of information, quarterly scheduled event, or in the event of a disciplinary action.

**Community Projects:**

- **Funding Requests:** The Secretary will provide copies of all new Requests for Funds submitted to the FCA from individuals to the Board of Directors for review. A copy of the submitted funding request will be emailed to the individual as well.
- **Scheduling:** Upon review, the Secretary will ensure all documentation required is complete before scheduling proposals or placing them on the agenda. All Request for Funds documents and written proposals must be submitted to the Board no later than 6-8 days prior to the scheduled monthly meetings. Project Proposals will be scheduled once a

month at the general membership meetings, ensuring all funding requests are complete before scheduling for that project to be presented to board.

- **Project Communications:** The Secretary will maintain communication with the Project requester regarding completeness of the request and any needed information, such as missing information, scheduled date of presentation, and funding request outcome if designated by the Chair.

**General Secretary Duties:** The Secretary ensures the most updated version of Bylaws, Policies, etc. are being used on the website and other social media platforms, and internal documentation storage devices. The Secretary also performs all other duties as assigned by the Chair.

**Records And Documents:** The Secretary is responsible for maintaining all documents for the FCA. The Secretary will record and document all meeting minutes, including but not limited to General membership meeting, Executive Board meetings, Special Called meetings, and Closed meetings.

Minutes will be maintained both in a physical printed version in a Secretary binder, a digital version on Google Drive, and a folder labeled Meeting Minutes in the FCA email account. Secretary Binder: The Secretary shall keep in their possession at all meetings a Secretary binder. The binder shall be updated regularly. The binder shall remain private and held only by the Secretary.

**Contents:**

- Calendar
- All FCA related Account usernames, passwords, who has/needs access, and any additional information.
- Current Board members, title, phone, and email of each member including the date they took the position and the end of the position term.
- Executive Board minutes (Current year)
- General membership meeting minutes (Current year)
- Previous Years' meeting minutes for both above sections, divided by year.
- Funds requested for projects
- Legal documents: Fiscal sponsor documents, Bylaws, Policy and Procedures.

## FCA Month Year AGENDA

**Date | time** [Date | time] **Location** [Location]

**Meeting called** FCA IB Board

Attendees All Community Invited

**by:**

Please read Attached Agenda

**Type of meeting:** Monthly Membership

Please bring Notes, Questions, Ideas, Concerns

**Facilitator:** Chair

**Note taker:** Secretary

**Timekeeper:** Secretary

**Agenda Items**

**Topic**

**Presenter**

**Time allotted**

Introduction: New Members

[Presenter]

[Time]

[Topic]

[Presenter]

[Time]

Other topics as time allows

[Presenter]

[Time]

**Other Information**

Next meeting:

## **Foothills Community Alliance Treasurer Duties Policy**

**Track all Business Accounts:** It shall be the responsibility of the Treasurer to keep and maintain adequate and accurate accounts of all the business transactions of the Alliance, and other matters customarily included in financial statements.

**Association with Mount Baker Foundation:** The Treasurer will work closely with the Foundation, in preparation of forming annual operating budgets, in reviewing fund-raising accounts, if any, and any and all funds and endowments by the Mount Baker Foundation, or potential new sources of funding. The Treasurer will present, at minimum, quarterly financial reports to the Board in concordance with those of the Foundation, including the annual financial report, which will be available to the Board and also to the public at the annual meeting.

**Association with Whatcom Family Community Network:** The Treasurer will work closely with WFCN in their capacity as the fiscal agent of the Alliance. Funding for projects approved by the board of FCA will require a formal request from the project organization. This will be approved by the FCA board and forwarded to WFCN for payment. The Treasurer will maintain records of all payments made by WFCN on behalf of the FCA. The Treasurer will present, at minimum, quarterly financial reports to the Board in concordance with those of WFCN, including the annual financial report, which will be available to the Board and also to the public at the annual meeting.

**Approval of Expenses:** The Treasurer will work with the Chair in obtaining a majority vote of the Board prior to referring an expense for payments over \$500 by the Mount Baker Foundation. The Treasurer will present detailed monthly spending at the board meetings, to include copies of bank statements and financial activity spreadsheets. Treasurer will maintain and have present at all board meetings a binder with all copies of bank statements, and copies of expenses and dispersals of funds.

**501(c) (3) Status:** The Treasurer will be responsible for maintaining regulations required by the Organization's 501(3)(c) non-profit status, for following all requirements by State and Federal governments, by preserving the Alliance's active status of a non-profit.

**Execution of instruments:** Checks or electronic drafts shall be executed, signed and/or endorsed by the Foundation, as recommended by the Board, for any amounts over \$500. The Alliance shall maintain a separate bank account for small operating expenses. All checks and drafts drawn on such bank or other depository of funds to the credit of the Alliance shall be signed by both Chair and Treasurer. No officer or other agent of the Alliance may enter any contract or execute and deliver any financial instrument in the name of or on behalf of the Alliance.

## **Foothills Community Alliance Board of Directors Attendance Policy**

This policy is intended to support full contribution of all board members. All board members receive a copy of this official policy. The policy is reviewed once a year and maintained in each member's Board Manual. The policy has been reviewed and authorized by the board (see signature and date below).

**Definition of a Board Attendance Problem:** A board attendance problem exists with any of the following conditions:

- The member has two un-notified absences in a row ("un-notified" means the member did not call the Chair and Secretary before the meeting to indicate their anticipated absence);
- The member has three notified absences in a row;
- The member misses one third of the total number of board meetings in a twelve-month period;

**Response to a Board Attendance Problem:** If a board attendance problem exists, the Board Chair will promptly contact the member to discuss the problem. The member's response will promptly be shared with the entire board at the next board meeting. At that meeting, the board will decide what actions to take regarding the board member's continued membership on the board. If the board decides to terminate the membership, termination will be conducted per the following policy (or the process specified in the organization's bylaws):

- The board Chair will notify the terminated member in writing of the board's decision per the terms of the Board Attendance Policy;
- This written notification will request a letter of resignation from the terminated member, to be received within two weeks;
- This written notification will also request the terminated member return his or her board manual to the agency within two weeks;
- The board will vote to accept the member's resignation letter at the next board meeting;
- The board will promptly initiate a process to begin recruiting a new board member.

## **Foothills Community Alliance Whistleblower Protection Policy**

Foothills Community Alliance (FCA) requires Board Members and Officers and all other volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of the FCA, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

**Reporting Responsibility:** It is the responsibility of all board members, officers, and volunteers to report to the Executive Board of Directors any concerns about violations of FCA's code of ethics or suspected violations of law or regulations that govern FCA's operations, so that FCA can address and correct inappropriate conduct.

**Reporting Procedures:** Complaints received by the Executive Board of Directors shall be investigated and a written response given in acknowledgment on receipt of said complaint. The Board will notify both the person who submitted a complaint as well as the person suspected of the violation and the onset of investigation. All reports will be promptly investigated, and appropriate corrective action, including but not limited to suspension, termination or legal action taken, if warranted by the investigation. Suspected ethical or legal violations should be reported in writing to the FCA Executive Board Members. The FCA Board is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved.

**Auditing and Accounting Matters:** The FCA Executive Board shall immediately notify the Treasurer of any concerns or complaints regarding accounting practices, internal controls or auditing and shall work together until the matter is resolved.

**Confidentiality:** Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation and to protect alleged wrong doers until an investigation is complete.

**Acting in Good Faith:** Anyone filling a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

**No Retaliation:** It is contrary to the values of FCA for anyone to retaliate against any board member, officer or volunteer who in good faith reports a suspected violation of law, such as a complaint or discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of FCA. Anyone who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including removal.

## **Foothills Community Alliance Nondiscrimination Policy**

Foothills Community Alliance, (FCA), is a 501(C)(3) nonprofit organization. FCA is committed to providing an environment that is free from discrimination in employment and opportunity. The FCA has issued the following policy stating its views in this matter.

It is the policy of Foothills Community Alliance to:

- Strictly follow personnel procedures that will ensure equal opportunity for all people without regard to race, color, religion, creed, national origin, gender, sexual orientation, age, ancestry, marital status, disability, veteran, or draft status.
- Make reasonable accommodations wherever necessary for all members or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the duties and assignments connected with the job, and provided that any accommodations made do not require significant difficulty or expense.
- Thoroughly investigate instances of alleged discrimination and take corrective action if warranted.
- Be continuously alert to identify and correct any practices by individuals that are at variance with the Foothills Community Alliance Nondiscrimination Policy.
- It is the goal of the FCA to be inclusive of all community members who wish to contribute and participate in the work of the FCA within the Columbia Valley Community of Whatcom County.

## **Foothills Community Alliance Conflict Of Interest Policy**

A possible conflict of interest exists when a voting board member has a material personal interest, either direct or indirect, in a proposed transaction involving this organization. When a voting board member has an interest in a transaction being considered by the organization, the member should disclose that conflict before the board of directors or board members take action on the matter. Any board member having a conflict of interest will not vote or use their personal influence on the matter and will not be present when the matter is discussed by the board. The minutes of the meeting will reflect that a disclosure was made, and the abstention from voting.

This policy also will apply to immediate family members, the organization's committees, and its volunteer association. Directors, committee members, and officers of the volunteer association will be required to attest annually to their familiarity with this policy and to provide information concerning any possible conflict of interest so that disclosure, if necessary, is made.

Board members and their immediate families will not benefit materially from the organization beyond reimbursement for authorized expenses.

**Definition of Material Personal Interest:** A material personal interest is:

- an ownership or investment interest in any entity with which this organization has a transaction or arrangement.
- a compensation arrangement with the organization or with any entity or individual with which the organization has a transaction or arrangement; or
- a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the organization is negotiating a transaction or arrangement.

**Compensation** includes direct and indirect remuneration as well as gifts, favors, and non-financial benefits that are not insubstantial.

**Procedures:**

1. The interested board member(s) will disclose to the Board, preferably in writing, the facts as to their material personal interest in the transaction and in any corporation, partnership, association or other organization involved in the transaction prior to the meeting at which the Board acts upon the transaction.
2. The interested member(s) will absent themselves from the meeting while the transaction is discussed and acted upon.
3. A disinterested director, or other disinterested party familiar with the transaction, will present evidence of the fairness of the proposed transaction, such as competitive bids or comparable price quotations.
4. The vote of a majority of the disinterested members participating in the meeting and constituting a quorum, after reaching a decision regarding whether the proposed transaction is fair to the organization, will be required for approval of the transaction. The minutes for the meeting will reflect that a disclosure of interest was made and

that the interested board member(s) abstained from voting and was not present during the Board's consideration of the transaction.

5. These procedures (i) will apply to transactions approved after the date of adoption of this policy; (ii) will not apply to reimbursement of approved expenses actually incurred by any board member in the course of performing their duties as such; and (iii) may be waived or altered in any particular case by vote of a majority of the full Board of Directors for good cause shown.

**Potential Conflict Report:** To assist in implementing this Policy, each proposed new Board member will file a Potential Conflict Report in the form of *Exhibit A* in connection with the selection process. Existing Board members will file a Potential Conflict Report annually, in June, with the Executive Board, whose responsibility it will be to oversee the annual distribution of such forms to existing Board members.

## Potential Conflict Report

Please answer all questions. If the answer is "yes," please explain. An affirmative response does not imply that the relationship is improper or that it should be terminated.

During the past twelve months, have you or any related party [1] had any interest, direct or indirect, in any contract or transaction with the Foothills Community Alliance?

\_\_\_\_\_.

Do you or any related party have any interest, direct or indirect, in any pending or proposed contract or transaction with the Foothills Community Alliance Organization?

\_\_\_\_\_.

Do you or any related party have any other interest, which might conflict, or might be perceived to conflict, with your duty of loyalty to the interests of Foothills Community Alliance?

\_\_\_\_\_.

Please list all other affiliations/organizations in which you hold a position or interest:

Organization:

Position:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The answers to the foregoing are accurate to the best of my knowledge and belief, and I will promptly notify the Executive Board Members of Foothills Community Alliance of any change, which would make any of the answers no longer accurate.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Please Print Name:

\_\_\_\_\_

[1] For this purpose, a "related party" is defined as members of your immediate family, which includes your spouse, children, siblings, and parents; estates, trusts, partnerships, limited liability companies, corporations and other entities in which you or any member of your immediate family has a present or vested future beneficial interest or serves as an officer, director, or trustee, other than entities in which you and your immediate family members in the aggregate own less than five percent in value of all traded securities.

## **Foothills Community Alliance Confidentiality Policy**

Respecting the privacy of our clients, donors, members and volunteers of the Foothills Community Alliance (FCA) itself is a basic value of FCA. Personal and financial information is confidential and should not be disclosed or discussed with anyone without permission. Care shall also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open or inadvertently shared.

Failure to maintain confidentiality may result in termination of your involvement with the FCA or other corrective action. This policy is intended to protect you as well as FCA because in extreme cases, violations of this policy also may result in personal liability.

**Rationale:** Confidentiality is the preservation of privileged information. By necessity personal and private information is disclosed in a professional working relationship. Part of what you learn is necessary to provide services to the applicant or client; other information is shared within the development of a helping, trusting relationship. Therefore, most information gained about individual clients or contractors through an assignment is confidential in terms of the law, and disclosure could make you legally liable. Disclosure could also damage your relationship with the client or contractor and make it difficult to help the person.

### **Acknowledgement Of Confidentiality Of Client Information**

I agree to treat as confidential all information about clients, contractors, vendors or members and their families that I learn during the performance of my duties as a volunteer, board member or other participant with FCA. I understand that it would be a violation of policy to disclose such information to anyone without checking first.

Signature of Board Member/Volunteer

\_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

## **Foothills Community Alliance**

### **Child Protection & Mandated Reporting Policy**

The Foothills Community Alliance (FCA) is a community based organization that supports the wellbeing of all residents in our community, especially minor children. Thus, it is the intention of all FCA board members, staff and volunteers to minimize the risk of exposure of trauma to minors and to increase their safety and wellbeing. FCA board members, staff and volunteers are therefore considered mandated reporters by this organization. All FCA board members, staff and volunteers will review the mandated reporting laws and comply with Washington State training for mandated reporters. See

<https://www.dshs.wa.gov/altsa/home-and-community-services/mandatory-reporter-training-topics>

Any instance of disclosed, discovered or suspected child abuse, neglect, or exploitation are to be immediately and directly reported to Child Protective Services (1-866-ENDHARM/1-866-363-4276) and/or law enforcement (911). Contact local law enforcement if abuse has been personally observed/discovered). While the law provides that this must be accomplished within 24 hours, FCA'S policy is to make this report during the same day/shift on which the information is discovered, disclosed or suspected.

All individuals associated with the FCA regardless of their title or position are considered mandated reporters in both their professional and personal realms of life.

In all cases, documentation of reports will be written and placed in the organizations appropriate file. If requested by law enforcement or CPS, a written follow-up will be provided to them as documentation of the report.

Staff and volunteers are expected to notify their direct supervisor, if a report has been made, or to immediately consult with their supervisor if help to make a report is needed. If any FCA board member, employee, contractor, volunteer, or intern is under CPS investigation, the FCA and its agents will cooperate with DCYF and will follow DCYF protocol for handling such investigations. Any individual associated with the FCA under such investigation may be reassigned or placed on leave until cleared by said investigation.

Any individual associated with the FCA who have been accused of or are being investigated for a crime against a child or vulnerable person, as described by law must notify the FCA Executive Director of the situation immediately.

FCA Board Members, employees, contractor, volunteer or interns are expected to be safe, caring adults for children, youth and families. To that end, certain boundaries are to be adhered to when working with anyone under the age of 18.

- Everyone is required to complete the Darkness to Light Child Sexual Assault Prevention course or other like curriculum or show proof of completion of such a course within the last 5 years.
- Limit, whenever possible, one-on-one isolated interactions with children and youth. This includes while engaging in activities such as mentoring, supervising, and transporting

- Identify situations that may create real or perceived safety issues for children and youth and take action to increase safety whenever possible.
- Avoid engagement in dual relationships outside of the work setting with children and families who you serve professionally.
- Notify their supervisor if any youth or vulnerable person has invited or pursued with you a relationship beyond that of the scope of your professional limitations (i.e. has asked you on a date, invited you to their home, offered you employment as a caregiver).
- Ask about our community partner's child protection policies as they relate to FCA collaborations and interactions and promote procedures to increase the safety of all children and youth

## **Foothills Community Alliance Volunteer Members Policy**

**Membership:** All FCA members are considered volunteers. No one gets a salary, no one is hired as staff. No one profits financially from working with us. No one pays dues to be a member of FCA. The following requirements will apply to all volunteers:

- You must live in the Columbia Valley area to be a voting member.
- Volunteers may participate no matter where they live.

**The Work:** FCA's policy recognizes a critical connection between itself as a nonprofit agency and the community which it serves. Volunteers bring needed skills, connections, insights, and resources to complete the organizational plans. We place a high value on all they do to meet our community's needs. Volunteers are integral to the organization, and will have a voice that will be heard and sincerely considered. The variety of work available to volunteers prohibits a list of job descriptions that will guide everyone. You will most likely serve on a committee; if at all possible, you will work on a project that really interests you and one that you, yourself, would find beneficial. The list of tasks that can be done is long, but we are guided by specific goals as cited in our Bylaws which must be addressed first.

**A Two-Way Street:** It is the FCA's intention to offer help to volunteers as they are to help our agency. We ask our Project Committee volunteers to think about what they would like to achieve for themselves during their term of service. Based on individual experience, skills, and interests, the volunteer will be matched as much as possible to the project which is the best fit. Each volunteer will be working under the supervision of the chair of the committee. Either the direct supervisor and/or the volunteer coordinator will set up occasional reviews to check on progress being made, both on behalf of the agency and on behalf of the volunteer.

### **FCA's Expectations of Volunteers:**

- We will require volunteers to keep a timesheet, so that the FCA can keep statistics on volunteer hours served. The supervisor is also advised to keep one for each volunteer on their committee.
- We ask volunteers to follow up on what they say they will do, and to appear for the appointed hours of work, on time and ready to go.
- As with any job, a volunteer is expected to be courteous, acting with respect to other volunteers and to committee members and supervisors.

### **Physical Demands:**

- Physical demands will no doubt vary greatly with the Project involved. Parks and Recreation might require everything from managerial tasks to shoveling dirt. Most projects will require less physical work, but will need other skill sets which may match candidates' experience and expertise.
- Volunteers with disabilities must meet qualification standards that are job-related and consistent with business necessity and must be able to perform the essential functions of the position, with or without reasonable accommodations.

## **Foothills Community Alliance Funding Requests Policy**

Foothills Community Alliance (FCA) is an association whose purpose is to enhance the community by providing the means by which the residents of Columbia Valley may create long-term self-reliance and health equity, and to implement permanent, meaningful projects that benefit the entire community. It focuses efforts around key issues with a mission to support children, young families, elderly, and individuals so they can develop the skills and opportunities they need to lead healthy, productive lives.

**Use Of Funds:** Funds are to be used on behalf of the residents of Columbia Valley, the geographic area which includes the Urban Growth Area of Columbia Valley. A map of the area can be included as part of this booklet. The funds disbursed on behalf of the community (such as to a vendor, fiscal sponsor, government body, or other non-profit organization) must benefit the community at large or address a specific issue of concern to the community. Funds cannot be disbursed for the benefit of any individual. Funds must be for an identifiable community benefit which can be documented as to its anticipated outcomes, including at a minimum, the number of people who will benefit.

**Request For Funds:** Individuals or organizations requesting funds from the FCA Board will be asked to complete the Request for Funds Documents and submit a written proposal no later than 6-8 days prior to our scheduled monthly meetings for review by the members. FCA General Monthly meetings are held the 2nd Wednesday of each month. Individuals are required to provide at a minimum 2-3 quotes when requesting funds for services or products. Individuals will be asked to attend an FCA Board meeting to formally present their request for funding to be considered. The FCA reserves voting on proposals for 30 days after presentations to allow members adequate time to review any proposal. Written proposals and all other required documentation may be attached to the following application. Requests will be limited to one project per submittal. Allow 30 days after project approval for funds to be released.

The following must be completed and submitted prior to requesting a scheduled presentation or proposal to FCA:

- “Project Funding Request Form” (this is also available in PDF format on the FCA website).
- Written Proposal including a detailed expense budget, quotes, etc.
- Signed acknowledgement of FCA funding policies and procedures.

Submit the required completed forms to the FCA online or email to: [info@foothillscommunityalliance.com](mailto:info@foothillscommunityalliance.com) Requests for funding will be scheduled on the next monthly membership meeting in line with the deadlines mentioned above.

**Note:** All approved requests for funding require 30 days before funds may be released once all required documents are received. The FCA Professional Services Agreement must also be completed before any funds may be released. Individuals requesting project funds must provide signed agreements for all fiscal sponsors, contractors and parties involved in the project, who are receiving payment or FCA funds.

## FORMS:

1. **Project Funding Request Form:** This form is available on the following website: [www.foothillscommunityalliance.com](http://www.foothillscommunityalliance.com). This form must be completed, and all attachments submitted to the FCA 6-8 days before a scheduled presentation. This form is also available in PDF format online.
2. **Written Proposal:** Individuals requesting FCA funds for a project or event shall prepare a written proposal. A detailed expense budget should be included. It is important to show justification for expenses through quotes when available. This should be attached to the initial Funding Request documents.
3. **Signed Acknowledgement:** A signed copy of the Funding Request policies should be submitted to the FCA at the time of application. A copy of the policies can be found on the FCA Website at: [www.foothillscommunityalliance.com](http://www.foothillscommunityalliance.com)
4. **FCA Professional Service Agreement:** This form is used as an agreement between FCA, WFCN, and the contractor or non-profit organization receiving funding. The contractor/Fiscal Sponsor/Non-Profit agrees to provide services as outlined in the brief Scope of Work and Deliverables attached to the agreement. FCA and WFCN agree to act as fiscal agent of the project coordinated at the direction of the individual requesting funding for the project (Project Organizer).
5. **Post Project Report Form:** At the end of a project, the initial initiator/organizer of the project will complete a Project Reporting Form found on the FCA website at: [www.foothillscommunityalliance.com](http://www.foothillscommunityalliance.com). This information will be used as a metric to measure the success and details of the event, cost, number of community members benefited as well as other measurable information. This form shall be completed and submitted within 30 days of the event conclusion and emailed to: [info@foothillscommunityalliance.com](mailto:info@foothillscommunityalliance.com).

**Release Of Funds Agreement:** In the event that funds are released directly to a fiscal sponsor or a nonprofit for an estimated amount for a project on behalf of a group or individual organizing an event:

- FCA funding must be prominently acknowledged on any advertising or marketing
- An attached budget for expenses must accompany the request and agreement
- The Sponsor or non-profit entity agrees to provide to the FCA documentation of all actual expenses incurred during the event and funds released no later than 30 days from the end of the project being funded. These dates will be noted on the FCA Professional Services Agreement.
- All funds not utilized at the end of the project or event will be returned to WFCN and copies of expense records will be provided to FCA no later than (30 days from end of project).

**Funding Priorities:** FCA will represent the Columbia Valley community in determining the optimal use of funds. FCA will work to ensure diverse and equitable community representation and broad community engagement in determining how the funds provided for community projects can most effectively increase community health and wellbeing. When considering funding a project, FCA Board Members will focus on the following needs in our community: Access to healthy food sources; access to medical, dental and pharmaceutical services; safe, clean, drugfree neighborhoods; parks, trails and recreational activities; focusing

on the most vulnerable populations in our community such as youth, elderly, homeless, and mentally ill, among so many others.

**Community Role:** The FCA's donated funds are designed to be used for shovel ready projects by individuals who either have an existing non-profit organization or governmental body in the area, or who are partnered with a fiscal sponsor who handles their funds for them. Anyone wishing to request funding should have one of these relationships in place prior to requesting funds. The FCA does not want to exclude individuals from the community from sharing their ideas with the board. Individuals who have a new idea that could potentially help our community are encouraged to attend the monthly meetings and ask for time on the agenda to share their pilot idea with the members. The Board may encourage individuals to research a project further or seek to create a subcommittee from FCA members who may volunteer to help put a study together or share resources on behalf of the idea. It is the ultimate responsibility of the individual requesting funds to complete the study, secure funding oversight, and present a written proposal with a detailed budget and timeline. The Board will consider all finalized proposals and schedule the individual for a final presentation once all research and work has been done. The FCA Board reserves the right to approve or disapprove of projects or events that do not represent the Columbia Valley, as outlined in our Funding Guidelines.

**Funding Request Checklist:**

	TASK	DESCRIPTION
1	Develop an idea or plan for the community	This will require a written plan with budget and needs assessment in the community
2	Secure a partnership with a non-profit or fiscal sponsor	The non-profit or fiscal sponsor must be registered with the state of Washington and agree to hold and disperse funds for your project in the Professional Services Agreement
3	Complete FUNDING REQUEST FORM	Submit these documents via the online application process or email completed documents to: <a href="mailto:info@foothillscommunityalliance.com">info@foothillscommunityalliance.com</a>  Visit: <a href="http://www.foothillscommunityalliance.com">www.foothillscommunityalliance.com</a> Fill out, sign, and read all online forms: 1. PROJECT FUNDS REQUEST 2. FCA FUNDING POLICIES AND PROCEDURES
4	Detailed Expense Budget:	Include quotes for services and supplies; (2-3) from vendors/contractors in request. Include ALL anticipated expenses.
5	Name of the Project or Event	
6	Project lead or individual requesting funds and contact info.	
7	Date of planned event or project and end date	This can be estimated if not known at first
8	Targeted community need	Priorities should be in line with the funding guidelines listed
9	Targeted population: All community, Families w/children, Elderly, Diabetics, Etc.	This can be generalized or specific depending on the event or purpose of the project
10	Project Partners	List any partnerships or organizations that will be taking part in the event or organization
11	Other funders or contributors	List all other funding or contributors that will be assisting financially with this event through funding or direct participation
12	Complete the FCA Professional Services Agreement	This will be the responsibility of the requestor. This form may be found on the FCA website

13	Attend a scheduled FCA Monthly meeting to present	Formal requests must be turned in to the FCA Board online or via email: <a href="mailto:info@foothillscommunityalliance.com">info@foothillscommunityalliance.com</a> no later than 6-8 days before the next scheduled membership meeting to be considered. During the meeting the individual requesting funds shall provide a written proposal and presentation for the members. Voting may not take place at this time. Allow up to 30 days for members to review.
14	Funding Requests	If approved for funding the Board's Treasurer requires 30 days before funding may be released. Allow plenty of time between requests and actual projects to avoid funding issues. Funding is not released to individuals but instead directly to contractors once invoices are received for services. Funds may be released directly to a partnered Non-Profit or Fiscal Sponsor once the <b>PROFESSIONAL SERVICES AGREEMENT</b> is completed.
15	Project Completion	Within 30 days from the completion of the project, a <b>POST PROJECT REPORT</b> must be completed. This report is submitted by the individual responsible for the project/event and shall include: <ol style="list-style-type: none"> <li>1. Evidence of project completion</li> <li>2. Actual outcomes and impact documentation</li> <li>3. Final budget documentation and any unused funds returned.</li> </ol>

## **Foothills Community Alliance Gift Acceptance Policy**

Foothills Community Alliance (FCA) solicits and accepts gifts for purposes that will help the organization further and fulfill its mission. The FCA urges all prospective donors to seek the assistance of personal legal and financial advisors in matters relating to their gifts, including the resulting tax and estate planning consequences.

All decisions to solicit and/or accept potentially controversial gifts will be made by the Board of Directors. The primary consideration will be the impact of the gift on the organization. The following policies and guidelines govern acceptance of gifts made to the FCA for the benefit of any of its operations, programs or services.

**Use of Legal Counsel:** The Foothills Community Alliance will seek the advice of legal counsel in matters relating to acceptance of gifts when appropriate. Review by counsel is recommended for:

- Gifts of securities that are subject to restrictions or buy-sell agreements.
- Documents naming the FCA as trustee or requiring the FCA to act in any fiduciary capacity.
- Gifts requiring the FCA to assume financial or other obligations.
- Transactions with potential conflicts of interest.
- Benefits of property which may be subject to environmental or other regulatory restrictions.

**Restrictions on Gifts:** Personal monetary gifts of cash, checks, money orders, or securities cannot be accepted by anyone representing the Foothills Community Alliance regardless of their position, duties, or responsibilities.

The Foothills Community Alliance (FCA) will not accept gifts that:

- would result in the FCA violating its corporate charter.
- would result in the FCA losing its status as a 501(c)(3) not-for-profit organization.
- are too difficult or too expensive to administer in relation to their value.
- would result in any unacceptable consequences for the FCA or
- are for purposes outside the Foothills Community Alliance mission.

Decisions on the restrictive nature of a gift, and its acceptance or refusal, shall be made by the Board of Directors.

### **Gifts Generally Accepted Without Review**

**Cash:** Cash gifts made out to the Foothills Community Alliance are acceptable in any form, including by check, money order, credit card, or on-line. Donors wishing to make a gift by credit card must provide the card type (e.g., Visa, MasterCard, American Express), card number, expiration date, and name of the card holder as it appears on the credit card.

**Marketable Securities:** Marketable securities may be transferred electronically to an account maintained at one or more brokerage firms or delivered physically with the transferor's endorsement or signed stock power (with appropriate signature guarantees) attached.

All marketable securities will be sold promptly upon receipt unless otherwise directed by the FCA.

**Investment Committee:** In some cases, marketable securities may be restricted, for example, by applicable securities laws or the terms of the proposed gift; in such instances the decision whether to accept the restricted securities shall be made by the Board of Directors.

**Gifts Accepted Subject to Prior Review** Certain forms of gifts or donated properties may be subject to review prior to acceptance. Examples of gifts subject to prior review include, but are not limited to:

**Tangible Personal Property:** The Executive Committee shall review and determine whether to accept any gifts of tangible personal property in light of the following considerations: Does the property further the organization's mission? Is the property marketable? Are there any unacceptable restrictions imposed on the property? Are there any carrying costs for the property for which the organization may be responsible? Is the title/provenance of the property clear?

**Life Insurance:** The FCA will accept gifts of life insurance where the FCA is named as both beneficiary and irrevocable of the insurance policy. The donor must agree to pay, before due, any future premium payments owing on the policy.

**Real Estate:** All gifts of real estate are subject to review by the Executive Committee. Prior to acceptance of any gift of real estate other than a personal residence, The FCA shall require an initial environmental review by a qualified environmental firm. In the event that the initial review reveals a potential problem, the organization may retain a qualified environmental firm to conduct an environmental audit.

**Criteria for acceptance of gifts of real estate include:** Is the property useful for the organization's purposes? Is the property readily marketable? Are there covenants, conditions, restrictions, reservations, easements, encumbrances or other limitations associated with the property? Are there carrying costs (including insurance, property taxes, mortgages, notes, or the like) or maintenance expenses associated with the property? Does the environmental review or audit reflect that the property is damaged or otherwise requires remediation?

## **Foothills Community Alliance Spending Policy**

The Spending Policy identifies the internal controls required to keep FCA funds secure.

### **Definitions:**

“Payment” refers to any form an expenditure might make including funds requested from WFCN or payments made by check, cash, or card from FCA’s credit union account.

“Approval” can be given via email using the Reply All function, and including the [info@foothillscommunityalliance.com](mailto:info@foothillscommunityalliance.com) address.

“Credit union account” refers to either savings or checking account funds. As of the writing of this document, that is Whatcom Educational Credit Union (WECU).

**Funds for FCA Operations (Non-project Funds):** Payments required to promote and operate the FCA are required to follow strict internal controls.

- Invoices or receipts must accompany any request for the Treasurer to disperse funds.
- If requesting funds from WFCN, the Treasurer will follow the procedure for requesting funds to be dispersed by WFCN as found below.
- If dispersing funds from the FCA credit union account, written approval must be obtained BEFORE writing a check or using a check card.
- Any requested amount up to \$500 must be approved by both the Chair and the Treasurer.
- Any requested amount over \$500 must be approved by a majority vote of the Executive Board.

**Funds for Approved FCA Projects:** Payments for projects that have been approved by the FCA are required to follow strict internal controls.

- Invoices or receipts must accompany any request for the Treasurer to disperse funds.
- The Treasurer will follow the procedure for requesting funds to be dispersed by WFCN as found below.
- Any requested amount included in the project request must be approved by both the Chair and the Treasurer.
- Any requested amount over the approved project total will be denied.
- Any amount not in the approved project budget, but still within the approved project total will be subject to Executive Board approval. This allows for flexibility within the project, such as a change in the entertainment provided, or a change of venue.

### **Steps for Requesting Funds from WFCN**

1. If the request is for a funded project, compare the request for payment to the approved project documentation.
2. Verify that the invoice and/or receipt is from an established business. If it is not, they must file a W-9 form and have a Professional Services Agreement on file with FCA and WFCN. These forms can be found in the Dropbox folder WFCN Fiscal Sponsors/ Forms.
3. If a project folder does not already exist, create a Dropbox folder under WFCN Fiscal Sponsors/FCA Projects folder for this project. Name it with the year and a brief

description. For example, the 2021 Summerfest folder would be WFCN Fiscal Sponsors/FCA Projects/2021 Summerfest.

4. Print all invoices and/or receipts. Also save a PDF copy in the project folder created in Step 3. Name it with the year, the event name, and a short description. For example “2021 Summerfest Printing Mt Baker Chamber.pdf.”
5. Locate and open the Excel spreadsheet, “BLANK Check Request Form.xlsx” in the WFCN Fiscal Sponsors/Accounting folder.
6. Save a copy of the Excel spreadsheet in the project folder from Step 3. Name it with the year, the event name, a short description, and the words “Check Request.” For example “2021 Summerfest Printing Mt Baker Chamber Check Request.xlsx”
7. Fill out the fields on the Excel spreadsheet. Use the “Fiscal Guide for Sponsored Projects” found in the Accounting folder to find the accounts. Exit and save the spreadsheet.
8. Email a copy of the spreadsheet and the invoice or receipt to the current FCA chair, the current WFCN contact, and [info@foothillscommunityalliance.com](mailto:info@foothillscommunityalliance.com). Ask the Chair to indicate their approval by doing a Reply All.
9. File the paper copies in the Treasurer’s binder.
10. Update the amounts in the current year’s budget spreadsheet.

## **Foothills Community Alliance Annual Review Of Operations Policy**

The Annual Review of Operations Policy identifies the documents, procedures, and policies that should be revisited every year to ensure legal compliance, avoid liability issues, and verify accuracy. The following checklists will guide the board, but the board should remember that this does not have to be done all at once. This review should be done once every year, beginning in October and completed by December 15. This should coincide with the review of the Conflict of Interest policy. An annual meeting will be held in January to recap all changes, organizational updates, new members, and financial reports from the year just ended.

**Organizational Bylaws and Documents:** Review the mission, vision, and values statements as these policies are the cornerstone of our organization. The following policy review checklist provides ideas on other areas for review.

- Mission, vision, and values statements
- Board of Directors Handbook
- Recruiting board members
- Board orientation and onboarding
- Board training and development
- Board attendance
- Board term limits
- Board chair and officer descriptions
- Review of bylaws

**Annual Planning Activities:** This section should encompass the board calendar, board meetings, events, and activities.

- Board meeting schedule
- Organization meeting schedule
- Events and activities for the upcoming year
- Diversity policy and planning
- Marketing planning
- Fundraising and development planning
- Board and committee planning including goals and timeframes
- Program outcomes of past year, according to client needs
- Data collection needs and potential methods (surveys, feedback, focus groups, etc.)

**Information Management:** Recordkeeping is essential for our own benefit as well as ensuring that the FCA is prepared for auditing or other purposes. Be certain to review the following areas.

- Volunteer policies
- Financial recordkeeping policies
- Donor and fundraising policies
- Policies for mailing lists
- Document storage and retention policies
- Disaster recovery plan

**Managing Volunteers:** Clear policies for volunteers will keep them happy and willing to serve. Happy volunteers will spread the news of your work to others.

- Policies for recruiting and orienting volunteers
- Plan for managing volunteers
- Plan for volunteer retention
- Plan for volunteer recognition

**Finances:** Not only are financial policies important to protect our organization from legal and liability issues; they play a major role in helping our organization be transparent.

- Fiscal policies
- Review of annual fiscal year budget
- Financial controls and internal procedures
- Monthly financial balance sheet and financial statements
- Tax and other reporting schedules

This document was adapted from: <https://www.boardeffect.com/blog/nonprofit-policy-review-checklist/> on August 15, 2021

## **Foothills Community Alliance Document Storage And Retention Policy**

The Document Storage and Retention Policy identifies the record retention responsibilities of volunteers, members of the board of directors, and outsiders for maintaining and documenting the storage and destruction of the organization's documents and records. This policy applies to both electronic and physical records. Documents should be reviewed annually as specified in the Annual Review Policy.

**Document Storage Guidelines:** Documents should be stored in the shared Dropbox area: <https://www.dropbox.com/home/wfcn%20fiscal%20sponsors> Documents not saved to this space will not be considered official records of the organization.

- Agendas and Minutes for all meetings, including board meetings, committee meetings, and general meetings, must be retained per the schedule below. If the meeting is virtual, the Zoom recording must also be retained. All documentation of meetings must be stored in the appropriate folder.
- Treasurer Documentation requirements are specified in detail in the Organization Bylaws and must follow the schedule below.
  - Paper copies of invoices, receipts, and checks must be kept in a binder.
  - Electronic project-related check requests and the associated documentation must be stored in the appropriate "FCA Projects" folder.
  - Electronic Non-project-related check requests and the associated document must be stored in the "Non-Project Accounting" folder.
  - Electronic newsletters, fliers, etc. must be stored in the "Publications" folder.

**Document Access and Retrieval Guidelines:** Only the Chair, Secretary, and Treasurer will have access to add, modify, or delete files in the Dropbox area, but any member of the FCA can request to see records such as agenda, minutes, or financial reports. The board member will have seven days to produce the requested records. Records such as board member application files will not be shared with FCA members.

**Document Retention Guidelines:** The organization's volunteers, members of the board of directors, committee members, and outsiders (including independent contractors via agreements with them) are required to honor the following rules:

- Paper or electronic documents indicated under the terms for retention in the following section will be transferred and maintained by the Treasurer for financial documents and the Secretary for all other documents;
- All other paper documents will be destroyed after three years;
- All other electronic documents will be deleted from all individual computers, data bases, networks, and back-up storage after one year;
- No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation, proceeding or private litigation; and
- No paper or electronic documents will be destroyed or deleted as required to comply with government auditing standards (Single Audit Act, see below for URL).

**Record Retention Checklist:** The timeframes below should comply with the requirements for Washington state non-profits. In addition, federal awards and other government grants may provide for a longer period than is required by other statutory requirements.

Type of Document	Minimum Requirement
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank reconciliations	2 years
Bank statements	3 years
Checks (for important payments and purchases)	Permanently
Contracts, mortgages, notes, and leases (expired)	7 years
Contracts (still in effect)	Contract period
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Deeds, mortgages, and bills of sale	Permanently
Depreciation schedules	Permanently
Duplicate deposit slips	2 years
Employment and volunteer applications	3 years
Year-end financial statements	Permanently
Insurance records, current accident reports, claims, policies, and so on (active and expired)	Permanently
Internal audit reports	3 years
Inventory records for products, materials, and supplies	3 years
Invoices (to customers, from vendors)	7 years
Minute books, bylaws, and charter	Permanently
Personnel files (terminated employees/volunteers)	7 years
Tax returns and worksheets	Permanently
Trademark registrations and copyrights	Permanently

This document was adapted from “The AICPA Audit Committee Toolkit: Not-for-Profit Organizations, [https://competency.aicpa.org/media\\_resources/208301-the-aicpa-audit-committee-toolkit-not-for-profit-e](https://competency.aicpa.org/media_resources/208301-the-aicpa-audit-committee-toolkit-not-for-profit-e), July 25, 2021.

<https://www.aicpa.org/interestareas/governmentauditquality/resources/singleaudit.html>

## **Foothills Community Alliance Annual Financial Statement Policy**

The Annual Financial Statement Policy identifies the statements that must be distributed to the public. This should be completed and distributed to members by January 30 for discussion at the February membership meeting. Additionally, this policy outlines IRS filing requirements.

### **Statements to be distributed:**

- Annual budget. This document can be found at [https://www.dropbox.com/home/WFCN Fiscal Sponsors/Accounting](https://www.dropbox.com/home/WFCN%20Fiscal%20Sponsors/Accounting)
  - It must be updated to include:
    - all expenses for the year just ended
    - all projected operating expenses for the coming year
    - all funded projects for the coming year
- Balance Sheet current as of December 31 of the year just ended

### **IRS file requirements:**

- Form 990-EZ must be filed according to the schedule and instructions found at <https://www.irs.gov/charities-non-profits/return-due-dates-for-exempt-organizations-annual-return> (Note that the instructions are not duplicated here in case they change. This will always provide the most current requirements.)
- FCA's fiscal year end is December 31

## **Foothills Community Alliance Emergency Preparedness And Response Policy**

The Emergency Preparedness and Response Plan is intended for use in preparation and response to a disaster or unplanned but disruptive event. This policy identifies key resources and needs to ensure that FCA non-profit operations may continue, perhaps in a limited capacity.

This policy identifies and prioritizes the key hazards that may affect FCA operation, and outlines preparedness and mitigation activities. This policy also includes operational procedures to respond effectively and efficiently to an incident. The goal of this policy is to ensure life and safety are secure in response to a disaster.

**Meeting Evacuations:** Meetings held in any public facility should have a posted evacuation route established and hanging where all participants may see it. Facilities shall include smoke detectors, fire extinguishers and proper safety systems in place to protect the occupants from fire or other disaster. Prior to any new member FCA meeting, the Chair shall point out the evacuation route and huddle area for all members present in the event of an emergency. Once this process is done with the Board Members, this will not be required unless the meeting location changes or there are new members. Members shall sign in on a roster at the beginning of each meeting. This roster will be used to identify any missing individuals in the event of a fire or other evacuation emergency.

In the event of an emergency evacuation of a facility, call 911 immediately. The FCA Chair-Person will take roll at the assigned huddle location identified at the beginning of each meeting. Any missing person will be reported to Fire Authorities immediately.

### **KEY HAZARDS:**

**Fire:** In the event of a fire, do not attempt to fight a fire without proper training. Alert the occupants of the building immediately to evacuate the premises and call 911. Only attempt to extinguish a fire if the fire is small and contained and you are trained in the proper use of a fire extinguisher. Never attempt to fight a fire without training, or if a fire is too large. Call for help and evacuate immediately to a safe location.

**Earthquake:** In the event of an earthquake, do not attempt to run from a building. Instruct others to take shelter under tables, in doorways and away from falling objects. Call 911 immediately and provide first aid to those in need once the earthquake has ended. The Chair-person will take roll to ensure everyone is accounted for. Do not attempt to move anyone. Wait for help to arrive.

**Flood:** In the event of a flood, evacuate the building and huddle in a safe location where all persons can be accounted for. Call for help immediately. The Chair-person will take rollcall to account for anyone missing. Do not attempt to drive through deep water or approach areas where there could be downed electrical lines. Find dry ground that is safe and out of the area of the rushing water.

**Hazardous Material Exposure:** In the event of poisoning or exposure to hazardous materials, call 911 immediately. You may refer to the Safety Data Sheets (SDS) binder kept in the building. All hazardous materials have a safety data sheet with instructions. Some chemicals are reactive to water. Never attempt to wash an unknown chemical off without first reading the safety sheet. These can be found online.

**Injuries & Illnesses:** In the event of an injury, a trained First Responder, with current First Aid, may provide care. If an injury is severe and cannot be treated with first aid, call 911 immediately. An example of an emergency injury requiring a 911 call is:

- Impalement of an object, loss of limb, eye injury, severe cuts or wounds, severe burns or chemical exposure, asphyxiation, allergic reactions, heart attacks, strokes, seizures, hypothermia and others.

**First Aid:** First aid care should only be provided by individuals with a current Basic First Aid/CPR Card. First Aid can be provided for the following: Sprains, Strains, Cuts, Minor Burns, Scratches, etc. Call 911 if someone stops breathing, is unconscious and cannot speak, or who is having a medical emergency. Provide CPR/AED care only if trained and with a current FA/CPR/AED card.

**Waste Water and Water:** In the event that our water source is compromised or contaminated, members will be instructed not to use the water. Facilities without safe, potable water, will not be used. Call the proper authorities immediately to notify them of the situation. Meetings will be held online via Zoom or another facility will be used until the water is safely restored.

**Data Telecommunications:** In the event communications are disrupted and telephone and internet services are lost, meetings may be delayed until services are restored. If communications are lost long-term, meetings may be held in person. In person meetings will require notification via phone, if possible, formal invitations mailed out RSVP or announced in person to members. Notes for the meeting will be taken by hand and recorded in the Secretaries Binder for future reference.

**Civil Unrest:** In the event of any type of civil unrest, shooter or threat of violence, the members of the FCA will not conduct public, in-person, meetings. This situation will be immediately reported to the authorities. All subsequent meetings will be held via Zoom or other virtual method to keep the participants safe. The FCA Board of Directors will continue functioning via email and phone for all business and communications until resolved. The FCA will not intentionally put members of our organization in harm's way.

**Organization Continuity Plan:** With all organizations, the threat of potential hazards such as fires, flooding, or otherwise mentioned above, can be devastating to the day to day functioning and business operations of the FCA organization. In order to quickly recover from a devastating event such as this, the following policy will be in place to prevent complete shut-down.

**Records:** To prevent loss of all critical records, files and documentation for the FCA, a hard copy of our essential files will be kept on Paper. Records such as: Contracts, Meeting Minutes, Calendars, Accounting Spreadsheets, Policies, Procedures, Bylaws, Licenses, Insurance Documents, Financial Documents and Essential Communications will be preserved. In the event that all electronic communications, internet and cloud-based systems are no longer available to the FCA, we will maintain a back up that can be accessed easily.

**Member and Partner Notification:** In the event of an operational emergency or shutdown, The FCA Board of Directors will contact all essential members and partners to notify them of any meetings, cancellations or changes in operational plans. Members and partners of the FCA will be contacted via email if possible. If all internet communications are down, The FCA Executive Board will begin contacting members and partners via phone or mail until services are restored. A directory of all contact information should be kept by the Secretary in the event members and partners cannot be reached by email.

If an outage or emergency is limited only to our location, the secretary or other executive board member may access internet services via wi-fi in another nearby town or location to communicate with the members in order to continue operations. This should be considered a temporary remedy.

**Alternate Business Location:** If critical operations are shut down or no longer available for FCA Board of Directors, a new location to conduct business shall be found. If a new location cannot be found, the Executive Board will maintain records and conduct meetings online with members, until such time, a permanent location is restored or secured.

## **Foothills Community Alliance Amendments And Revisions Policy**

These policies may be adopted, amended or repealed by a majority vote by FCA Board members then in office. Such action is authorized only at a duly called meeting of the Board of Directors for which written notice of such meeting, setting for the proposed policy revisions with explanations, therefore, is given in accordance with these policies. If any provision of these policies requires the vote of a larger proportion of the Board than is otherwise required by law, that provision may not be altered, amended, or repealed by that greater vote.

**Maintenance & Inspection Of Policies:** The FCA organization shall keep at its principal office or on a permanent website the original or a copy of its policies amended to date, including correct and adequate statements. Policies shall be made available to all members and shall be open to inspection by the FCA directors with reasonable notice at all reasonable times.