

## CFEBA AGENDA

Tuesday, July 9, 2019 ▪ 5:00 pm

EBA Headquarters  
2000 M St., N.W., Suite 715  
Washington, D.C. 20036

1. Call to Order - D. Connelly
2. Welcome and Introductions
3. EBA President Remarks - Jonathan Schneider
4. CFEBA Financial Report - M. Smith
5. Board Member Committee Assignments, Strategic Goals, and Proposed Timelines - D. Connelly & M. Smith
  - A. Grants
  - B. Fundraising
  - C. Gala
6. CFEBA Proposed Budget - D. Connelly
7. Housekeeping - M. Smith
  - A. Code of Conduct and Conflict of Interest Disclosure
  - B. Diversity and Inclusion Statement
8. Approval of April and May minutes – A. Patel
9. Other Business

\* \* \*

Next Meeting -- September 10, 2019 at 5 pm

Location: EBA Headquarters 2000 M St., N.W., Washington, D.C. 20036

**Conference Access Number:** +1 646 558 8656, Meeting ID: 782 553 0802

**Join Zoom Meeting:** <https://zoom.us/j/7825530802>

Charitable Foundation of EBA  
Statement of Financial Position  
As of May 31, 2019

	May 31, 2019	May 31, 2018
Assets		
Current Assets		
Cash & Equivalents	\$ 125,663	\$ 166,500
Investments	204,214	0
Accounts Receivable	0	4,235
Due to/from - FELJ	(660)	0
Due to/from - EBA	(5,529)	20,698
Total Current Assets	323,688	191,433
Total Assets	\$ 323,688	\$ 191,433
Liabilities & Net Assets		
Liabilities		
Current Liabilities		
Payables & Accrued	\$ 48,623	\$ 25,000
Total Current Liabilities	48,623	25,000
Total Liabilities	48,623	25,000
Net Assets		
Net Assets, Without Donor Restriction	244,990	136,358
Net Assets, With Donor Restriction	30,075	30,075
Total Net Assets	275,065	166,433
Total Liabilities & Net Assets	\$ 323,688	\$ 191,433

These financial statements were prepared by Tate & Tryon, CPAs. The statements were not subject to an audit, or other assurance services. Management has elected to omit the statement of cash flows and substantially all required disclosures.

Charitable Foundation of EBA  
Statement of Activities - Summary  
For the Period Ending May 31, 2019

	Year To Date 05/31/2019 <u>Actual</u>	Year To Date 05/31/2018 <u>Actual</u>	Period Variance <u>Over/(Under)</u>
<b>Revenue</b>			
Program Revenue	139,589	114,724	24,865
Contribution Income	0	26,449	(26,449)
Total Revenue	<u>139,589</u>	<u>141,173</u>	<u>(1,584)</u>
<b>Expenses</b>			
Professional Fees	13,122	6,554	6,568
Meeting, Events & Travel Expenses	52,446	1,632	50,814
Office Expenses	300	113	187
Bank & Operating	6,365	4,807	1,558
Contributions & Grants Expense	0	44,500	(44,500)
Total Expenses	<u>72,233</u>	<u>57,606</u>	<u>14,627</u>
Change in Net Assets from Operations	67,356	83,567	(16,211)
<b>Non Operating Activity</b>			
Investments, Net	9,496	0	9,496
Total Non Operating Activity	<u>9,496</u>	<u>0</u>	<u>9,496</u>
<b>Change in Net Assets</b>	<b>76,852</b>	<b>83,567</b>	<b>(6,715)</b>
<b>Net Assets - Beginning</b>	<b>198,213</b>	<b>82,866</b>	<b>115,347</b>
<b>Net Assets - Ending</b>	<b><u>\$ 275,064</u></b>	<b><u>\$ 166,433</u></b>	<b><u>\$ 108,631</u></b>

These financial statements were prepared by Tate & Tryon, CPAs. The statements were not subject to an audit, or other assurance services. Management has elected to omit the statement of cash flows and substantially all required disclosures.

**2019-2020 CFEBA COMMITTEE ASSIGNMENTS AND GOALS**

<b><u>Committee</u></b>	<b><u>Description/Responsibilities</u></b>	<b><u>Chair</u></b>	<b><u>Members</u></b>
Fundraising	<ul style="list-style-type: none"> <li>• Setting fundraising goals, managing sustaining memberships and other fundraising efforts;</li> <li>• Coordinating with all EBA Committee events to develop fundraising efforts;</li> <li>• Coordinating with other charitable foundations and institutions and identify partnerships for fundraising efforts;</li> <li>• Drafting the <i>pro forma</i> corporate solicitation letter;</li> <li>• Reviewing the list of current donors and identifying potential first-time donors; and</li> <li>• Leading Board of Directors' efforts on follow-up calls on potential first-time donors.</li> </ul>		Carrie Bumgarner (Chair) Jay Morrison (Vice-Chair) Conor B. Ward Philip Mone Stu Caplan Mosby Perrow
Grants	<ul style="list-style-type: none"> <li>• Reviewing all grant applications, preparing any requests for additional information and conducting additional due diligence if necessary;</li> <li>• Preparing written summaries of each application for BOD review;</li> <li>• Making a presentation to the BOD summarizing the applications;</li> <li>• Recommending grant recipient(s) to the BOD;</li> <li>• Drafting grant approval correspondence;</li> <li>• Drafting grant agreement; and</li> <li>• Reviewing the grant application and approval process to determine any areas for improvement.</li> </ul>		John Edward McCaffrey (Chair) Kimberly B. Frank (Vice-Chair) Richard M. Lorenzo Thomas Millar Norman A. Pedersen Simone King
Gala	<ul style="list-style-type: none"> <li>• Planning and implementing the major fundraising event for the CFEBA coordinated with the EBA Annual Meeting;</li> <li>• Creating the title and theme of the Gala;</li> <li>• Securing the entertainment for the Gala;</li> <li>• Identifying potential Honorees; and</li> <li>• Helping with setting-up the Gala.</li> </ul>		Anjali Patel (Chair) Julia English (Vice Chair) Donna Byrne Dave Connelly Jane Rueger Jonathan Schneider

**CFEBA DRAFT Budget**

	<u>2018 YE Actual</u>		<u>2019 CFEBA Budget</u>	
<b>Revenue</b>				
Contributions-Indiv.	\$ 21,115	\$	55,000	Merged with "contributions on line 9"
Contributions-Company	57,725	\$	60,000	
Gala Registration/Tickets	20,200	\$	20,000	
Gala Sponsors	34,250	\$	37,000	
Contributions	29,249	\$	-	
<b>Total Revenue</b>	<b>162,539</b>	<b>\$</b>	<b>172,000</b>	
<b>Expenses</b>				
Professional Services	17,728	\$	18,000	
Legal Services	2,262	\$	2,500	
Website Expenses	610	\$	1,500	
Internet Expenses	60	\$	100	
Interns	346	\$	750	
Audit	0	\$	3,500	Need the audit to qualify for CFC.
Other Professional Services	1,200	\$	2,200	Intern/temp help and CFC application
Total Professional Services	22,206	\$	28,550	
Office Expenses Supplies	2,146	\$	2,500	
Postage & Shipping	555	\$	600	
Printing & Copying	140	\$	600	
Telecommunications	81	\$	100	
Total Office Expenses	2,922	\$	3,800	
Meeting and Conference	10	\$	-	
Other Meeting Expenses	979	\$	-	do you want to do a December social/fundraiser cocktail party?
Dinner and Receptions	50,497	\$	55,000	
AV- Video		\$	6,000	
Awards - General	654	\$	750	
Total Meeting and Conference	52,140	\$	61,750	
Finance Fees	6,508			
Business Fees & Taxes	750	\$	850	
Insurance - Liability, D & O	1,262	\$	1,400	
Bank & Finance Fees	5,591	\$	6,000	
Special Projects Expense	5,892	\$	-	
Office General Expenses	33	\$	250	
Total Finance Fees	20,036	\$	8,500	
CFEBA Grants	144,500	\$	150,000	
Total Grants	144,500	\$	150,000	
Miscellaneous Expense	123	\$	-	
<b>Total Expenses</b>	<b>241,927</b>	<b>\$</b>	<b>252,600</b>	
Total Change in Net Assets from	(79,388)	\$	(80,600)	
<b>Change in Net Assets</b>	<b>(79,388)</b>	<b>\$</b>	<b>(80,600)</b>	