

MINUTES  
COUNCIL ANNUAL MEETING  
FEBRUARY 1, 2020  
PZAZZ! ENTERTAINMENT COMPLEX  
BURLINGTON, IA

2019 Executive Board Members in Attendance

Greg Allen	Greg Ellingson	Keith Klusmeyer
Rick Atwood	Kent Embree	Karen Mayville
Brent Babyak	Jack Freiburg	James Mehaffy
Rick Buller	Robert Gallaher	Kevin Mineart
Donna Buss	Cecil Haskins	Doug Peters
Mark Crooks	Joe Henning	Ben Schmidgall
Robert Dickson	CJ Heuvelmann	Nathan Smith
John T. Dozier	Barbara Holthaus	Ron Teater
Will Duryea	Ryan Huseman	

2020 Executive Board Members in Attendance

Greg Allen	Greg Ellingson	Craig Nowell
Rick Atwood	Kent Embree	Doug Peters
Brent Babyak	Jack Freiburg	Patrick Rogers
Sarah Bonansinga	CJ Heuvelmann	Ben Schmidgall
Rick Buller	Barbara Holthaus	Nathan Smith
Donna Buss	Ryan Huseman	Ron Teater
Mark Crooks	Keith Klusmeyer	Marcel Wagner
Robert Dickson	Karen Mayville	
John T. Dozier	James Mehaffy	
Will Duryea	Kevin Mineart	

Chartered Organization Representatives in Attendance

Todd Chelf	Kris Crim	Scott Moore
	Lloyd Hubler	

Others in Attendance

Ricci Dula	Bruce Moechnig	Rosanna Voss
Jeff Melton		

Council President Kevin Mineart called the meeting to order at 7:20 p.m. A quorum was declared present. Kevin reported on the highlights of 2019. We had many infrastructure improvements including the new Saukenauk Scout Reservation shower house, remodeling of the Burlington Service Center thanks to a grant we received, and a new facility for the Quincy Service Center. Both offices have improved the face of our Council. We have seen at least some improvement in our membership and recruiting. Kevin thanked the entire staff on behalf of the Executive Board.

Action Items:

- ◆ MOTION (BY WILL DURYEY, SECONDED BY RON TEATER) TO APPROVE THE FEBRUARY 9, 2019 ANNUAL MEETING MINUTES AS WRITTEN. MOTION CARRIED.

- ◆ MOTION (BY BOB DICKSON, SECONDED BY BRENT BABYAK) TO ACCEPT THE CONSENT AGENDA FOR THE FOLLOWING ITEMS WHICH ARE CURRENT PRACTICES OF THE MISSISSIPPI VALLEY COUNCIL AND OUR NATIONAL ORGANIZATION SUGGESTS WE PUT INTO RECORD AT EACH ANNUAL MEETING: ANNUAL BUDGET RESOLUTION; AUTHORITY OF SCOUT EXECUTIVE; AUTHORIZED ACCESS TO COUNCIL SAFE DEPOSIT BOX; AUTHORIZED ACCOUNT REPRESENTATIVES FOR INVESTMENTS AND CDS; AUTHORIZED CHECK SIGNERS; CAPITALIZATION POLICY; CONFLICT OF INTEREST POLICY FOR COUNCIL EMPLOYEES, CONFIDENTIAL ETHICS REPORTING POLICY FOR COUNCIL EMPLOYEES, CONFLICT OF INTEREST POLICY FOR EXECUTIVE BOARD MEMBERS; COUNCIL FINANCE PLAN/EXECUTIVE BOARD STANDARD OPERATING GUIDELINES; CREDIT CARD NUMBER SECURITY POLICY; GUIDELINES FOR VALUING AND RECOGNIZING ENDOWMENT GIFTS; INVESTMENT POLICY; PERMISSION TO SEEK FUNDING FROM UNITED WAYS, FOUNDATIONS, TRUSTS, AND OTHER GRANTORS; PLANNED GIVING POLICY; SPECIFIC ASSISTANCE TO INDIVIDUALS/SCOUTREACH RESOLUTION; SPENDING POLICY. MOTION CARRIED.
- ◆ MOTION (BY WILL DURYEY, SECONDED BY GREG ELLINGSON) TO ACCEPT THE NOMINATING COMMITTEE REPORT AS PRESENTED FOR THE FOLLOWING ACTIONS: (1) ELECTION OF COUNCIL MEMBERS-AT-LARGE, (2) ELECTION OF EXECUTIVE BOARD, (3) ELECTION OF OFFICERS, AND (4) ELECTION OF NATIONAL COUNCIL REPRESENTATIVE (report attached). MOTION CARRIED.

The meeting was declared adjourned at 7:28 p.m.

Respectfully submitted,



Ricci Dula  
Scout Executive



Attest: \_\_\_\_\_  
Kevin Mineart, Council President

/rcv

## MISSISSIPPI VALLEY COUNCIL, BSA 2020 NOMINATING COMMITTEE REPORT

### COUNCIL MEMBERS AT LARGE –

Greg Allen	John T. Dozier	Christopher Kaelke	Ben Schmidgall
David Amelotti	Will Duryea	Keith Klusmeyer	Nathan Smith
Rick Atwood	Greg Ellingson	Gina Lanning	Nick Smith
Brent Babyak	Kent Embree	Karen Mayville	Jeff Spear
Christie Bliven	John J Freiburg II	John McKillip	Dennis Stewart
Sarah Bonansinga	Tej Ghosh	Jim Mehaffy	Ron Teater
Rick Buller	Dennis Gorman	Kevin Mineart	Jeff Terry
Donna Buss	CJ Heuvelmann	Craig Nowell	Christine Tracy
Lois Campbell	Barb Holthaus	Bill Paxton	Marcel Wagner
Jason Costigan	Greg Humphrey	Doug Peters	
Mark Crooks	Ryan Huseman	Patrick Rogers	
Robert Dickson	David Janus	Joshua Schier	

### EXECUTIVE BOARD –

Greg Allen	John T. Dozier	Christopher Kaelke	<b>Ben Schmidgall</b>
David Amelotti	<b>Will Duryea</b>	<b>Keith Klusmeyer</b>	Nathan Smith
Rick Atwood	Greg Ellingson	Gina Lanning	*Nick Smith
<b>Brent Babyak</b>	Kent Embree	Karen Mayville	Jeff Spear
Christie Bliven	John J Freiburg II	John McKillip	Dennis Stewart
Sarah Bonansinga	Tej Ghosh	<b>Jim Mehaffy</b>	Ron Teater
<b>Rick Buller</b>	Dennis Gorman	<b>Kevin Mineart</b>	<b>Jeff Terry</b>
Donna Buss	#CJ Heuvelmann	Craig Nowell	Christine Tracy
Lois Campbell	<b>Barb Holthaus</b>	Bill Paxton	Marcel Wagner
<b>Jason Costigan</b>	Greg Humphrey	*Doug Peters	
Mark Crooks	#Ryan Huseman	Patrick Rogers	
Robert Dickson	David Janus	Joshua Schier	

#Youth Representative

\*District Chair

**Officers**

### OFFICERS –

President – Brent Babyak  
 Commissioner – Ben Schmidgall  
 Vice Presidents – Rick Buller, Keith Klusmeyer, Jeff Terry, Will Duryea, Barb Holthaus, Jim Mehaffy  
 Treasurer – Jason Costigan  
 Scout Executive/Secretary – Ricci Dula

### NATIONAL COUNCIL REPRESENTATIVE –

Joe Henning

### ADVISORY COUNCIL (submitted for action at next Executive Board Meeting) –

Charlie Bach	William Ell	Bruce Moechnig
Fred Cory	O. Mike Hausch	James Olson
Tom Dickerson	Joe Henning	Jack Sharkey
William Edwards	Jeff Melton	Charles Walsh
Mike Elbe	James Miller	Daniel Wiedemeier

**Submitted by Nominating Committee Chairman Joe Henning**

**Nominating Committee – Brent Babyak, Rick Buller, Mark Crooks, Doug Peters**

## **Consent Agenda February 1, 2020**

1. Annual Budget Resolution
2. Authority of Scout Executive
3. Authorized Access to Council Safe Deposit Box
4. Authorized Account Representatives for Investments and CDs
5. Authorized Check Signers
6. Capitalization Policy
7. Conflict of Interest Policies
  - a. Conflict of Interest Policy for Council Employees
  - b. Confidential Ethics Reporting Policy for Council Employees
  - c. Conflict of Interest Policy for Executive Board Members
8. Council Finance Plan/Executive Board Standard Operating Guidelines
9. Credit Card Number Security Policy
10. Guidelines for Valuing and Recognizing Endowment Gifts
11. Investment Policy
12. Permission to Seek Funding from United Ways, Foundations, Trusts, and other Grantors
13. Planned Giving Policy
14. Specific Assistance to Individuals/Scoutreach Resolution
15. Spending Policy

### **Annual Budget Resolution February 1, 2020**

The management of the Mississippi Valley Council is hereby authorized to expend funds in accordance with the budget for the year 2020, herein approved. It shall be the role of the Executive Committee to exercise any actions necessary to further the mission of the Council and support the day to day operations. This shall include, but not limited to:

Approve any expenditures, not included in the approved operating budget for the current fiscal year, of an amount up to \$10,000 in aggregate between Executive Board meetings. Any amount of expenses appropriately utilizing designated or restrictive funds may be approved by the Executive Committee.

If, when considering an expenditure of funds of \$10,000 or more and at least 25% of the Executive Committee members in attendance feel that the expenditure should not be approved as presented, the action will be tabled to the Executive Board.

Adopted February 7, 2015

Ratified February 9, 2019

Executive Committee Reviewed January 21, 2020

## **Authority of Scout Executive**

February 1, 2020

RESOLVED, That subject to any limitation imposed by law, the bylaws, or any resolution of the executive board or executive committee, the Scout Executive be and hereby is authorized and empowered, for and on behalf of the corporation and in its name, to deliver, enter into, acknowledge, cancel, and revoke any and all agreements, conveyances, mortgages, powers of attorney, or other instruments which are incident to the carrying on, in the normal course, of the regular affairs of the corporation; and be it further

RESOLVED, That subject to any limitation imposed by law, the bylaws, or any resolution of the executive board or executive committee, the Scout Executive, and the treasurer, be and hereby are and each of them hereby is authorized and empowered, for and on behalf of the corporation and in its name, to deliver, execute, acknowledge, and pay any fees connected with any and all applications, reports, returns or other instruments required by any governmental authority, which are incident to the carrying on, in the normal course, of the regular affairs of the corporation.

Adopted February 7, 2015

Ratified February 9, 2019

Executive Committee Reviewed January 21, 2020

## **Resolution to Establish Authorized Access to Council Safe Deposit Box**

February 1, 2020

One authorized representatives of the Mississippi Valley Council are required to gain access to the council safe deposit box located at 33<sup>rd</sup> Street facility of Mercantile Bank & Trust Company in Quincy, IL.

The following positions are submitted to the Executive Board for approval as having authorized access to the council safe deposit box:

Brent Babyak – President

Jason Costigan – Treasurer

Ryan R. Dula – Scout Executive

Adopted February 12, 2005

Ratified February 9, 2019

Executive Committee Reviewed January 21, 2020

**Resolution to Establish Authorized Account Representatives  
for Investments and CDs**

February 1, 2020

One authorized account representative is required on any required transactions for investment accounts. Changes to accounts must be approved through the board or appointed board committee. All distributions from these accounts must be directly deposited to a Mississippi Valley Council bank account. This resolution includes all current and future investments including but not limited to BSAAM, US Bank, Homebank, and 1<sup>st</sup> Bankers Trust CD.

Based upon the recommendation of the Council Executive Committee, the following positions are submitted to the Board for approval as the only authorized representatives:

Brent Babyak – President  
Jason Costigan – Treasurer  
Ryan R. Dula – Scout Executive

In addition to the account representatives, any institution where the Council has an investment may provide information regarding the investments(s) to Ryan Barnes, Controller and our Vice President of Endowment, Barbara Holthaus.

Adopted February 7, 2015

Ratified February 9, 2019

Executive Committee Reviewed January 21, 2020

**Resolution to Establish Authorized Check Signers**

February 1, 2020

Two authorized signatures are required on all checks written by the Mississippi Valley Council, Boy Scouts of America. All checks shall have attached, for review, documentation and approvals as required by council policy. This resolution includes all current and future bank accounts including but not limited to Mercantile Bank, F&M Bank & Trust, Town & Country Bank, 1<sup>st</sup> Bankers Trust and Marine Bank.

Based upon the recommendation of the Council Executive Committee, the following positions are submitted to the Board for approval as the only authorized check signers:

Brent Babyak – President  
Will Duryea – President-Elect  
Jason Costigan – Treasurer  
Kevin Mineart – Past President  
Ryan R. Dula – Scout Executive

All checks shall have attached, for review, documentation and approvals as required by council policy. In addition to the signers, any Bank where the Council has an account may provide information regarding the account(s) to Ryan Barnes, Controller.

Adopted December 7, 1978

Ratified February 9, 2019

Executive Committee Reviewed January 21, 2020

## **Capitalization Policy**

February 1, 2020

It shall be the policy of the Mississippi Valley Council that physical items purchased, donated, or otherwise acquired shall be considered fixed assets and depreciated if the quantity of similar items with a useful life of two years or more where the total fair market value is at least \$2,500.

The Executive Board or Executive Committee, subject to Executive Board ratification, may amend this policy.

Adopted July 17, 2007

Ratified February 9, 2019

Amended July 16, 2019

Executive Committee Reviewed January 21, 2020

## **Conflict of Interest Policy for Council Employees**

RESOLVED, that the following conflict-of-interest policy is the policy of this corporation and is applied to all council employees.

It is imperative that employees of the council conduct themselves with a degree of honesty and integrity which is beyond reproach or even suspicion.

While it is not possible to anticipate every situation and prescribe a precise rule for each, it is possible to set forth certain basic, general principles to be observed by employees at all times. The essence of this policy is that employees shall always deal with others doing, or seeking to do, business with the council in a manner that excludes all consideration of personal advantage. Accordingly, every employee of the council is subject to the following policy:

### **Interest in Any Other Business Organizations**

Employees of the council or members of their immediate families shall not have any interest, direct or indirect, in any other business which in any degree conflicts with the employee's primary obligations to the council. In this regard, employees or members of their immediate families should not possess a significant financial interest in, or receive remuneration from, any business that does, or seeks to do, business with the council. In addition, employees should not conduct business on behalf of the council with members of their immediate family, or an association which could be construed as significant in terms of potential conflict of interest. Employees or members of their immediate family should not do business with other employees of the council on the basis of their mutual association with the council.

## **Transactions Between the Council and “Disqualified Persons”**

No employee who is a “disqualified person” with respect to the council under Section 4958 of the Internal Revenue Code may enter into any transaction with the council, if such transaction would constitute an “excess benefits transaction” under the aforementioned Internal Revenue Code section.

## **Gifts, Favors, Entertainment, and Payments to Employees**

Employees shall not seek or accept any gifts, payments, fees, services, valuable privileges, vacations or pleasure trips, loans (other than conventional loans from lending institutions), or other favors from any person or business organization that does, or seeks to do, business with the council. No employee shall accept anything of value in exchange for referral of parties to any person or business organization that does, or seeks to do, business with the council. In the application of this policy:

Employees may accept common courtesies of nominal value usually associated with accepted business practices for themselves and members of their families.

- a. An especially strict standard is expected with respect to gifts, services, or consideration of any kind from suppliers. Entertainment at the expense of suppliers beyond that contemplated by (a) above should not be accepted under any circumstances.
- b. It is never permissible to accept a gift in cash or cash equivalent of any amount.
- c. This policy does not preclude the acceptance of gifts that will benefit the council rather than an individual employee.
- d. This policy does not preclude the acceptance of courtesies extended to employees of the council in their official capacities, such as gratis hotel rooms for business use (but not personal use) in connection with meetings.
- e. This policy will be communicated to persons and organizations doing, or seeking to do, business with the council.

## **Gifts, Favors, Entertainment, and Payments by the Council**

Gifts, favors, and entertainment may be given to others at the expense of the council only if they meet all of the following criteria:

- a. They are consistent with accepted business practices.
- b. They are of sufficiently limited value, and in a form that will not be construed as improper.
- c. They are not in contravention of applicable laws and generally accepted ethical standards.
- d. Public disclosure of the facts will not embarrass the BSA and/or the council.

## **Obligation to Disclose**

Any employee who believes that his or her personal actions or interests, or the actions of others, may violate this policy must discuss the matter with the Scout executive or council president.



## **Sanctions**

Any employee whose actions or interests violate this policy may be subject to immediate termination, if such is determined to be in the best interest of the council.

It is the responsibility of every employee of the council to be aware of and to observe these standards. Accordingly, an Employee Statement will be delivered to each employee annually. Each employee is asked to sign and return the Employee Statement to the council designee. Employee Statements will be held in complete confidence except when necessary to conduct an investigation.

Adopted February 7, 2015

Ratified February 9, 2019

Executive Committee Reviewed January 21, 2020

## **Confidential Ethics Reporting Policy for Council Employees**

RESOLVED, that the following Confidential Ethics Report policy is the policy of this corporation and is applied to all council employees.

The council is committed to upholding the highest ethical standards and to protecting the integrity of the Boy Scouts of America. The council code of conduct and its conflict-of-interest policy outline the minimum standards and guidelines of conduct by which it and its employees must abide. These guiding principles are consistent with the Scout Oath and the Scout Law and are set forth as benchmarks to ensure that employee and employer alike are treated with honesty and integrity and in accordance with the council bylaws, rules and regulations, policies, and procedures and with any applicable laws and regulations.

The council takes breaches of any law, rule, regulation, or policy; the code of conduct; and/or the conflict-of-interest policy very seriously and will investigate all reported suspected violations. Inquiries will be investigated promptly and thoroughly, and action will be taken where warranted. The council prohibits employees from hindering the investigation. Complaints will be treated with as much confidentiality as possible, consistent with the need to conduct an adequate investigation. The council forbids retaliation against employees who report, in good faith, perceived violations of any law, rule, regulation, or policy; the code of conduct; or the conflict-of-interest policy.

Employees are encouraged but not required to speak with their manager or Scout executive to try to resolve issues before filing a report with the council president.

Adopted February 7, 2015

Ratified February 9, 2019

Executive Committee Reviewed January 21, 2020

## **2020 CONFLICT-OF-INTEREST POLICY FOR EXECUTIVE BOARD MEMBERS**

RESOLVED, that it is the basic policy of the corporation that all executive board members or members of any committee thereof, or officers or employees of the corporation, have a duty to be free from the influence of any conflicting interest when they act on behalf of the corporation, represent it in negotiations, or advise others in the corporation with respect to dealing with third parties. They are expected to deal with suppliers, customers, contractors, and others having dealings with the corporation on the sole basis of what is in the best interest of the corporation without favor or preference to third parties based on personal considerations. To this end, the following rules shall be observed:

1. No member of the executive board or member of any committee thereof, or officer or employee of the corporation, shall accept from any person, directly or indirectly, whether by themselves or through their spouse or a member of their family or through any partner or business or professional associate, any gift, favor, service, employment or offer of employment, or any other thing of value which they know or has reason to believe is made or offered to them with the intent to influence them in the performance of their duties as a member of the executive board or member of any committee thereof, or officer or employee of the corporation.
2. No member of the executive board or member of any committee thereof, or officer or employee of the corporation, who is a partner, officer, or employee of a partnership, firm, or corporation, or who owns or controls more than 10 percent of the stock of such corporation, shall represent, appear for, or negotiate on behalf of the corporation in connection with the acquisition or sale by the corporation of any interest in real or tangible personal property to such partnership, firm, or corporation.
3. No member of the executive board or member of any committee thereof shall participate by discussion, voting, or by any other action taken by the executive board, or any committee thereof, in the enactment of or defeat of a motion which relates to any transaction with any party referred to in paragraph 2 above. In case any such matter is discussed at any meeting where any executive board or committee member who has such an interest is present, they shall promptly disclose their interest in the matter to be voted on to the chairman of the meeting. They shall not vote on the matter and, at the discretion of the disinterested members present, may be required to leave the meeting during the discussion and the voting on the matter.
4. Contracts, transactions, or arrangements of the Corporation in which a board member or officer has a direct or indirect financial, competing, or other material interest shall not be prohibited, but they must be disclosed and they shall be subject to scrutiny. Any such proposed contract, transaction, or arrangement is to be reviewed to determine that it is in the best interest of the Corporation.
5. Each board member and each officer of the corporation shall promptly disclose any material interest that he or she has or reasonably expects to have in any proposed or existing arrangement with the corporation prior to the start of any negotiations with respect to such matter. An interest required to be disclosed under this policy shall be disclosed in writing to the Chairperson of the board. Such disclosure shall include all material facts and supply any reasons why the arrangement might be or not

be in the best interest of the corporation. The chairperson of the board shall refer the issue to the full board, the executive committee, or other board committee having decision-making authority over the substantive matter in question.

6. The names of the board members and officers who disclosed or otherwise were found to have a material interest in a proposed or existing arrangement of the corporation, the nature of the interest, and the extent of the board member's or officer's participation in the relevant board or committee meeting on matters related to the material interest. The minutes also shall include a record of any determination as to whether the arrangement was in the best interest of and fair and reasonable to the corporation, notwithstanding the interest, and the specific reasons supporting the determination, including any alternatives to the proposed or existing arrangement, the names of the persons who were present for discussions and votes relating to the proposed or existing arrangement, and a record of any votes taken in connection therewith.
  
7. Each board member and officer has a duty to place the interest of the corporation foremost in any dealing with the corporation and has a continuing responsibility to comply with the requirements of this policy. At least once each year, each board member and officer, and new board members and officers prior to their initial election, shall acknowledge his or her familiarity with this policy and shall disclose in writing to the chairperson of the board any existing material interest or co-investment interest subject to this policy by completing a conflict-of-interest disclosure statement. The conflict-of-interest disclosure statements shall be reviewed by the chairperson of the board. Any issues not previously disclosed shall be referred to him or her to the board or appropriate committee. The conflict-of-interest disclosure statements shall be retained in the confidential files of the corporation.

Adopted February 7, 2015

Ratified February 9, 2019

Executive Committee Reviewed January 21, 2020

**Mississippi Valley Council  
Executive Board  
Standard Operating Guidelines**

**Purpose:** To establish general guidelines for the expenditure and allocations of funds by the Executive Board of the Mississippi Valley Council. Current Bylaws and any changes in Bylaws always supersede this document. Executive Board Actions always supersede this document.

**Scope:** The document serves as a guide for fiscal controls, terms and process exercised by the Executive Board of the Mississippi Valley Council. It shall be a common practice of the Executive Committee to review, amend (if needed) and adopt these guidelines annually at the April Board meeting. The Executive Board maintains the autonomy to make changes to this document.

**1. Executive Committee Role:**

- 1.1. It shall be the role of the Executive Committee to exercise any actions necessary to further the mission of the Council and support the day to day operations. This shall include, but not be limited to:
  - 1.1.1. Approve any expenditures, not included in the approved operating budget for the current fiscal year, of an amount up to \$10,000 in aggregate between Executive Board meetings. Any amount of expenses appropriately utilizing designated or restrictive funds may be approved by the Executive Committee.
  - 1.1.2. If, when considering an expenditure of funds of \$10,000 or more and at least 25% of the Executive Committee members in attendance feel that the expenditure should not be approved as presented, the action will be tabled to the Executive Board.
- 1.2. As is indicated in the Council bylaws, “The Executive Committee of the Executive Board shall have and may exercise all necessary powers of the Executive Board in the management of the corporation during the intervals between the meetings of the Executive Board, but in no event shall the Executive Committee act contrary to the action theretofore taken by the Executive Board.”
  - 1.2.1. All actions taken by the Executive Committee will be included in the Minutes of the meeting and accepted at the Executive Board meeting.
  - 1.2.2. In the event that the Executive Committee needs to act contrary to these guidelines, the action will be brought to the Executive Board for ratification.
  - 1.2.3. In support of the aforementioned measure, all minutes from Executive Committee meetings and Executive Board will be made public on the Council website following their approval at the Executive Board Meeting. Any personnel related matters, or matters that are sensitive in nature shall be redacted from the public posted minutes. To ensure transparency, Executive Committee Minutes and Executive Board draft minutes will be sent to the Executive Board within two weeks of the meeting. To ensure accuracy, Executive Committee Minutes will be sent to the Executive Committee for review within five (5) business days. Executive Board Minutes will be reviewed by the Council President and Scout Executive Before they are distributed by email.

2. **Scout Executive Role:**
  - 2.1. The Scout Executive shall be empowered to authorize payments following the fiscal controls in place for any purchase that is budgeted.
  - 2.2. Implement the board approved spending policy regarding the Investment Income distributions from Fund 3.
  - 2.3. The Scout Executive is empowered to spend up to \$1,000 of temporarily restricted funds in accordance of their restriction.
3. **Expenditure of Funds:**
  - 3.1. Temporary restricted funds – According to GAAP (Generally Accepted Accounting Principles), these funds must be expended before any other options are considered in support of a specific project.
  - 3.2. Non-restricted funds:
    - 3.2.1 Board designated funds – These funds may be utilized if there are no temporary restricted funds available to support the project according to their designation. The Executive Board may change designations at any time.
    - 3.2.2. Non-designated funds – These funds are expended when temporary restricted funds or board designated funds are not utilized.
  - 3.3. The authorization of expenditures of any of these funds shall be consistent with the guidelines contained within this policy.
4. **Other Mississippi Valley Council Fiscal Practices**
  - 4.1. Memorials donated to the Council without specific purpose shall be transferred to Fund 3 for investment. They will remain non-restricted as per GAAP.
  - 4.2. Year End Operating Surplus:
    - 4.2.1. Surplus funds are defined as Fund 1 income over expenses at the conclusion of the fiscal year. These are determined after all year end and audit adjustments. Including transfers to Fund 2 or Fund 3, any board designations, or other actions.
    - 4.2.2. 50% of surplus funds, after adjustments shall be transferred to Fund 2 and added to the Board Designated Deferred Maintenance Fund.
    - 4.2.3. 30% of surplus funds, after adjustments shall be transferred to Fund 2 and added to the Yearly Expenditure Fund.
    - 4.2.4. 20% of surplus funds remain in Fund 1 increasing Operating Net Assets Fund.
  - 4.3. The Council’s Capitalization Policy as adopted at the annual meeting defines the minimum value for an asset or group of assets to be depreciable.

# APPENDIX 1: GUIDE TO UNDERSTANDING FISCAL CONTROLS TERMS AND PROCESSES UTILIZED IN STANDARD OPERATING GUIDELINES

## Executive Board versus Executive Committee

- There are many items that need Board approval or are to be brought for action at a Board Meeting. This wording normally means that either the Executive Board or Executive Committee can take action. There are few items that are explicitly required to be an Executive Board action, most of these clearly state this requirement as a meeting of the Executive Board.
- Our bylaws read *“The Executive Committee of the Executive Board shall have and may exercise all the necessary powers of the Executive Board in the management of the corporation during the intervals between the meetings of the Executive Board, but in no event shall the Executive Committee act contrary to the action theretofore taken by the Executive Board.”*
- The Executive Committee can take action on almost all expenditures. The Standard Operating Guideline defines expectations of actions that should be brought to the Executive Board.

## Guide to consider what actions need to be used to expend funds.

- Which fund is the Expense and therefore what action is needed?
  - If the expenditure is Fund 1 and budgeted, Scout Executive is empowered to authorize the payment following the fiscal controls (purchase orders, check writing, etc.) in place.
  - If expenditure is Fund 1 and not budgeted, board action is needed.
  - Does it meet the capitalization policy or is an expense associated to capital assets? If it does it may be considered for Fund 2 expenditure. If expenditure is Fund 2, board action is needed.
- How will we pay for it?
  - Temp restricted – must be spent first. While most of our restrictions are Fund 2, they could be for Fund 1, 2, or 3 expenditures. See above for action needed.
  - Board designated – should be spent next. While most of our designations will be Fund 2, they could be for Fund 1, 2, or 3 expenditures. If the Board has already designated funds for an expenditure, the actions noted above should still be utilized unless a special process was created in the designation.
  - Non Restricted Funds – these funds would be used last. The use of these could be for Non budgeted expenditures which would need board approval or budgeted items which are already approved.

## Definitions and Facts about Fund Accounting in the Mississippi Valley Council

### Boy Scouts splits their funds into 3 categories:

- **Fund 1** or Operational Fund is the yearly expenditures and income which allow the council operate on a day to day basis.
  - A budget is created and approved by the Board. As this is a decision to spend in aggregate the yearly expenditure, it is commonly considered an action of extreme significance that benefits from Executive Board Action. In MISSISSIPPI VALLEY COUNCIL the Budget Committee brings a budget for review to the Executive Committee in November. The Executive Committee discusses, changes if needed and presents the budget to the Executive Board in December.

- The budget committee involves volunteer committee chairs responsible for operations as defined by project codes to create an overall budget. The approved Budget is an accumulation of these project codes.
- Non-budgeted expenditures must have board approval.
- Fund 1 income comes from several different sources including Activities, Camping, Special Events, FOS, Popcorn, and several other sources.
- **Fund 2** or Capital Fund basically deals with property, building or equipment that can be considered an asset. It also includes items which are associated with these items. For example, the costs associated with raising funds for a building or staff expenses associated to building a ropes course could be included in Fund 2.
  - Some assets may be depreciable. Property, buildings or equipment in the capital fund which meet the minimum value set by the Board may be capitalized, meaning they are considered assets that lose value over time. The loss of value is shown through depreciation expenses in Fund 2.
    - This could be one item or a combination of like items. A commonly used example used by BSA in training to explain this is the purchase of one shotgun versus purchasing ten. If a council's capitalization policy states the minimum amount is \$1,000 and the shotguns cost \$200 each, purchase of one shotgun would be a Fund 1 expense while the purchase of ten shotguns could be Fund 2 depreciable asset.
    - Not all expenditures in Fund 2 need to be capitalized. If they are not capitalized, it means their value will not be of significance after the year purchased.
  - Income for Fund 2 usually comes in as a donation designated to property or project. However, the board may decide to put other income into Fund 2 directly. A good example of this would be the forestry project.
  - Some Council's create Fund 2 budgets; however, Mississippi Valley Council has decided to authorize all expenditures through Board actions.
- **Fund 3** or Endowment Fund is the assets we have set aside to invest.
  - Spending policy – this is the policy that moves a portion of Endowment Fund into the Operating Fund as investment income.
    - Spending policies are often written as a percentage of the total fund (i.e. 5%)
    - If the amount moved is equal to or less than the Endowment Investment profit (gains, interest, dividends) and within the spending policy guidelines, then it is considered investment income to fund 1.
    - Note that If the amount moved is more than the actual profit of the investment or in excess of the spending policy guidelines, the additional amount becomes a transfer rather than an income.
    - Mississippi Valley Council Spending policy is ratified yearly at the annual meeting.
  - Fund 3 normally gets income through donors specifically giving to the endowment. However, income can come from other sources and funds can be transferred to Fund 3.
    - We have two special events which specifically request donations for Endowment.
    - Donors that give to Endowment, expecting their gift to be used in perpetuity to generate investment income, are permanently restricted gifts.
    - BSA has several recognitions for permanently restricted gifts.

## **Year End Surplus**

- Year End Surpluses refer to income over expenses in Fund 1 in any fiscal year.
- Surplus becomes increase in the net assets in Fund 1 at the end of each fiscal year. Note the Standard Operating Guidelines in Section 4 for Mississippi Valley Council's practice.
- A common misperception is that a Previous Year End Surplus can "be spent directly" without affecting current year expenditures. In reality this would create an expense in the current year. This expense must be a part of the approved budget or be approved by the board.

## **Transfers**

- Transfers move assets between Funds. This transfer must be a result of a Board Action.
- Transfers are below the line.
  - This means they show as changes to net assets.
  - Since they are below the line, note that transfers do not adjust up or down the annual surplus/deficit.
  - They cannot be used to offset an expense so that it does not affect the current year.

## **Restricted funds – Year End List Included Below**

- There are two types of restrictions – permanent and temporary.
- Restrictions can only be placed on by the donor, not by the board.
- Restricted money cannot be used for any other purpose unless a request is made to the donor and they specifically state a change.
- Restricted money must be used before non-restricted money.
- When temporally restricted funds are given, they sit in an asset account code. When the restriction is met they are moved into an income code. The statement of operations shows the expense and income when the restriction is met.
- Trusts - Funds were given to Scouting through Trusts before it became common practice for Scouting Councils to have their own endowment. BSA suggests that is in the best interest of the Council and donors to give directly to endowment which remove additional costs and legal issues.

## **Board Designated Funds**

- Board Designated Funds allow the board to designate a portion of our assets for a specific purpose. These may be assets in any Fund. When an expenditure is made, the designation is removed and the expense is realized in the current year. Unlike Temporary Restricted Funds, there is no associated income created.
- Board designations take assets and define where they will be utilized in the future.
- If a current board wishes to take action contrary to a standing action, it simply requires a vote at a board meeting as per our Bylaws. This would include an exception to the policy, and change to the policy or the deletion of the policy.
  - Denote the section about Executive Committee versus Executive Board to determine where action may be taken.
  - Remember that our bylaws specifically state that "... *but in no event shall the Executive Committee act contrary to the action theretofore taken by the Executive Board.*" However simple and obvious changes may not need Executive Board approval.



## **APPENDIX 2: 12-31-19 END OF YEAR BOARD DESIGNATED FUNDS PRE-AUDIT**

The following are the current funds designated by the Board. Our Board has earmarked these funds to be used in a specific manner. The portion of the resolution describing their intended use is included for quick reference. The full resolution is listed below.

- **Board Designated Deferred Maintenance - \$315,609.91**
  - Designated for the replacement of depreciable assets.
  - The Executive Committee shall be the committee that will determine what replacements and the priority of the replacements for action by the Executive Board before any expenditures are made.
- **Soft Capital AKA Yearly Expenditure Fund - \$10,215.55**
  - 20% of annual surplus is moved to this fund.
  - Primary purpose of this fund is to fund camp projects that are smaller in scale that are capital in nature but happen semi-frequently (i.e. bedding, tools, smaller equipment, etc. rather than new buildings)
- **Forestry - Equipment & Chemicals to Maintain Forest Area. \$7,804.15**
  - Control and Removal of Black locust/honeysuckle by purchasing the following:
    - Tordon Chemicals (\$13.00 per quart)
    - Chainsaw sharpener
    - Chainsaw/blades/chains/gas/oil/etc.
    - Work gloves, etc.
- **Forestry – Buildings, Vehicle, and Road Repair Fund - \$92,593.59**
  - Building and vehicle maintenance fund in order that funds are not dispersed from operating or other sources of revenue need to be found.

## APPENDIX 3: 12-31-19 END OF YEAR TEMPORARY RESTRICTIONS PRE-AUDIT

The following restrictions are still active in our Council. We have split the restrictions by like categories. As per GAAP we need to release temporary restrictions as projects are completed. We cannot hold off utilizing temporary restrictions. The value next to the name of the restriction is the current amount.

**General Projects** – each of the following were given with specific purposes. They may be fund 1 or fund 2 expenditures depending on the nature of the donation's restriction and the manner in which the Council fulfills that restriction.

- Carver Trust - \$19,163.09 (donor provided funds to establish and grow Scouting Units in Louisa County)
- Cullen Trust - \$1,070.67 (re-blacktop and expand parking lot for Burlington Service Center)
- General Camp Capital Improvement - \$623.58 – (direct mailings in 2016 & 2017 for camp capital improvement)
- Camperships - \$2,879.25 (Funds donated to send deserving youth to camp)
- Burlington Office Renovation – \$1,484.67
- Wood Badge Scholarships - \$653.00 (funds raised through patch sale and donations to provide assistance to Wood Badge participants)
- STEM Education - \$686.16 (Remaining funds from a grant to provide STEM education)
- Procedure Related Restrictions – not included (as accounting practice there are a few funds that are restricted until a specific time. For example, 2019 FOS collected in 2018 are temporarily restricted until January 1 of 2019. These are not being included in this report as the release of the funds are only awaiting the appropriate time to be released).
- Cowboy Action Shooting Sports Program - \$6,500.00
- Registration Assistance - \$50.00 (established to help offset fee increases for registration)
- Teen Reach Program - \$1,000.00 (funds donated to assist with the Teen Reach program in Quincy)
- Staff Planning & Development Conference - \$3,000
- SLE 2 Training for COO - \$500.00 (originally restricted for David Lane to attend training; working on getting clearance for a new training or other project currently)
- Exploring - \$1,500.00 (funds for Exploring program in Keokuk)
- YWCA Partnership - \$2,500.00 (funds donated to establish a unit(s) with the YWCA)
- Scouting in Van Buren - \$1,420.00 (help establish units and grow the program in Van Buren, IA)
- Robotics - \$45.55

**Eastman General** - \$1,735.87– the following donations can be used for any Fund 2 expenditure at Eastman. They were given with the intent to improve Camp Eastman with no specific restriction. It is interpreted that improving the Camp is a Fund 2 project or special purchase of program supplies (i.e. supplies to create a new experience at camp), and not meant to purchase day to day cleaning supplies or program supplies:

- Capital Improvements - \$735.87 (Direct Mail for Capital Improvements)
- Rump Memorial - \$1,000.00 (CE Capital)

**Eastman Specific Project** – \$7,193.66 - the following donations were given to repair, purchase or upgrade a specific project at the camp.

- Sailboat repair & replacement - \$143.66 (funds to repair or purchase sailboats)
- Traverse Wall - \$250.00 (to build a traverse wall on existing or new structure)

- Handicapped Restroom - \$700.00 (to build or refit a restroom to be handicapped accessible)
- NRA for Range - \$3,600 (develop range including shooting stations, backstops, safety area, etc.)
- Pool Lift - \$2,500

**Eastman Specific Building** - \$226,963.19 - The following donations were given for specific repairs and renovations of specific buildings at Eastman. The intent of these givers was to improve the building with a Fund 2 project:

- Showers & Shower House Building - \$223,339.88
- Tribe Lodge Building - \$1,000.00 (for upgrades to the CE Tribe Lodge building)
- Garage/Utility Building - \$1,464.60

**Eastman New Building Projects** - \$33,129.83

- Chapel - \$33,129.83

**Saukenauk General** - \$18,330.08– the following donations can be used for any Fund 2 expenditure at Saukenauk. They were given with the intent to improve Saukenauk Scout Reservation with no specific restriction. It is interpreted that improving the Reservation is a Fund 2 project or special purchase of program supplies (i.e. supplies to create a new experience at camp), and not meant to purchase day to day cleaning supplies or program supplies:

- Capital Improvements - \$966.40
- Boeger Estate - \$16,329.26
- Maheengun Proceeds - \$43.31 (75% of annual Maheengun CD proceeds into a Saukenauk Capital Improvement account)
- Community Foundation - \$991.11 (Group of donors who fund capital projects at SSR)

**Saukenauk Specific Project** – \$2,519.35 - the following donations were given to repair, purchase or upgrade a specific project at the camp.

- Coultas Memorial - \$24.80 (Playground at SSR)
- Pistol Range - \$1,085.91
- SSR Bouldering Wall - \$1,077.37 (Remaining balance for Bouldering Wall)
- Saukenauk Ice Machine - \$101.35 (repair or purchase of the ice machine at Saukenauk)
- Fire Ring – \$229.92 (improve the Snow Fire Ring, seating or other aspect of the project)

**Saukenauk Specific Building** - \$17,397.97- The following donations were given for specific repairs and renovations of specific buildings at Saukenauk. The intent of these givers was to improve the building with a Fund 2 project:

- SSR Shower House - \$753.00
- Polar Bear Cabin - \$1,577.18
- Barrier Free Campsite - \$1,297.79
- Lodge Repairs – (any lodge at camp) - \$176.68
- Dining Hall Restrooms - \$5,000
- Office - \$1,500.00
- Long Range Rifle Range - \$807.55

- Philmont Cabins - \$6,285.77 (Gorman Memorial Project, year-round cabins, pavilion, walkway and sounding area that will be used for summer camp staffing)

Adopted April 19, 2016

Ratified February 9, 2019

Executive Committee Reviewed January 21, 2020

### **Council Credit Card Number Security Policy**

February 1, 2020

Many times a Council will receive a document on which a volunteer or donor will put a credit card number, such as a Friends of Scouting pledge card or field receipt, for the Council to process.

RESOLVED, to protect our volunteers and donors, the following procedure will be in place effective immediately when a credit card number is received without the volunteer or donor being present:

After the document is received at the customer service desk, the person working the counter will immediately process that transaction by hand, entering the credit card number into the point-of-sale system. Once the transaction is complete, this person will take a black felt tip marker to conceal, or mark out, all the numbers, except for the last four (4) digits. If the number is needed for additional monthly, quarterly or semi-annual transactions, the numbers will be concealed or marked out after the completion of the final transaction. The document will then be routed to the proper department for entering as needed.

Adopted February 7, 2015

Ratified February 9, 2019

Executive Committee Reviewed January 21, 2020

## **GUIDELINES FOR VALUING AND RECOGNIZING ENDOWMENT GIFTS**

The purpose of the following guidelines is to provide a uniform and unambiguous standard and to ensure appropriate and equitable recognition of donors.

These guidelines are intended only to help establish a recognition value for gifts made under the donor recognition program of Mississippi Valley Council. These are not intended as a substitute for current accounting guidelines or to establish book values of property gifts. These guidelines deal with gift counting not accounting.

### **OUTRIGHT GIFTS**

Cash            Full value on date received.

Stocks            1. Publicly traded – fair market value (as determined by averaging the high and

low prices for the stock on the date received).

2. Closely held – fair market value (as determined either by appraisal provided by donor, or the per-share cash purchase price from the most recent transaction).

Real Property

Fair market value (as determined by appraisal), and reduced by any outstanding mortgages, liens, tax obligations, fractional interests, etc.

Lead Trusts The income amount to be received by the Council during the first year of the trust, multiplied by the number of years in the trust term, if the Council's status as an income beneficiary cannot be changed once the trust has begun.

### **DEFERRED GIFTS**

Charitable Remainder Trusts

(Unitrusts/Annuity Trusts): Full value, based on the type of property given, as calculated for outright gifts, if the Council's status as remainder beneficiary cannot be changed once the trust has begun.

Pooled Income Fund Gifts

Full value, based on the type of property given, as calculated for outright gifts.

Gift Annuities

Full Value, based on the type of property given, as calculated for outright gifts.

Retained Life Interest in Home or Farm

Full value, as calculated for an outright gift of real estate, less projected costs, insurance, and expenses that Council is obligated to cover under the terms of the life interest.

### **TESTAMENTARY GIFTS**

Life Insurance

Face value, if: 1) the donor has provided documentation or otherwise reliable information as to the amount of the policy, and 2) the Council's status as a beneficiary cannot be changed.

Bequests and Codicils

Face value, if the donor has provided documentation or otherwise reliable information as to the amount of the bequest.

Testamentary Charitable Remainder Trusts

Face value, if 1) the donor has provided documentation or otherwise reliable information as to the amount to be given to the trust, and 2) the Council's status as a remainder beneficiary cannot be changed once the trust has begun.

Testamentary Charitable Lead Trusts

The income amount to be received by the Council during the first year of the trust multiplied by the number of years in the trust term, if 1) the donor has provided

documentation or otherwise reliable information as to the amount to be given to the trust, and 2) the Council's status as an income beneficiary cannot be changed once the trust has begun.

Adopted April 17, 2007

Ratified February 9, 2019

Executive Committee Reviewed January 21, 2020

## **INVESTMENT POLICY**

### **PURPOSE**

The primary purpose of this Investment Policy Statement (Policy) is to guide the Council Board of Trustees, Investment Committee, money managers, and consultants in effectively managing, monitoring, and evaluating the investing of The Trust's Investment Portfolio. This document uses "Trust" as a synonym for "Investment Portfolio". It is recognized that the Investment Portfolio managed by the Committee contains both restricted and non-restricted funds.

This Policy has been created and designed to:

- Set forth a structure for managing Trust assets. This includes target asset allocation, and allowable ranges that, together, are expected to produce sufficient diversification and returns over the long-term.
- Establish formal criteria to monitor, evaluate, and compare the performance results achieved by individual managers and the entire portfolio on a regular basis.
- Protect the endowment from market-driven departures from sound long-term policy.
- Educate new Trustees, staff, and Committee members, as well as consultants and investment managers, in order to maintain the consistency necessary to produce good long-term results.

### **Objectives**

The overall financial goal of the Trust is to maintain and grow its real (i.e. inflation-adjusted) market value while providing the Council's operating budget a relatively predictable and growing stream of revenue as established during the annual budget procedure. Therefore, the financial objective is to earn a total return (net of all fees and expenses) equal to or exceeding 4% plus the inflation rate – as measured by the Consumer Price Index.

### **Time Horizon**

The investment guidelines are based upon an investment horizon of greater than twenty years.

### **Investment Vehicles**

The Investment Committee has decided to utilize the most cost efficient vehicles for the investment of their assets that also provide access to the highest quality investment managers, including separate

accounts, commingled funds, mutual funds and partnerships. The investment manager(s) may invest in the following asset classes according to their investment style:

1. Equities – including U.S. and foreign equities. Managers will be monitored against an index comparable to their investment style. The purpose of the equity segment of the investment portfolio is to provide principal appreciation that exceeds the rate of inflation.
2. Fixed Income – including domestic and foreign holdings of government, agency, and corporate issuers. Mortgage back securities are also included in this list. The purpose of the fixed income segment of the portfolio is to provide a hedge against deflation, to contribute a stable component of return and to minimize the overall volatility of the portfolio. Managers will be measured against an index comparable to their investment style.

A long-term target asset allocation strategy will be implemented by the Investment Committee to achieve the returns consistent with the objectives of the policy while minimizing risk (volatility and variability of return). The portfolio shall be rebalanced annually in order to maintain the target ranges of the asset allocation goals of the fund. The asset classes and targets are as follows:

Not to exceed 70% in equities (Fund 1, 2 & 3)

Fixed income securities will be a blend of short term, long term, and intermediate term securities adjusted as determined by current economic conditions.

The Investment Committee will select investment vehicles only after a thorough review of the investment management firm, the manager's professional experience, past performance and verification of performance representation. In choosing investment vehicles, special attention will be paid to the 501(c)3 tax-exempt status of the Trust.

#### Investment Restrictions

The investment of any one issuer shall not exceed 10% of a manager's portfolio (with the exception of U.S. Government Securities). In addition, no purchases of securities of the portfolio manager's organization or of any firm with controlling interest in said organization are to be made.

#### Investment Manager/Consultant

The Investment Committee shall retain Investment Manager(s) to assist the Trust in the investment management and performance of the Trust's assets. Monthly statements from the Investment Managers shall be provided to the Investment Committee detailing portfolio holdings, transactions and performance. In addition, the Managers shall provide a quarterly update on their current investment strategy and market outlook. Each Manager is required to meet with the Investment Committee at least once a year. Investment Managers will be notified in writing after each Council Annual Meeting (usually held in February) of any additions or deletions of member serving on the Investment Committee.

#### Additions, Modifications

This statement of Investment Policy, Objectives and Guidelines may be altered or amended at any time by the Investment Committee. Any modifications are subject to the final approval of the Council's Executive Board of Directors.

Adopted April 17, 2007  
Ratified February 9, 2019  
Executive Committee Reviewed January 21, 2020

**Permission to Seek Funding from United Ways,  
Foundations, Trusts, and other Grantors**

The Mississippi Valley Council intends to seek financial support from several organizations during the fiscal year. Funding may be for the current year or for funds to be realized in future years. The Scout Executive is authorized to enter into agreements with grantors. This includes, but is not limited to, public grants, private grants and United Way funding.

The Mississippi Valley Council also intends to be a partner agency with the United Ways which support our Service Area. We approve the Scout Executive to enter into agreements with these United Ways for 2020 and 2021.

Adopted February 7, 2015  
Ratified February 9, 2019  
Executive Committee Reviewed January 21, 2020

**PLANNED GIVING POLICY GUIDELINES**

The purposes for establishing these Planned Giving Policy guidelines are twofold. First, the guidelines provide the perimeter within which the staff and volunteers shall function in discussing deferred gift programs with interested prospects. Second, the guidelines identify procedures and limitations on gifts to the Mississippi Valley Council in determining acceptable programs for their trusteeship.

These Planned Giving Policy guidelines were developed by a special committee of technically oriented professional individuals skilled in the fields of law, accounting, investment, banking, and insurance. These guidelines reflect both state law and federal law. The guidelines are adopted as official policy by the Council's Executive Board.

**GUIDELINE 1 – PRIORITY OF THE DONOR'S INTEREST**

The interest of the donor shall have priority over the interest of the Council. No program, trust agreement, contract or commitment may be urged upon any donor or prospective donor to benefit the Council at the expense of the donor's intent.



## GUIDELINE 2 – USE OF LEGAL COUNSEL

- A. The Mississippi Valley Council shall seek legal counsel in all matters pertaining to its planned giving program and shall execute no planned giving agreement without the advice of legal counsel, unless an unmodified pre-approved standard agreement is used.
- B. All Agreements in which the Mississippi Valley Council is the trustee shall follow the format of the specimen agreements approved by legal counsel for the Council.
- C. All prospective donors shall be advised, both orally and in writing, to seek their own legal counsel in matters relating to their deferred gifts, tax and estate planning.

## GUIDELINE 3 – AUTHORIZATION FOR NEGOTIATION

- A. Interested representatives of the Council are encouraged to discuss planned giving with prospective donors. However, only persons authorized by the Executive Board may formalize planned giving plans with prospective donors. Such plans must follow these guidelines and the format of specimen agreements approved by legal counsel for the Council unless otherwise approved by the Board.
- B. All agreements which do not meet the requirements of the guidelines must receive prior approval by legal counsel for the Council and a majority of the Council's Planned Gift Policy Committee consisting of the following Mississippi Valley Council officers: President, Vice President of Finance, Chairman of the Endowment Committee, and the Scout Executive. The Planned Gift Policy Committee may take action, including action by phone conference, on behalf of the Board to approve an agreement not meeting these guidelines only when said committee determines it is not practicable to delay a decision on approval until the next Council Executive Board meeting. The Planned Gift Policy Committee shall report all approved agreements to the Council Executive Board's first meeting following such approval.

## GUIDELINE 4 – AVOIDANCE OF PRESSURE TECHNIQUES

- A. Representatives of the Mississippi Valley Council shall not use any high pressure sales techniques when working with prospective donors.
- B. All personnel employed to administer or promote deferred gifts shall be paid a salary or retained on a per diem or annual basis, and shall not receive any commission or other compensation constituting or giving the appearance of constituting an interest in any planned gift agreement.

## GUIDELINE 5 – CONFIDENTIAL INFORMATION

All information concerning donors and prospective donors, including names, names of beneficiaries, amount of gift, size of estate, etc. shall be kept strictly confidential by the Mississippi Valley Council and its authorized personnel unless permission is granted by the donor to release such information.

#### GUIDELINE 6 – GOVERNING CHARITABLE REMAINDER UNITRUSTS

- A. If the Mississippi Valley Council is to serve as trustee without compensation, no charitable Remainder Unitrust shall be entered into with a donor for a sum less than \$50,000. Donors with gifts under \$50,000 should be encouraged to participate in the Boy Scouts of America Pooled Income Fund, or the National Gift Annuity Program.
- B. The fixed percentage to be paid by the Unitrust to the donor or to donor's designee shall be no less than 4% per annum.
- C. If the Mississippi Valley Council is to serve as trustee without compensation, the terms of the agreement must meet criteria approved by the Council Executive Board.
- D. Unless otherwise agreed to, Mississippi Valley Council may, by action of the Council Investment Committee, retain the following banks: Mercantile Trust & Savings Bank and US Bank, or some other appropriate bank or commercial trust manager to perform its responsibilities as trustee.

#### GUIDELINE 7 – GOVERNING CHARITABLE REMAINDER ANNUITY TRUSTS

- A. If the Mississippi Valley Council is to serve as trustee without compensation, no Charitable Remainder Annuity Trust shall be entered into with a donor for a sum less than \$50,000. Donors with gifts under \$50,000 should be encouraged to participate in the Boy Scouts of America Pooled Income Fund, or the National Gift Annuity Program.
- B. The fixed dollar amount to be paid by the Charitable Remainder Annuity Trust or the donor's designee shall be no less than 5% of the net fair market value of the assets transferred.
- C. Unless otherwise agreed, the Mississippi Valley Council may, by action of the Council Investment Committee, retain the following banks: Mercantile Trust & Savings Bank, US Bank, or other appropriate bank or commercial trust manager to perform its responsibilities as trustee.

#### GUIDELINE 8 – GOVERNING POOLED LIFE INCOME AGREEMENTS

- A. No Pooled Life Income Agreement shall be entered into with a donor for a sum less than \$5,000 – additional gifts of a minimum \$1,000 annually are permitted.
- B. The Pooled Life Income Agreement shall not cover more than two lives, and the beneficiaries shall each be 40 years of age or more.
- C. The Mississippi Valley Council will not accept any gifts from the BSA Heritage Pooled Income Fund without first completing the necessary resolutions and declarations as required by the Fund.

GUIDELINE 9 – GOVERNING CHARITABLE INCOME (LEAD) TRUSTS, REVOCABLE TRUSTS, DEPOSIT AGREEMENTS, LIFE INSURANCE GIFTS, AND LIFE ESTATE GIFTS

- A. The Mississippi Valley Council shall not serve as trustee for a Charitable Income (Lead) Trust or a Revocable Trust, but will refer this type of agreement to an independent banking or trust institution for management.
- B. If an individual opens an account in trust for the Mississippi Valley Council, the individual may retain the right to close the account at any time.
- C. The naming of the Mississippi Valley Council as a beneficiary of an insurance program shall imply no obligation on the part of the Council.

GUIDELINE 10 – GIFTS OF REAL ESTATE

- A. The Mississippi Valley Council will accept gifts of real property that, at the time of the gift, do not have any outstanding mortgage, tax lien, or other encumbrances upon the land. If, however, such encumbrances are present at the time the gift is offered and represent a nominal amount when compared with the total value of the property, such property may be accepted with the approval of the Executive Board. How the encumbrance will be removed, and by whom, shall be agreed upon by both the Executive Board and the donor in writing prior to the acceptance of such property.
- B. No gift of real property shall be accepted until a preliminary environmental evaluation and disclosure statement have been completed for the property in question. In the event that this preliminary statement discloses any information indicating the presence of toxic materials, hazardous waste, or oil seepage on the property, a complete environmental report must be completed before the gift is accepted.
- C. Arrangements to cover post-transfer expenses should be agreed upon in writing by the donor and the Council prior to the gift. Such expenses include taxes and assessments, insurance, and maintenance costs of the land or any buildings on the land. Any tangible personal property associated with real property gifts should be segregated into separate gift proposals.

GUIDELINE 11 – INVESTMENT OF FUNDS AND INTERVAL OF PAYMENTS

Unless otherwise donor-specified, the management of funds, securities, or property received under trust agreements in which the Mississippi Valley Council is the trustee, shall be administered by the Council's Investment Committee in separate accounts for each contract and managed to meet the objectives of each individual trust.

GUIDELINE 12 – FINAL DISPOSITION OF PLANNED GIFT FUNDS

Upon the death of the surviving beneficiary of the planned gift agreement, the agreement shall terminate and the assets and any accruals derived there from shall be paid to the Mississippi Valley Council for its general purposes or, if restricted by the donor, for specific use as stated in the applicable agreement. It shall be the firm policy of the Mississippi Valley Council to direct all gifts received as a result of planned giving, and designated for general purposes to the Council's endowment fund for allocation of the earnings as determined by the Executive Board. It shall be the policy of the Mississippi Valley

Council to direct all gifts received as a result of planned giving, and that are donor-restricted, to current restricted funds, land, building and equipment funds, endowment funds, custodian funds, and/or loan and annuity funds, consistent with the donor's restriction.

Adopted April 17, 2007

Ratified February 9, 2019

Executive Committee Reviewed January 21, 2020

### **Specific Assistance Funds/Scoutreach**

The goal of the executive board of the Mississippi Valley Council is to extend the Scouting and Learning for Life programs to all youth and families within our boundaries regardless of their ability to pay the costs of participation. One way our council dedicates itself to reaching that goal is by providing council operating funds for this purpose in its annual budget as part of the Specific Assistance to Individuals line item.

Specific assistance funding may be used for, but is not limited to:

- Payment of annual registration fees and/or *Boys' Life* subscriptions for youth and/or adults
- Summer camp scholarships
- Activity/training scholarships for youth and/or adults
- Uniform assistance for youth and/or adults
- Purchase of program materials

The Scout executive will be responsible to give specific approval any time these funds are expended. Furthermore, the council commissioner will provide program oversight and to review reports of all assistance expenditures. An executive summary of assistance funds expended will be provided to the council's active membership as a part of the annual business meeting.

Adopted February 7, 2015

Ratified February 9, 2019

Executive Committee Reviewed January 21, 2020

## **SPENDING POLICY**

### INTRODUCTION

The Mississippi Valley Council, Boy Scouts of America, operates certain Endowment Funds in order to preserve and/or enhance the programs and operations of the Council and Scouting in portions of Northeast Missouri, Southeast Iowa, and Western Illinois. To that end, the Council has adopted an Investment Policy Statement, which details the management and operation of the portfolio(s) of the Endowment Funds of the Council.

### SPENDING POLICY

The Council utilizes the distribution of a portion of the investment income of the Endowment Fund(s) for the purposes of the operation of the Council's programs. This distribution is listed as the Spending percentage of the formula detailing the Total Return as expected from the investment of the portfolio(s).

This percentage is established at this time not to exceed five percent (5%).

The Board reserves the right to establish this percentage at its discretion and to determine the date(s) at which the distribution(s) of the income is to be made to the Council's Fund(s).

This Spending Policy, upon adoption by the Board, is to be incorporated into the Investment Policy Statement.

Adopted April 17, 2007

Ratified February 9, 2019

Executive Committee Reviewed January 21, 2020