

United Way of Whatcom County
Annual Board of Directors Meeting
 June 24, 2025 – 3:00 PM
 Via Microsoft Teams

Agenda

Agenda Item	Type	In Packet	Presenter	Time	Mins
1. Welcome and Call to Order			Natalie Boatman	3:00	
2. Mission Moment	Discussion	No	Kristi Birkeland	3:00	15
3. FY26 Slate of Board Officers	Proposal	Yes	Natalie Boatman	3:15	5
<ul style="list-style-type: none"> ➤ <u>Proposed Action: Approve the FY 2026 Slate of Board Officers, ACH approvers, and check signers as presented.</u> 					
4. FY26 Operations Budget	Proposal	Yes	Kristi Birkeland	3:20	15
<ul style="list-style-type: none"> ➤ <u>Proposed Action: Approve the FY 2026 Operational Budget as presented.</u> 					
5. FY26 Community Impact Grants	Proposal	Yes	CIC/ Patty Boyce	3:35	15
<ul style="list-style-type: none"> ➤ <u>Proposed Action: Approve the FY 2026 Community Impact Grant allocations as presented.</u> 					
6. Review Board Expectations, Conflict of Interest, Whistle Blower Policy & Electronic Voting Consent documents and Equity Statement.	Discussion	Yes	Natalie Boatman	3:50	15
<p>Note: These items will be sent out via DocuSign at the beginning of July 2025.</p>					
7. Consent Agenda	Proposal	Yes	Natalie Boatman	4:05	1
<ul style="list-style-type: none"> ➤ <u>Proposed Action: Approve the June 2025 Consent Agenda as presented.</u> 					
8. Other Business				4:06	

Attachments:

- MEMO FY26 Slate of Officers and Check/ACH Approvers
- FY26 Operations Budget
- MEMO FY26 Community Impact Grant Recommendations
- UWWC Mission Statement and DEI Statement
- Board Member Responsibilities and Expectations
- UWWC Rules of Engagement
- Code of Ethics/Conflict of Interest
- Whistleblower Policy
- Electronic Voting Consent

Consent Agenda:

- February 2025 Financial Report
- March 2025 Financial Report
- April 2025 Financial Report
- FY26 Community Impact Grant Memorandum of Understanding
- Agency Relations Policy
- UWW 2025 Membership Certification

MEMORANDUM

TO: Board of Directors
FROM: United Way of Whatcom County Staff
DATE: June 11, 2025
SUBJECT: Election of FY26 Slate of Officers

The following individuals are recommended to serve as officers on the Board of Directors for Fiscal Year 2026 (July 1st – June 30th):

- Board Chair – Natalie Boatman
- Vice Chair – Doug Montgomery
- Secretary/Treasurer – Jason Sears

Additionally, the following list of individuals will serve as an authorized approver as noted below for United Way of Whatcom County for the new fiscal year:

- Kristi Birkeland – Peoples Bank ACH/Check Signer, Bill.com
- Natalie Boatman – Peoples Bank ACH/Check Signer, Bill.com
- Patricia Boyce – Peoples Bank ACH
- Jason Sears – Bill.com

Budget July 2025-June 2026	Jul-25 3%	Aug-25 0%	Sep-25 0%	Oct-25 6%	Nov-25 13%	Dec-25 25%	Jan-26 31%	Feb-26 4%	Mar-26 4%	Apr-26 1%	May-26 8%	Jun-26 4%	Budget totals 100%	% of income	Notes
Income															
4002 Workplace Giving Pledges	21,852.00	2,453.67	930.97	38,390.35	88,813.15	175,097.44	214,477.68	30,258.73	25,185.88	6,132.86	55,893.10	28,514.16	688,000.00	50.03%	
4003 Recuring Credit Card Gifts	794.04	89.16	33.83	1,395.00	3,227.22	6,362.55	7,793.52	1,099.52	915.18	222.85	2,031.00	1,036.13	25,000.00	1.82%	
4004 One-Time Gifts	12,228.23	1,373.06	520.97	21,482.97	49,699.22	97,983.31	120,020.21	16,932.58	14,093.84	3,431.91	31,277.39	15,956.33	385,000.00	28.00%	
4005 Designations - Partner	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
4006 Campaign Sponsorships			28,500.00	47,500.00	9,500.00	9,500.00							95,000.00	6.91%	
4007 Event Sponsorships	330.32	37.09	14.07	580.32	1,342.52	2,646.82	3,242.10	457.40	380.72	92.71	844.90	431.03	10,400.00	0.76%	
4008 Restricted grants	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
4010 Provisions for Uncollectibles	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
4210 In-Kind Rent Revenue	937.99	937.99	937.99	937.99	937.99	938.81	938.81	938.81	938.81	938.81	938.81	938.81	11,261.62	0.82%	
4215 In-Kind Services Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
4225 Unrealized Gain/Loss-current	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
4226 Realized Gain/Loss	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
4230 Interest Income	660.64	74.18	28.15	1,160.64	2,685.05	5,293.64	6,484.21	914.80	761.43	185.41	1,689.79	862.06	20,800.00	1.51%	
4240 Miscellaneous Income	833.33	833.33	833.33	833.33	833.33	833.33	833.33	833.33	833.33	833.33	833.33	833.33	10,000.00	0.73%	
4250 Other UW	306.49	34.41	13.06	538.45	1,245.66	2,455.85	3,008.18	424.40	353.25	86.02	783.94	399.93	9,649.62	0.70%	
6546 Dolly Parton Imag. Lib. Grants	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	120,000.00	8.73%	
Total Income	47,943.04	15,832.90	41,812.37	122,819.05	168,284.15	311,111.76	366,798.05	61,859.57	53,462.45	21,923.90	104,292.25	58,971.77	1,375,111.24	100%	
Double Check	47,943.04	15,832.90	41,812.37	122,819.05	168,284.15	311,111.76	366,798.05	61,859.57	53,462.45	21,923.90	104,292.25	58,971.77	1,375,111.24		
Diff															
Expense															
7000 Salary and Benefits	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
7001 Salary													352,404.26		
Salary Increase up to 4% for staff. No increase for CEO	500.95	965.22	643.48	643.48	856.42	856.42	1,178.16	856.42	856.42	856.42	856.42	856.42	9,926.26		
7020 Vacation Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	***New accrual as of this year, no historical to go off
7100 Benefits and Taxes															
7103 Medical/Dental Insurance	3,522.63	3,522.63	3,522.63	3,522.63	3,522.63	3,522.63	3,522.63	3,522.63	3,522.63	3,522.63	3,522.63	3,522.63	42,271.61	Increased 15% from current cost	
7104 Retirement	2,307.34	2,307.34	2,307.34	2,307.34	2,307.34	2,307.34	2,307.34	2,307.34	2,307.34	2,307.34	2,307.34	2,307.34	27,688.04	Slight increase in PR tax expenses & bennys	
7106 Disability Insurance													-	Sunsetted as of July 1 2025	
7107 WA ER Healthcare	181.60	181.60	181.60	181.60	181.60	181.60	181.60	181.60	181.60	181.60	181.60	181.60	2,179.15		
7110 Payroll Taxes-FICA	1,765.38	2,527.89	1,783.06	1,783.06	1,809.46	1,809.46	2,554.30	1,809.46	1,809.46	1,809.46	1,809.46	1,809.46	23,079.92		
7111 Payroll Taxes-Medicare	412.87	412.87	412.87	412.87	412.87	412.87	412.87	412.87	412.87	412.87	412.87	412.87	4,954.46		
7112 Payroll Taxes- Labor & Ind.	184.59	184.59	184.59	184.59	184.59	184.59	184.59	184.59	184.59	184.59	184.59	184.59	2,215.08		
7113 Payroll Taxes	2,500.00			2,500.00			2,500.00				2,500.00		10,000.00	*rough estimate based on prior year	
8000 Professional Fees															
8001 Professional Services-Accounting	3,600.00	3,600.00	3,600.00	3,600.00	3,600.00	3,600.00	3,888.00	3,888.00	3,888.00	3,888.00	3,888.00	3,888.00	44,928.00	*Increased accounting fee 8% as of Jan 2026, in line with firm's annual fee increases	
8002 Professional Services - Audit	-	11,000.00	-	11,000.00	-	-	-	-	3,600.00	-	-	-	25,600.00		
8003 Outside Services	-	-	3,000.00	-	-	-	-	-	300.00	-	-	-	3,300.00		
800x Fundraising Expenses	1,750.00	1,750.00	1,750.00	1,750.00	1,750.00	1,750.00	1,750.00	1,750.00	1,750.00	1,750.00	1,750.00	1,750.00	21,000.00	*New GL code for Fundraising Services	
8004 Professional Services-Legal	-	-	-	-	-	-	-	-	-	-	-	-	-		
8106 Office Supplies & Software	409.83	511.02	222.50	248.81	916.34	128.45	-	158.43	181.39	83.86	205.78	107.09	3,173.51		
8108 Campaign Supplies	-	2,500.00	-	-	-	-	-	-	-	-	-	-	2,500.00		
8300 Postage	625.00	625.00	625.00	625.00	625.00	625.00	625.00	625.00	625.00	625.00	625.00	625.00	7,500.00	*Will split out reg postage and DPIL Book Return Postage (new account)	
8300x DPIL Postage															
8400 Rent & Lease	1,098.97	1,098.97	1,098.97	1,098.97	1,130.35	1,130.35	1,130.35	1,130.35	1,130.35	1,130.35	1,130.35	1,130.35	13,438.67		
8403 Occupancy	415.09	415.09	472.77	415.09	415.09	415.09	415.09	415.09	492.34	466.59	466.59	569.59	5,373.51		
8500 Repairs & Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-		
8502 Maintence - Computers	953.75	1,679.67	1,288.39	1,363.83	1,363.83	1,363.83	1,868.11	1,363.83	1,363.83	4,547.71	1,406.21	2,527.88	21,090.88		
8503 Maintenance - Campaign Program													-		

Budget July 2025-June 2026	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Budget totals	% of income	Notes
8505 Maintenance - Copier	483.83	483.83	483.83	483.83	525.79	512.91	512.91	512.91	512.91	512.91	513.86	513.86	6,053.38		
8506 Maintenance - Telephone System	56.75	56.75	56.75	56.75	56.75	56.75	56.75	56.75	56.75	56.75	56.75	56.75	681.00		
8507 Maintenance - Postage Meter	66.94	66.94	66.94	66.94	66.94	66.94	66.94	66.94	66.94	66.94	66.94	66.94	401.64		
8600 Printing/Photo/Subscriptions	29.86	29.86	1,060.07	30.89	799.14	30.89	30.89	37.07	37.07	37.07	37.07	37.07	2,196.94		
8700 Travel/Auto/Meals	204.64	443.54	441.14	-	1,016.19	149.28	-	2,096.49	181.65	83.71	17.81	714.84	5,349.28		
8750 Campaign Functions	-	859.29	-	-	-	-	-	-	-	5,150.00	-	-	6,009.29		
8800 Board/Staff/Volunteer/Meetings	-	113.38	25.75	97.42	43.68	243.99	-	21.15	901.48	-	41.20	569.83	2,057.87		
8801 Professional Development - Staff	1,070.69	-	-	-	-	903.17	(309.00)	97.85	329.60	-	-	355.35	2,447.65		
8803 Volunteer Training	-	-	-	-	-	-	-	-	-	-	-	-	-		
9000 Membership Dues/Fees	-	-	56.65	251.32	403.76	-	-	-	-	-	-	92.70	804.43		
9200 Insurance	610.18	918.13	482.13	431.23	431.23	431.23	431.23	1,389.13	431.23	431.23	767.03	758.77	7,512.76		
9300 Advertising & Marketing	1,083.33	1,083.33	1,083.33	1,083.33	1,083.33	1,083.33	1,083.33	1,083.33	1,083.33	1,083.33	1,083.33	1,083.33	13,000.00		
9350 Miscellaneous	26.87	-	-	74.42	-	-	-	-	10.93	0.77	61.80	65.71	240.51		
9400 Fees	-	-	-	-	-	-	-	-	-	-	-	-	-		
9408 Paylocity Fees	271.00	271.00	271.00	271.00	271.00	271.00	271.00	271.00	271.00	271.00	271.00	271.00	3,252.00		
9410 Bank Charges & Fees	833.00	833.00	833.00	833.00	833.00	833.00	833.00	833.00	833.00	833.00	833.00	833.00	9,996.00		
9415 Schwab Management Fees	1,509.95	-	-	1,472.64	-	-	1,631.57	-	-	1,609.47	-	-	6,223.63		
9500 Depreciation	384.10	384.10	384.10	384.10	384.10	384.10	384.10	384.10	384.10	384.10	384.10	384.10	4,609.20		
9600 Agency Allocations	-	150,000.00	-	-	150,000.00	-	-	150,000.00	-	-	-	150,000.00	600,000.00		
9605 Designations- Partner	-	-	1,500.00	-	-	1,500.00	-	-	1,500.00	-	-	1,500.00	6,000.00		
9610 Designations - Non-Partner	-	-	1,625.00	-	-	1,625.00	-	-	1,625.00	-	-	1,625.00	6,500.00		
9611 Designations – Other United Ways	-	-	-	-	5,000.00	-	-	1,000.00	-	-	1,000.00	-	7,000.00		
9691 United Way Worldwide Support	3,613.00	-	-	3,613.00	-	-	3,613.00	-	-	3,613.00	-	-	14,452.00		
9692 United Way's Pacific NW	265.71	-	-	-	-	2,734.29	-	-	-	-	3,000.00	-	6,000.00		
9694 Child Care Grant Expense	-	-	-	-	-	-	-	-	-	-	-	-	-		
9695 Community Building Initiatives	1,666.67	1,666.67	1,666.67	1,666.67	1,666.67	1,666.67	1,666.67	1,666.67	1,666.67	1,666.67	1,666.67	1,666.67	20,000.00		
9750 Dolly Parton Imagination Lib.	5,416.67	5,416.67	5,416.67	5,416.67	5,416.67	5,416.67	5,416.67	5,416.67	5,416.67	5,416.67	5,416.67	5,416.67	65,000.00		
9900 In-Kind Rent	937.99	937.99	937.99	937.99	937.99	938.81	938.81	938.81	938.81	938.81	938.81	938.81	11,261.62		
Total Expense	66,732.14	236,653.64	65,599.72	76,923.97	216,340.20	65,464.09	79,099.16	212,738.98	67,114.46	74,683.35	63,164.38	215,084.71	1,439,598.80		119,966.57
Other Expense															
8900 Bad Debt Expense	1,438.29	474.99	1,254.37	3,684.57	5,048.52	9,333.35	11,003.94	1,855.79	1,603.87	657.72	3,128.77	1,769.15	41,253.34	Estimated 3% of Revenue	
Reconciliation Discrepancies															
Total Other Expense	1,438.29	474.99	1,254.37	3,684.57	5,048.52	9,333.35	11,003.94	1,855.79	1,603.87	657.72	3,128.77	1,769.15	41,253.34		
Total Net Income	(20,227.39)	(221,295.73)	(25,041.72)	42,210.50	(53,104.58)	236,314.31	276,694.95	(152,735.20)	(15,255.88)	(53,417.16)	37,999.11	(157,882.10)	(105,740.90)		

MEMORANDUM

TO: United Way of Whatcom County Board of Directors
FROM: Community Impact Committee
DATE: June 18, 2025
SUBJECT: 2025-2026 Community Impact Grant Report

This spring, United Way staff, volunteers, and members of the CIC met to evaluate Community Impact grant applications seeking funding for FY 25-26. The approach was a blend of old and new processes and consisted of 3-phases beginning in January with an open call for funding request submissions through the common application shared with the City of Bellingham and Whatcom County Government.

Of the 40 common applications submitted, 28 demonstrated high alignment with United Way core focus areas (Basic Needs, Economic Mobility, Breaking the Cycle of Poverty), and serving the ALICE population. Staff recommended these agencies to be invited to phase two and asked each agency to submit the addendum application and required financial documents. Of those 28 agencies, 24 are currently funded partners. Eleven of the 24 with very clear mission alignment were selected to receive grant extensions and were not required to make a formal presentation to the panel. The remaining proposals from current (13) and prospective (4) new partners made formal presentations to the volunteer panel and staff.

A total of 18 volunteers across three panels met for an orientation session and two half-day meetings in April and May. Participants represented some of our most supportive workplace campaigns, along with retirees and former Board members. Each meeting was led by staff, held in person, and began with volunteer discussions followed by agency presentations and Q & A session. At the conclusion of the presentations, volunteers were asked to rank each request.

Staff and the Community Impact Committee met in June to make allocation recommendations based on volunteer rankings, emerging community needs, grant applications, and thoughtful panel discussions. Among the twenty-eight applications, both currently funded and new agencies, 24 are recommended for a Community Impact Grant.

Key notes:

- Funding to three current partners, Opportunity Council, Compass Health, and Northwest Youth Services, is recommended to sunset at the end of this fiscal year. Each of these organizations was ranked last by their panel and was either recommended to receive no funding for this cycle or to receive dollars only in the event of a surplus, which we do not have.
- Panels recommended we make grants to three new agencies this year including Unity Care, Ferndale Food Bank, and Animals as Natural Therapy.

The recommended allocations reflect a difficult decision making process with careful review of submitted materials and presentation content, panel ranking, available dollars, and feedback from volunteers—including a particular interest in funding smaller agencies where our average grant size of \$25,000 can make a larger impact. There was also a desire to expand support in outlying areas of Whatcom County and prioritize emerging community needs, particularly for basic needs like food and shelter.

Total recommended funding for FY 2024-2025 Community Impact Grant Allocations is \$600,000. Last year's agency allocation payments totaled \$606,000.

Community Impact Grants FY 2025-2026

	current award	new ask	grant recommendation
Kulshan CLT *	n/a	\$ 25,000	\$ -
Mercy Housing NW	\$ 22,500	\$ 30,000	\$ 20,000
Northwest Youth Services	\$ 31,000	\$ 35,000	\$ -
Road2Home	\$ 15,000	\$ 25,000	\$ 22,000
Sun Community Services	\$ 28,000	\$ 35,000	\$ 29,000
Unity Care NW *	n/a	\$ 50,000	\$ 19,000
Animals as Natural Therapy *	n/a	\$ 28,700	\$ 15,000
Bellingham Public Schools Foundation	\$ 15,000	\$ 16,649	\$ 16,000
Brigid Collins	\$ 40,000	\$ 40,000	\$ 40,000
Compass Health	\$ 10,000	\$ 30,000	\$ -
Whatcom Center for Early Learning	\$ 39,000	\$ 50,000	\$ 32,000
Ferndale Food Bank *	n/a	\$ 20,000	\$ 16,000
Max Higbee Center	\$ 22,500	\$ 30,000	\$ 18,000
Opportunity Council	\$ 30,000	\$ 60,000	\$ -
The Arc of Whatcom County	\$ 12,000	\$ 20,000	\$ 17,000
Whatcom Council on Aging	\$ 31,500	\$ 40,000	\$ 30,000
Work Opportunities	\$ 18,000	\$ 24,000	\$ 20,000
Partner Agency Grant Extensions			
Basic Needs			
Bellingham Food Bank	\$ 34,000	\$ 50,000	\$ 45,000
Ferndale Public Schools Foundation	\$ 15,000	\$ 20,000	\$ 20,000
Lydia Place	\$ 30,000	\$ 50,000	\$ 30,000
Economic Mobility			
Bellingham Childcare & Learning Center	\$ 36,000	\$ 36,000	\$ 36,000
Evergreen Goodwill	\$ 22,500	\$ 25,000	\$ 25,000
Futures NW	\$ 22,500	\$ 40,000	\$ 30,000
Whatcom Literacy Council	\$ 24,000	\$ 35,000	\$ 25,000
Breaking the Cycle			
Communities in Schools	\$ 15,000	\$ 30,000	\$ 15,000
DVSAS	\$ 22,500	\$ 25,000	\$ 25,000
Whatcom Dispute Resolution Center	\$ 15,000	\$ 35,000	\$ 15,000
Whatcom Family YMCA	\$ 45,000	\$ 50,000	\$ 40,000
* new partner		Total	\$ 600,000
		Average grant	\$ 25,000

Community Impact Grants FY 2025-2026

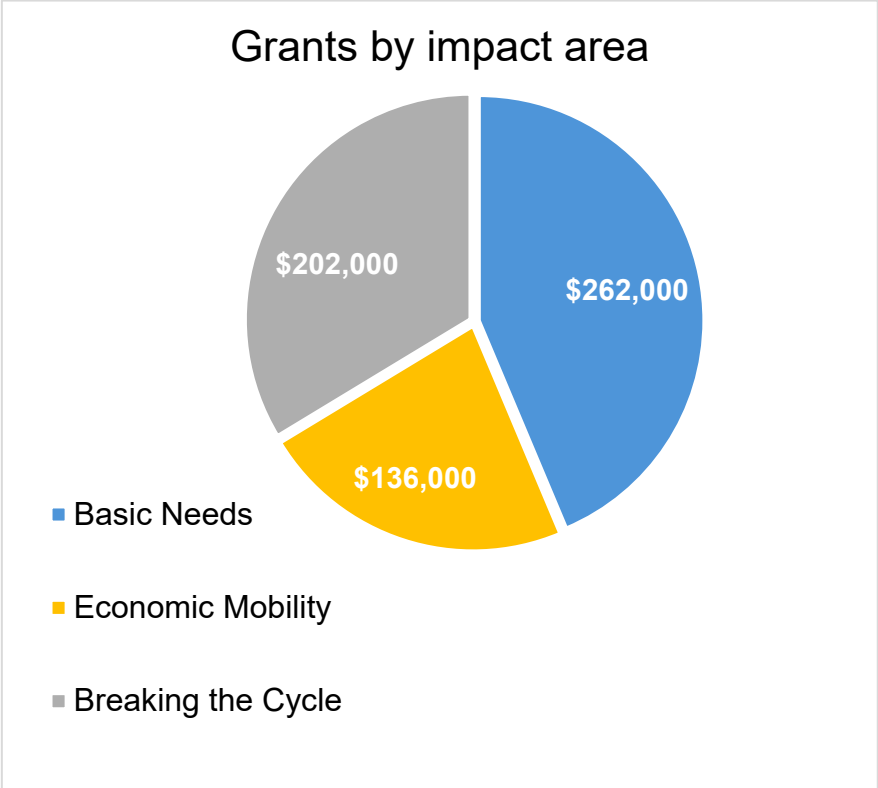
Awards by Impact Area

Basic Needs	current award	new ask	grant recommendation
Animals as Natural Therapy *	n/a	\$28,700	\$ 15,000
Bellingham Food Bank	\$ 34,000	\$50,000	\$ 45,000
Bellingham Public Schools Foundation	\$ 15,000	\$16,649	\$ 16,000
Ferndale Food Bank *	n/a	\$20,000	\$ 16,000
Ferndale Public Schools Foundation	\$ 15,000	\$20,000	\$ 20,000
Lydia Place	\$ 30,000	\$50,000	\$ 30,000
Mercy Housing NW	\$ 22,500	\$30,000	\$ 20,000
Road2Home	\$ 15,000	\$25,000	\$ 22,000
Sun Community Services	\$ 28,000	\$35,000	\$ 29,000
Unity Care NW *	n/a	\$50,000	\$ 19,000
Whatcom Council on Aging	\$ 31,500	\$40,000	\$ 30,000
			\$ 262,000
Economic Mobility			
Bellingham Childcare & Learning Center	\$ 36,000	\$36,000	\$ 36,000
Evergreen Goodwill	\$ 22,500	\$25,000	\$ 25,000
Futures NW	\$ 22,500	\$40,000	\$ 30,000
Whatcom Literacy Council	\$ 24,000	\$35,000	\$ 25,000
Work Opportunities	\$ 18,000	\$24,000	\$ 20,000
			\$ 136,000
Breaking the Cycle			
Brigid Collins	\$ 40,000	\$40,000	\$ 40,000
Communities in Schools	\$ 15,000	\$30,000	\$ 15,000
DVSAS	\$ 22,500	\$25,000	\$ 25,000
Max Higbee Center	\$ 22,500	\$30,000	\$ 18,000
The Arc of Whatcom County	\$ 12,000	\$20,000	\$ 17,000
Whatcom Center for Early Learning	\$ 39,000	\$50,000	\$ 32,000
Whatcom Dispute Resolution Center	\$ 15,000	\$35,000	\$ 15,000
Whatcom Family YMCA	\$ 45,000	\$50,000	\$ 40,000
			\$ 202,000

* new partner

Total	\$ 600,000
Average	\$ 25,000

Community Impact Grants FY 2025-2026



Basic Needs	\$	262,000
Economic Mobility	\$	136,000
Breaking the Cycle	\$	202,000



United Way
of Whatcom County



OUR MISSION

To unite with a network of nonprofits, local businesses and community stakeholders to enable financial stability for every person in Whatcom County.

- LIVE UNITED
- LIVE UNITED
- LIVE UNITED
- LIVE UNITED
- LIVE UNITED
- LIVE UNITED
- LIVE UNITED
- LIVE UNITED
- LIVE UNITED
- LIVE UNITED



UNITED FOR EQUITY

Equity is the intentional inclusion of everyone in society. Equity is achieved when systemic, institutional, and historical barriers based on race, gender, sexual orientation, and other identities are dismantled and no longer predict socioeconomic, education and health outcomes.

UNITED AGAINST RACISM

We recognize that structural racism and other forms of oppression have contributed to persistent disparities which United Way seeks to dismantle. Our United Way network strives to engage community members, especially those whose voices have traditionally been marginalized. We work with individuals, nonprofits, public and private partners to find and support solutions to ensure everyone has the resources, opportunities and networks they need to thrive.

At United Way of Whatcom County, we oppose all forms of racism and discrimination and commit to leveraging our assets (convening, strategic investments, awareness building, and advocacy) to create more equitable communities.

Board of Directors Responsibilities and Expectations United Way of Whatcom County

The Board of Directors is responsible for making sure United Way is on the right track to positively advance the common good in Whatcom County. They meet monthly to discuss strategic issues facing the organization and to provide the leadership and vision that drives change. The board is composed of leaders from throughout Whatcom County who care strongly about building a healthy community.

1. Responsibilities of the UWWC Board of Directors as a Whole:

- a. Engage in strategic conversations to understand how UWWC can provide powerful leadership in the achievement of Community Impact Goals.
- b. Actively support the fund development efforts of the organization.
- c. Ensure effective organizational planning, budgeting, and monitoring of performance and results.
- d. Establish policies to ensure legal and fiscal integrity and accountability, in accordance with UWWC bylaws.
- e. Ensure strong board performance, continuity, and leadership development.
- f. Work as a collaborative team with the UWWC President, while maintaining clear delegation of roles and responsibilities. Select, support, and evaluate the UWWC President.
- g. Uphold the agency mission and build a positive image of UWWC in the community.

2. Duties of Individual Board Members:

- a. Represent the organization proudly and positively at community events and with private individuals.
- b. Participate in a way that demonstrates respect, cooperation, and commitment to the work of the board and the success of the organization.
- c. Bring information about opportunities related to the Strategic Plan and Community Impact Goals to the attention of the Board and President.

3. UWWC Board Members Can Expect to Gain:

- a. The opportunity to network with other community leaders who have a similar desire to serve the community and support the mission of the organization.
- b. A boardroom atmosphere that prioritizes learning and critical thinking about high-level issues, and encourages the expression of new ideas and diverse viewpoints.
- c. A deepened understanding of the human issues facing our community.
- d. Appreciation and recognition for work in supporting the organization's mission and goals, and an avenue to highlight your company's support to the community.
- e. Support, training, and coaching for serving on the Board, and for each new role that you are asked to assume.

- f. A positive and close working relationship with staff members who are knowledgeable and dedicated, who respect the volunteer time devoted by board members, putting it to the best possible use.
- g. The sense of achievement that comes from working with other committed individuals to make a difference in the community.

4. Responsibilities of Individual Board Members:

- a. Consistently attend the meetings of the Board and annual Board retreat.
- b. Thoroughly review meeting materials in advance of meetings; arrive on time prepared to participate and make decisions.
- c. Serve on at least one Board committee; undertake tasks to support the work of the committee and the Board.
- d. Support the fund development activities of the organization through active participation in fundraising strategies, including:
 - i. Make an annual personal financial contribution.
 - ii. Identify, cultivate, and solicit prospective sponsors, donors, and special event participants.
 - iii. Attend special cultivation and fundraising events.
- e. Disclose any actual or potential conflicts of interest.
- f. Maintain confidentiality of board or staff where a need for confidentiality is indicated or prudent.
- g. Commit to an average of 6-10 hours each month in board related work (two 2-hours meetings per month, plus 1 hour of preparation time for each meeting, and participation in presentations, site visits, drafting policies, etc. as desired).

I have read the *Board of Directors Responsibilities and Expectations* and am fully committed and dedicated to the mission and participation as a Board member. I understand my duties and responsibilities and look forward to working with my fellow Board members on the success of the United Way of Whatcom County.

NAME (Sign)

DATE

NAME (Print)



United Way of Whatcom County Rules of Engagement

**United Way
of Whatcom County**

#1 – Liaison/Communication between staff & board

- The CEO and/or Board Chair will act as liaisons for any communication and/or requests that occur between the board of directors and staff/contract employees of UWWC. If a Board member has a direct ask for UWWC staff, it should be funneled through the Board Chair. United Way staff members will occasionally reach out with information and requests of the Board.
- All group communication to/from staff and board will be sent by either the CEO, Senior Staff Assistant, or the Board Chair. This will allow for an efficient and seamless communication channel in case we need to record and document responses.

#2 – Primary Board Role

- The Board will exercise oversight of UWWC's resources and ensure compliance and accountability of the organization. This advisory/governance role is at a strategic, high-level and will only be involved in the operations of UWWC as subject matter experts at the request of the CEO.

#3 – Fundraising

- There is a fundraising component of the board that is TBD based on the outcomes of our strategic planning process. Board members are expected to advocate/participate in fundraising activities and idea generation as requested by staff. These requests may be funneled through the Funds Development Champion or made as direct appeals by the United Way team.
- Preferred individual Board Member giving participation is at or above the leadership level or the equivalent in fundraising.
- Board Members with workplaces who host United Way campaigns should an advocate/champion/leader of their respective workplace efforts.

#4 – Advocacy/Engagement

- Board members will advocate among their personal and professional networks to increase visibility of UWWC and send a consistent message of the organization's mission.
- Each Board member should be willing to share information about UWWC's work (as provided by the Development and Communications Manager) in social settings and platforms.
- Board members must be committed to full and active participation in meetings, committees, retreats, and events.

Policy Type: Board Governance | Board Performance
Policy Title: Code of Ethics
Originally Adopted: October 17, 2002
Last Reviewed: June 24, 2021

United Way of Whatcom County is committed to the highest ethical standards. Trust is our greatest asset, and our success depends on the ethics and integrity of everyone affiliated with us. This Code of Ethics establishes guidelines to assist our volunteers and staff in making good decisions that are ethical and that advance the mission of our organization. We encourage and expect volunteers and staff to follow these directives and to ask questions or seek guidance as needed.

1. **Personal and Professional Integrity**

- Strive toward the highest standards of performance in your work for United Way.
- Communicate honestly and openly; avoid misrepresentation.
- Help to promote a working environment of honesty and trust, one in which minority opinions are valued.
- Show respect and fairness toward co-workers and everyone else you come into contact within your work for United Way.

2. **Accountability**

- Promote and practice care in the stewardship of United Way resources.
- Comply with all laws and regulations affecting United Way.
- Help to maintain United Way's open-door policy on inquiries about operations, policies and finances, while also observing discretion in protecting confidential information like donor identity, employment matters, etc. Seek guidance promptly when questions arise about either of these issues
- Have regular financial reviews by an external agent.

3. **Solicitations** and Voluntary Giving

- Run educational fund-raising campaigns and promote voluntary giving in dealing with donors.
- Refrain from any use of coercion in fundraising activities.

4. **Diversity**, Equal Opportunity, and Personnel Practices

- Value, champion and embrace diversity in all United Way activities.
- Recognize the distinct differences of individuals and organizations and capitalize on the strengths of each.
- Respect the work-related needs of others, and adhere to all United Way personnel policies and practices, particularly those which promote professional work relationships.

5. **Conflicts** of Interest and Nepotism

- Be mindful of the potential for an actual or apparent conflict of interest between United Way and any activity or organization in which you are involved outside of your work with United Way, and avoid any actual or apparent conflict. Involvement with any current or potential United Way

vendor, grantee or competing organization must be disclosed to United Way's board of directors for approval or consideration of alternatives.

- Avoid any action or statement likely to influence United Way's conduct in a way that would confer any financial benefit to yourself, your family or any organization in which you or those close to you are involved or have a financial interest.
- Disclose all actual or potential conflicts of interest to the Board of Directors and, for Board members, to any committee on which you serve.

6. Confidentiality

- Protect the confidentiality of all information you learn in your work with United Way which is confidential, privileged or non-public. If questions arise, consult United Way's director or board of directors promptly.
- Appropriately dispose of any nonpublic information you may obtain through the course of working with United Way.

Volunteers and staff are encouraged to seek advice and guidance from the Board of Directors, its President and its Executive Committee on questions about any ethical issue including the interpretation or application of this Code. Any known or suspected breaches of this Code should be reported to the Board's Executive Committee for a prompt and fair resolution.

I hereby disclose the following conflicts of Interest:

I hereby agree to abide with the Code of Ethics:

Printed Name

Date

Signature

Policy Type: Board Governance | Duty of Care
Policy Title: Confidential Reporting of Financial Impropriety or Misuse of the Organization's Resources Policy (Whistleblower Policy)
Originally Adopted: June 24, 2010
Last Amendment: June 25, 2020

Statement of Purpose

The purpose of the Confidential Reporting of Financial Impropriety or Misuse of the Organization's Resources Policy is to afford all employees, volunteers, or any other person affiliated with United Way of Whatcom County (hereafter United Way), the opportunity to confidentially report known or suspected financial improprieties or misuse of United Way resources without fear of retaliation.

Policy

Reporting Known or Suspected Financial Improprieties

Reports of known or suspected financial improprieties on the part of an employee or a volunteer or any other person affiliated with United Way should be made to the Treasurer, who is the Chair of the Finance Committee. The report should be written and made as soon as possible after the events that gave rise to the report. The report should set forth in detail the basis for the individual's concern of financial impropriety or misuse of resources. The Treasurer shall date and log all written reports of known or suspected financial improprieties or misuse of resources. He/she will also acknowledge receipt of the report and confirm to the "complainant" the matter is under review.

The Treasurer and President/CEO will conduct a preliminary review of the reported situation and determine the appropriate course of action. If the President/CEO or Treasurer is named in the report, the Chair of the Board of Directors will perform all duties the President/CEO or Treasurer would otherwise have performed in a review and investigation of financial impropriety or misuse of resources.

If the Treasurer and President/CEO determined a formal investigation should be conducted, the matter will be turned over to the United Way Executive Committee.

If the Treasurer and President/CEO determined that a formal investigation is not necessary, the complainant may report their suspicions to the Board Chair. The Board Chair will then determine if further action is necessary.

Investigation

The Treasurer or his/her designee (usually the President/CEO, if the President/CEO was not named in the report), will investigate the matter, meeting separately with all individuals named in the report, and with others who may have knowledge of the facts set forth in the report. United Way will treat all financial impropriety reports, the sources of such reports and their investigation confidentially, recognizing, however, that in the course of investigating and resolving these matters some dissemination of information to others may be necessary and/or appropriate, particularly if legal action ensues.

On completion of the investigation, the Treasurer will report his/her findings and conclusions to the President/CEO and the Executive Committee. Based upon the report by the Treasurer, the Executive Committee will determine if, and in what form and manner, additional action will be taken. As appropriate and as determined by the President/CEO and the Executive Committee, a full report of the incident will be made to the Board of Directors at the next scheduled meeting.

United Way is registered with FiduciaSolutions if an individual wishes to anonymously alert United Way to possible fraud or embezzlement. The information can be submitted by going to: www.fiduciasolutions.org/Hotline/report. United Way's Organization ID is: **133854**. Within two business days the Board Chair, Treasurer, and President/CEO, if the individual(s) are not named in the report, will be alerted.

“Appeal” Review

Depending on the circumstances and at the discretion of the Executive Committee, persons implicated in the report and investigation of financial impropriety or misuse of resources may be given the opportunity to meet with the Executive Committee for further review and discussion of the matter. The involved party(s) must submit a written request for review of the matter by the Executive Committee. On completion of the “appeal” review, the person(s) will receive an oral explanation of the conclusions reached and the reasons for those conclusions. Decisions resulting from “appeal” reviews by the Executive Committee will be final.

Non-retaliation

If an individual filed a financial impropriety report in good faith, the individual will not be disciplined or otherwise penalized because of the report, regardless of whether or not the report is sustained. If it appears that a financial impropriety report was not filed in good faith, and the report did not name the President/CEO, disciplinary action may be taken as determined by the President/CEO and/or the Executive Committee. If the report was not filed in good faith and the report named the President/CEO, disciplinary action may be taken as determined by the Executive Committee.

Contact Information

The phone number of the Treasurer will be available upon request.

CONSENT TO ELECTRONIC NOTICE AND VOTING
FOR
UNITED WAY OF WHATCOM COUNTY

_____ is a member of the Board of Directors of UNITED WAY OF WHATCOM COUNTY. By signature below, consent is given to notice and voting by use of electronic communication, such as email.

Notice of meetings sent in this manner must follow the provisions of the Bylaws and other governing documents.

Decisions made in this manner must follow the provisions of the Bylaws and other governing documents and must be unanimous.

Revocation of this consent can be made at any time.

The email authorized for use is: _____

Signature

Date