

**Episcopal Foundation of Dallas (EFD) & Episcopal Health Foundation of Dallas (EHFD)**  
**Board of Trustees Meeting Agendas**  
**March 5, 2019 11:00 am**  
**Dallas Country Club, 4155 Mockingbird Land, Dallas TX 75205**

**EFD BOARD MEETING**

- I. Call to order & Opening Prayer: Eugenia King**  
Welcome and Introductions
- II. Consent Agenda: Eugenia King**
  - A. Approval of December 11, 2018 Board meeting minutes** (Pages 2-4)
  - B. Acceptance of Investment Committee and Finance Report**
    - Minutes of February 20, 2019 Committee meeting (Page 5)
    - Performance Reports (Pages 6-14)
    - Asset Allocation Report (Page 15)
    - Q4 2018 Financial Reports (Pages 16-20)
  - C. Acceptance of Development and Marketing Committee Report** (Page 21)
  - D. Resolution to approve all EFD Board policies and guidelines** (Pages 22-43)
  - E. Approval of the 2019 EFD Grants Calculation** (Page 44)
- III. Business Agenda: Eugenia King**
  - A. Nominating and Governance Committee Update: Jed**
    - Election of 2019 Board of Trustees, Officers, and Committee Chairs (Page 46)
    - Update on legal review of investment agreement documents
  - B. Investment Committee Update: Rick Barry**
    - Pending RFPs
    - Future grant calculations
- IV. Other Business: Eugenia King**
  - A. Conflict of Interest Annual Disclosure**
  - B. Committee Work Plans** (Pages 47-48)
  - C. Grantee Presentations**
- V. Adjourn**

**EHFD BOARD MEETING**

- VI. Call to Order: Eugenia King**
- VII. Consent Agenda: Eugenia King**
  - A. Approval of Minutes of December 11, 2018 Board meeting** (Page 49)
  - B. Acceptance of EHFD Financial Reports** (Pages 50-52)
- VIII. Adjourn**



## MISSION, VISION, VALUES

### **Mission**

The Episcopal Foundation of Dallas exists to strengthen and support faith communities by partnering wise investments with purposeful giving.

### **Vision**

The Episcopal Foundation of Dallas aspires to free our ministries – grow wealth through wise investments, lift financial burdens of those who serve, and maximize the impact of our shared missions.

### **Values**

- We support ministries of social engagement of the Gospel
- We practice disciplined investing
- We are motivated by the Christian faith
- We are led by committed laity and clergy

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## SPHERICAL® BRAND PROMISE

### **Brand Vision**

Free our ministries

### **Brand Positioning**

To Episcopal investors, the Episcopal Foundation of Dallas is the investment choice that faithfully partners wise investments with purposeful giving

### **Brand Personality**

A generous, faithful, engaged expert

### **Brand Affiliation**

Kingdom maximizers

# DRAFT

## EPISCOPAL FOUNDATION OF DALLAS MINUTES OF THE REGULAR MEETING OF BOARD OF TRUSTEES

December 11, 2018

A Regular Meeting of the Board of Trustees of the Episcopal Foundation of Dallas was held at Verdad Oil and Gas Company, 5950 Cedar Springs Road, Suite 200, Dallas, Texas 75235 on December 11, 2018 at 4:00 p.m.

The following Trustees were present: Mr. Rick Barry, Mr. Will Beecherl, Mr. Pat Carrigan, Mr. Philip de Bruyn, Ms. Jiggs Foster, Mr. Ken Hanks, Mr. Ford Keith, Ms. Eugenia King, Mr. TJ McCoy, Mr. Charles Jedson (Jed) Nau, Jr., Bishop George Sumner, Father Fabian Villalobos, Mr. Andy Welch and Mr. Dan Wilson. Others in attendance were slated board members Mr. Scott Hancock and Ms. Barbara McCole; and Ms. Pam Fellows Jamieson, Executive Director and Ms. Kathy McCabe, Controller.

Ms. Eugenia King, Chair, called the meeting to order at 4:01 p.m. and led us in prayer. She then introduced and welcomed the slated board members.

On motion duly made, seconded and unanimously carried, the Consent Agenda of the Board of Trustees was approved as presented. The Consent Agenda is attached and included:

- A. **Approval of September 18, 2018 Board meeting minutes**
- B. **Acceptance of Investment Committee and Finance Report**
  - Minutes of November 15, 2018 Committee Meeting
  - Performance Reports
  - Asset Allocation Report
  - Q3 2018 Financial Reports
- C. **Acceptance of Audit and Administration Committee Report**
  - Minutes of November 7, 2018 Committee Meeting
- D. **Approval of Donor Advised Fund Distribution**
  - Bishop Stanton Advised Fund of \$5,000 to Kellerman Foundation in support of a Nursing Skills Laboratory at the Hospital in the Diocese of Kinkizi, Church of Uganda.
- E. **Approval of gifts for retiring Board of Trustees**
  - John Hind \$1,000 to Episcopal Fund
  - Steve Swann \$1,000 to Episcopal Fund

On behalf of the Executive Committee, a resolution to elect Father Stephen Swann as an Emeritus Board Member was presented by Eugenia King. The resolution is attached. On a motion duly made, seconded and unanimously carried, the resolution was approved as presented.

Investment Committee Chair, Rick Barry informed the board that we will be moving approximately \$200,000 from our investment account into a money market to help safeguard against the market volatility.

Mr. Barry presented a revised Spending/Distribution Guidelines for the Episcopal Fund and the Trustees. On a motion duly made, seconded and unanimously carried, the resolution was approved as presented

Mr. Barry also presented the following resolution to establish guidelines for the Julie and Louis Beecherl Trustees Fund:

WHEREAS, the Julie and Louis Beecherl Trustees Fund was created in 2000 to support the operations of the Episcopal Foundation of Dallas, and,

WHEREAS, the fund has reached sufficient size to be capable of supporting a portion of operations,

NOW BE IT RESOLVED, that each year an amount consistent with the Foundation's Spending/Distribution Guideline shall be distributed to help support the operations of the Foundation.

Mr. Barry presented the 2019 Budget for approval. After a brief review and on a motion duly made, seconded and unanimously carried, the 2019 Budget was approved as presented

On behalf of the Audit and Administration Chair, Robbi Rice Dietrich, Eugenia moved to approve BKD and our Tax and Audit professionals for a three-year term. On a motion duly made, seconded and unanimously carried, the motion was approved.

Grant Chair, Ford Keith presented an update on Community Garden Kitchen. The Foundation has granted them \$60,000 over the past two years that they have not been ready to spend. The Grant Committee is concerned that the project may not be viable and have let the Executive Director know that if significant progress has not been made by the Spring Grant Cycle, the Foundation will likely choose to rescind the grants.

Nominating and Governance Chair, Jed Nau welcomed slated board members Scott Hancock and Barbara McColm to the meeting. He then presented Elizabeth Trupiano to be slated as a new board member with her term beginning in March 2019. On a motion duly made, seconded and unanimously carried, the motion was approved.

Mr. Nau presented the Executive Committee's decision to add the Grant Chair to the Executive Committee.

Mr. Nau also presented the removal of any special term language in relation to Term of Office.

Bishop Sumner gave an update on the Diocese. He expressed his thanks to the Episcopal Health Foundation of Dallas for supporting the curates. Work is continuing on church collaboration – large churches helping small churches on a variety of projects. Currently looking at some small churches in East Texas.

Ms. Eugenia King gave the Board highlights from 2018 which are attached. The Board then went into Executive Session. During Executive Session, Eugenia led the board in a discussion regarding the possibility of a bonus for Kathy (Controller) and Pam (Executive Director). After much discussion the motion to award bonuses of 12% of respective salaries was duly made, seconded and carried.

In Other business, Eugenia gave an update on several items. The Executive Committee is recommending removal of the Investment Update in the electronic newsletter, allowing it to be more marketing focused. The Executive Committee discussed having the Board do a service project together which was favorably received by the Board. She reminded everyone to turn in their Christmas Ask. The Executive Committee also discussed reinstating the Advisory Council and has asked the Development Committee to study the issue and make a recommendation back to the board.

With no further business the meeting was adjourned at 5:20 p.m.

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Charles Jedson (Jed) Nau, Secretary

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Eugenia King, Chairperson

**Episcopal Foundation of Dallas (EFD)**  
**Investment and Finance Committee Meeting Minutes**  
**February 20, 2019, 4:00 pm**  
**10000 N. Central Expressway, Suite 400 Dallas, TX 75231**

**Committee Members**

**Present:** Rick Barry, Will Beecherl, Eugenia King, Pat Carrigan, Dan Wilson, Scott Hancock and Ken Hanks

**Absent:** Philip de Bruyn, Andy Welch

**Others Attending:** Pam Jamieson, Executive Director, Kathy McCabe, Controller, Carol Misus and via telephone - Geoff Hall, Senior Investment Consultant, Vanguard

Rick Barry opened the Investment and Finance Committee meeting at 4:01 pm with a prayer.

**Regular Business:**

Rick welcomed Carol Misus to the meeting and she began by introducing Geoff Hall, our new Senior Investment Consultant who joined the meeting via telephone. Geoff is based in Phoenix, AZ and will be handling our account now that Vanguard has gone to a regional support structure. Carol then reviewed the performance from 4<sup>th</sup> quarter and the asset allocation. She gave an updated portfolio balance as of February 19, 2019 which had rebounded to about \$37.5 million. The remaining Vanguard packet materials were reviewed noting that the outlook for the next 10 years will be significantly lower than previous years. The committee should continue to monitor asset allocation, rebalance as necessary and watch costs.

Minutes from the November 15, 2018 Investment Committee meeting were not reviewed as they were already approved prior to the December Board meeting.

Controller, Kathy McCabe reviewed the current Financial Statement Packet noting the 4th quarter portfolio valuation of \$34,936,538 as of December 31, 2018. On the Client Activity Report, she noted the larger than usual end of the year withdrawals in 2018. The financial packet was accepted as presented.

A discussion around investment partner withdrawals centered on the idea that endowments are meant to be long-term. It was suggested that EFD send out a communication to our investment partners with an article about the definition of what long-term investing really means.

Kathy reviewed the grant calculation for 2019 and presented data on overall foundation spending rates. It was agreed that the grant calculation should decrease incrementally in the next three years and that the committee would review the grant calculation each year for the following year. The EFD Investment Committee recommended that the 2019 grant calculation use a factor of 4.5% instead of 5.0% in calculating the amount available to grant. The motion was duly made, seconded and unanimously approved.

The EHFD grant calculation will be reviewed at the next Investment Committee meeting.

The Episcopal Health Foundation of Dallas (EHFD) Financial Statement review was led by Kathy McCabe noting that excise tax expense increased from \$3,800 in 2017 to \$6,100 in 2018 as a result of larger than normal capital gains distributed in December. EHFD current assets were \$5,835,130 as of December 31, 2018. The EHFD financial statements were accepted as presented.

*With no further business, the meeting adjourned at 5:25pm.*



## QUARTERLY PERFORMANCE REPORT Period Ending December 31, 2018

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- 1 Aggregated Performance Summary
- 2 Market & Economic Overview
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Episcopal Foundation of Dallas - Aggregated Performance Summary								
as-of December 31, 2018								
	Market Value*	Portfolio Allocation	Three-Month	Year-to-Date	One-Year	Three-Year	Five-Year	Since Inception
Vanguard	\$38,995,584	100.00%	-9.89%	-6.76%	-6.76%	6.08%	-	4.41%
<b>Vanguard Composite Benchmark</b>			-9.35%	-6.31%	-6.31%	5.93%	-	4.38%
<b>Aggregate Portfolio (net of EFD fee)*</b>	<b>\$38,995,584</b>	<b>100.00%</b>	<b>-10.01%</b>	<b>-7.27%</b>	<b>-7.27%</b>	<b>5.56%</b>	<b>4.50%</b>	<b>6.88%</b>
<b>Aggregate Composite Benchmark*</b>			-9.35%	-6.31%	-6.31%	6.22%	4.92%	7.85%
<p>Notes: All historical return data provided by client. All returns are net of fund-level fees and the Vanguard advisory fee. Aggregate portfolio returns are net of the EFD administrative fee. Vanguard Composite provides a comparison for Vanguard portfolio return and constitutes 42% Spliced Total Stock Market Index/28% Spliced Total International Stock Index/18% Spliced Barclays U.S. Agg Flt-Adj. Index/6% Barclays GA ex-USD Flt-Adj. RIC Capped Index Hedged/6% REIT Spliced Index and has been calculated as-of December 31, 2018. Performance effective date for Vanguard Composite as-of September 30, 2015. Aggregate Composite provides a comparison for Episcopal Foundation of Dallas portfolio and constitutes a weighted average of the Vanguard Composite and HFRI Fund of Funds Composite. Since inception date is January 1, 2010.</p> <p><b>*Aggregate portfolio performance and Aggregate composite performance include hedge fund and HFRI performance, respectively, through February 29, 2016 for the Three-, Five-Year and Since Inception time periods.</b></p>								



## Vanguard Market & Economic Overview

### Heightened volatility led to losses across the global equity markets

Driven by steep losses in the fourth quarter of -14.3%, the U.S. equity market<sup>1</sup> ended the year with a return of -5.2%. The uncertainty created by continuing trade disputes, concerns over the velocity of the Federal Reserve's interest rate hikes, and the partial government shutdown, all contributed to volatility and market declines. As of year-end, large cap stocks<sup>2</sup> had turned in the best performance, despite losing -4.4%, including a -13.5% loss for the quarter, due to better relative results from the Information Technology and Healthcare sectors. Meanwhile, mid-cap<sup>3</sup> and small-cap<sup>4</sup> equity segments also fell sharply, returning -9.2% and -9.3% in 2018, respectively; they posted -15.5% and -18.3% returns during the fourth quarter. Although growth stocks<sup>5</sup> (-16.3%) trailed relative to value stocks<sup>6</sup> (-12.2%) for the quarter, they outpaced their value counterparts for the year, returning -2.1% versus -8.6%. Facing concerns over muted growth expectations, international equities<sup>7</sup> also suffered losses during the quarter, falling -11.8% during the period, and -14.6% for the prior twelve months. Higher Treasury yields and the strong U.S. dollar continued to negatively impact emerging markets<sup>8</sup>, which were down -6.1% for the fourth quarter and -13.3% for the year. Similarly, the developed markets index<sup>9</sup> fell -13.2% for the quarter, as Brexit fears, the Italian budget crisis and riots in France contributed to volatility. Even the German economy saw its first contraction since early 2015, partially due to very low demand in the auto industry.

### Fixed income asset classes posted mixed results, with the broad U.S. market mainly flat for 2018

The broad U.S. fixed income market<sup>10</sup>, although up 1.6% during the fourth quarter, remained relatively flat for the year with a return of -0.1%. The Federal Reserve raised short-term rates by 25 basis points in December, marking the fourth time in twelve months, to a target range of 2.25% to 2.50%. The yield curve continued to flatten, and the spread between 2-year and 10 year Treasury securities finished 2018 at 0.21%, down from 0.51% at the end of 2017. Market participants closely watch the relationship between short-term and long-term yields as an inverted yield curve is widely considered an indicator of a possible recession. The ten-year Treasury note fell from 3.09% to 2.69% in the fourth quarter as these securities rallied, with investors moving toward their relative safety in light of continued equity market volatility and geopolitical uncertainty. Widening credit spreads served as a headwind to corporate bond returns, as concerns of slowing global growth, the impact of rising interest rates on corporate profits in the form of higher borrowing costs, as well as the general risk-off sentiment led investors to demand higher yield for more risk. Overall, higher quality bonds held up better than high-yield bonds for the quarter, given investors' preference for safety during recent months. Investment-grade corporate bonds<sup>11</sup> finished flat for the quarter (0.01%) but down -2.1% for the year; high-yield bonds<sup>12</sup> posted a loss of -4.5% for the quarter and matched the -2.1% performance of the higher quality corporate segment for the year. International bonds fared positively in the fourth quarter, with the currency-hedged index performing better than the unhedged version, as the U.S. dollar appreciated relative to other major currencies. The hedged index<sup>13</sup> returned 1.9% for the quarter and 3.2% for the year, while unhedged international bonds<sup>14</sup>, which are subject to currency fluctuations, returned 0.9% for the quarter and fell -2.1% for the year.

### Global economies deal with an expected slowdown in growth

Despite concerns of a potential slowdown and heightened market volatility, U.S. economic conditions remained relatively strong through the third quarter, as real GDP (Gross Domestic Product) increased at an annualized rate of 3.4%. The headline unemployment rate remained low and ended the quarter at 3.9% even as new entrants entered the labor force and pushed up participation levels.

## Vanguard Market & Economic Overview

Nonfarm payrolls added a better-than-expected 312,000 jobs in December, an increase over the 176,000 in November and beating estimates of 177,000. Average hourly earnings rose 3.2% over the past year while annualized inflation landed at 2.2% in December, down from 2.5% during the previous month. The Federal Reserve continues to anticipate core inflation levels in the 2% range over the longer term. Vanguard does not see a material risk of a sharp uptick in core inflation despite lower unemployment rates and higher wages. Vanguard continues to believe the secular forces of globalization and ever more powerful technologies will make it difficult to achieve sustained 2% inflation in the U.S.

In the Eurozone, while Vanguard believes the risk of a break-up to be relatively low, elevated political risks and global deceleration remain concerning, despite some positive economic drivers such as labor market data and monetary policy. Economic growth slowed further to a 1.6% annual rate in the third quarter, down from 2.1% during the second quarter of the year. Consistent with the last few months, the unemployment rate has held steady at the 8.1% level as of October. This represents the lowest jobless rate since November of 2008. As a diverse economy, jobless rates vary widely across those nations utilizing the common currency. Germany is on the lower end with a rate of 3.3% while Greece recently reported 18.9% for August and Spain's jobless level was 14.8% at the end of September.

China's GDP grew at a 6.5% annual rate for the third quarter, measured on a year-over-year basis. This is the lowest level since the first quarter of 2009, during the global financial crisis, and displays how tariffs and trade disputes may be starting to impact growth. Chinese President Xi Jinping met with U.S. President Trump in early December, where the two declared a 90 day truce in the trade war. While a disruption in trade is expected to impact growth on both sides, the uncertainty has unsettled financial markets as well. By the end of the year, the Shanghai composite was down over 20%, while retail sales and real estate were slowing. Consumer price inflation in China was 2.2% in November, as the annual rate slowed to a four-month low. This measure has averaged 5.2% from 1986 through 2018. The unemployment rate remained steady at 3.8% as of the end of the third quarter, despite concerns over financial instability and rising external and domestic challenges.

The United Kingdom experienced a 4.1% unemployment rate, close to the lowest levels experienced during the 1970s, while continuing to face uncertainty over the ongoing Brexit negotiations. The United Kingdom is expected to exit the European Union on March 29<sup>th</sup>, and the type of deal that will be struck, if any, continues to be uncertain. Vanguard believes the Bank of England is likely to remain on hold until there is further clarity around Brexit. GDP grew 0.6% for the third quarter and 1.5% year-over-year (the highest of 2018), driven primarily by household consumption while capital expenditures and net trade were detractors. Annual inflation came in at 2.3% at the end of November, slightly lower than earlier 2018 readings, due to the slowdown in the costs of transport, food and recreation. Although lower, this inflation reading remains similar to the 30-year average of 2.58%.

Although Japan was able to weather a difficult environment, including natural disasters and weak external demand in 2018, it still experienced a sharp contraction in third quarter GDP (-0.6%). This reading was down from the positive result of 0.7% during the second quarter. Personal consumption and capital expenditures came under pressure during the year while domestic demand helped to support the economy. Japan's inflation was marked at 0.8% year over year in November, due to downward pressure from falling housing costs. The Bank of Japan is not expected to increase rates in 2019 and its forward guidance will likely emphasize the persistence of low rates. Unemployment remained at low levels, coming in at 2.5% as of November.

## Vanguard Market & Economic Overview

### Central banks reduce accommodative policies

The Federal Reserve continued to reduce its accommodative stance, based on the aforementioned increase in the Fed Funds rate as well as the continued reduction in the size of their balance sheet. Confidence in the labor market, stable consumer prices and the expansionary effects of the Tax Cuts and Jobs Act have continued to support the outlook on the economy despite turbulent markets. The tax cuts in particular have helped to accelerate consumer spending, the largest segment of the U.S. economy. While some investors are apprehensive as to the pace of the Fed's tightening, Fed Chairman Jerome Powell recently remarked "with the muted inflation readings that we've seen coming in, we will be patient as we watch to see how the economy evolves" and "We will be prepared to adjust policy quickly and flexibly and use all of our tools to support the economy should that be appropriate". The markets continue to price in a higher Fed Funds rate in 2019. Vanguard shares this sentiment and also expects the Fed to increase rates in the coming year before halting further increases in the face of nonaccelerating inflation and decelerating top line growth.

European Central Bank (ECB) President Mario Draghi stressed concerns of "the threat of protectionism, vulnerabilities in emerging markets and financial market volatility." However, the ECB has reiterated that December marks the end of its quantitative easing program, which began in 2015 to reduce the risk of deflation. As of last quarter, Draghi signaled a tightening of the European Central Bank's deposit rate would begin after summer of 2019, but the consensus among economists is that it will take a bit longer to start that process. The deterioration in economic momentum in Europe's economy was driven by a slowdown in global trade, including weak demand for European exports, and industrial cycle. A key factor was the slow adjustment made by German auto makers to adapt to new European Union emissions standards.

### Final thoughts

*Vanguard's current outlook reflects lower return expectations across equities and fixed income relative to history while continuing to stress the importance of a long-term perspective. With increased volatility and lower returns on the horizon, Vanguard believes it's important to maintain perspective as a low-cost diversified portfolio along with periodic rebalancing, greatly increases the chances for investment success. Vanguard Chief Investment Officer, Greg Davis, reminds us in his recent blog, "What all investors should keep in mind is the risk of timing an investment decision poorly is generally higher than the risk of changing nothing at all in your portfolio. Remember, it's also a decision to do nothing."*

### Index Returns

1) CRSP US Total Market Index, 2) CRSP US Large-Cap Index, 3) CRSP US Mid-Cap Index, 4) CRSP US Small-Cap Index, 5) Russell 3000 Growth Index, 6) Russell 3000 Value, 7) FTSE Global All-Cap Ex-US Index, 8) FTSE Emerging Market Index, 9) FTSE Developed All Cap ex US Index, 10) BloombergBarclays US Aggregate Float Adjusted Index, 11) BloombergBarclays US Credit Index, 12) BloombergBarclays US Corporate High Yield Index, 13) BloombergBarclays Global Aggregate ex-USD Float Adjusted RIC Cap Index Hedged, 14) BloombergBarclays Global Aggregate ex-USD Index

### Sources:

Vanguard, U.S. Treasury, U.S. Federal Reserve, Bureau of Labor Statistics, Bureau of Economic Analysis, Conference Board, Institute for Supply Management, Bank of England, Financial Times, Eurostat, Wall Street Journal, IHS Markit, Reuters, Bank of Japan, Bloomberg, European Central Bank, and International Monetary Fund

## Performance Summary (Gross of Advisory Fees) ending December 31, 2018

	Market Value (\$)	% of Portfolio	2018 Q4 (%)	1 Yr (%)	3 Yrs (%)	5 Yrs (%)	10 Yrs (%)	Inception (%)	Inception Date
<b>EPISCOPAL FOUNDATION OF DALLAS</b>	<b>34,586,939</b>	<b>100.00</b>	<b>-9.86</b>	<b>-6.66</b>	<b>6.20</b>	--	--	<b>4.52</b>	<b>Jun-15</b>
<b>EPISCOPAL FOUNDATION OF DALLAS (Net)</b>			<b>-9.89</b>	<b>-6.76</b>	<b>6.08</b>	--	--	<b>4.41</b>	
Composite Benchmark			-9.35	-6.31	5.93	--	--	4.38	Jun-15
<b>Total Equity</b>	<b>23,904,971</b>	<b>69.12</b>	<b>-13.73</b>	<b>-9.32</b>	<b>7.60</b>	--	--	<b>5.02</b>	<b>Jun-15</b>
<b>Equity Domestic</b>	<b>14,550,417</b>	<b>42.07</b>	<b>-14.49</b>	<b>-6.20</b>	<b>8.92</b>	--	--	<b>7.07</b>	<b>Jun-15</b>
Spliced Total Stock Market Index			-14.26	-5.17	9.00	7.92	13.26	7.21	Jun-15
<b>Equity International</b>	<b>9,354,554</b>	<b>27.05</b>	<b>-12.51</b>	<b>-13.93</b>	<b>5.54</b>	--	--	<b>1.91</b>	<b>Jun-15</b>
Spliced Total International Stock Index			-11.79	-14.61	4.44	1.05	6.64	1.13	Jun-15
<b>Total Fixed Income</b>	<b>8,571,907</b>	<b>24.78</b>	<b>1.31</b>	<b>0.84</b>	<b>2.46</b>	--	--	<b>2.37</b>	<b>Jun-15</b>
<b>Fixed Income Domestic</b>	<b>6,365,655</b>	<b>18.40</b>	<b>1.13</b>	<b>0.15</b>	<b>2.18</b>	--	--	<b>2.03</b>	<b>Jun-15</b>
Spliced Bloomberg Barclays US Aggregate Float Adjusted Index			1.58	-0.08	2.09	2.50	3.49	1.95	Jun-15
<b>Fixed Income International</b>	<b>2,206,252</b>	<b>6.38</b>	<b>1.83</b>	<b>2.88</b>	<b>3.30</b>	--	--	<b>3.38</b>	<b>Jun-15</b>
Bloomberg Barclays Global Aggregate ex-USD Float Adjusted RIC Capped Hedged			1.87	3.16	3.54	4.19	--	3.64	Jun-15
<b>Total Real Estate</b>	<b>2,110,060</b>	<b>6.10</b>	<b>-6.44</b>	<b>-5.95</b>	<b>2.31</b>	--	--	<b>4.57</b>	<b>Jun-15</b>
<b>Real Estate Domestic</b>	<b>2,110,060</b>	<b>6.10</b>	<b>-6.44</b>	<b>-5.95</b>	<b>2.31</b>	--	--	<b>4.57</b>	<b>Jun-15</b>
Real Estate Spliced Index			-6.44	-5.88	2.41	7.50	12.07	4.68	Jun-15

Gross of Advisory Fee returns reflect the deduction of fund expense ratios and any purchase or redemption fees.

Net of Fee returns reflect the deduction of fund expense ratios, any purchase or redemption fees, and VIAS advisory fee applied to the client portfolio.

Returns greater than one year represent annualized returns. Returns less than one year represent cumulative returns.

## Performance Summary (Gross of Advisory Fees) ending December 31, 2018

	Market Value (\$)	% of Portfolio	2018 Q4 (%)	1 Yr (%)	3 Yrs (%)	5 Yrs (%)	10 Yrs (%)	Inception (%)	Inception Date
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Composite Benchmark			-9.35	-6.31	5.93	--	--	4.38	Jun-15
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<b>Equity Domestic</b>	<b>14,550,417</b>	<b>42.07</b>	<b>-14.49</b>	<b>-6.20</b>	<b>8.92</b>	<b>--</b>	<b>--</b>	<b>7.07</b>	<b>Jun-15</b>
Spliced Total Stock Market Index			-14.26	-5.17	9.00	7.92	13.26	7.21	Jun-15
Vanguard® Total Stock Market Index Fund Institutional Shares	7,345,381	21.24	-14.26	-5.16	8.99	7.91	13.26	7.21	Jun-15
Spliced Total Stock Market Index			-14.26	-5.17	9.00	7.92	13.26	7.21	Jun-15
Multi-Cap Core Funds Average			-14.42	-7.96	6.51	5.29	11.20	4.34	Jun-15
Vanguard® PRIMECAP Fund Admiral™ Shares	3,665,062	10.60	-14.42	-1.94	12.06	11.41	15.26	10.84	Jun-15
Russell 1000 Growth			-15.89	-1.51	11.15	10.40	15.29	9.99	Jun-15
Multi-Cap Growth Funds Average			-16.19	-2.85	8.21	7.28	12.95	6.37	Jun-15
Vanguard® Windsor™ Fund Admiral™ Shares	3,539,973	10.23	-15.03	-12.37	5.56	4.96	12.07	2.98	Jun-15
Russell 1000 Value			-11.72	-8.27	6.95	5.95	11.18	4.94	Jun-15
Multi-Cap Value Funds Average			-14.40	-11.29	5.89	4.29	10.60	3.35	Jun-15
<b>Equity International</b>	<b>9,354,554</b>	<b>27.05</b>	<b>-12.51</b>	<b>-13.93</b>	<b>5.54</b>	<b>--</b>	<b>--</b>	<b>1.91</b>	<b>Jun-15</b>
Spliced Total International Stock Index			-11.79	-14.61	4.44	1.05	6.64	1.13	Jun-15
Vanguard® Total International Stock Index Fund Inst Shares	4,741,570	13.71	-11.66	-14.39	4.56	0.97	6.38	1.08	Jun-15
Spliced Total International Stock Index			-11.79	-14.61	4.44	1.05	6.64	1.13	Jun-15
International Funds Average			-13.47	-15.58	2.46	0.15	6.08	0.06	Jun-15
Vanguard® International Value Fund	2,369,918	6.85	-12.01	-14.52	4.54	-0.05	6.03	0.39	Jun-15
Spliced International Index			-11.46	-14.20	4.48	0.68	5.53	0.96	Jun-15
International Funds Average			-13.47	-15.58	2.46	0.15	6.08	0.06	Jun-15
Vanguard® International Growth Fund Admiral™ Shares	2,243,066	6.49	-14.76	-12.58	8.42	3.68	9.67	5.04	Jun-15
Spliced International Index			-11.46	-14.20	4.48	0.68	5.53	0.96	Jun-15
International Funds Average			-13.47	-15.58	2.46	0.15	6.08	0.06	Jun-15
<b>Total Fixed Income</b>	<b>8,571,907</b>	<b>24.78</b>	<b>1.31</b>	<b>0.84</b>	<b>2.46</b>	<b>--</b>	<b>--</b>	<b>2.37</b>	<b>Jun-15</b>
<b>Fixed Income Domestic</b>	<b>6,365,655</b>	<b>18.40</b>	<b>1.13</b>	<b>0.15</b>	<b>2.18</b>	<b>--</b>	<b>--</b>	<b>2.03</b>	<b>Jun-15</b>
Spliced Bloomberg Barclays US Aggregate Float Adjusted Index			1.58	-0.08	2.09	2.50	3.49	1.95	Jun-15

## Performance Summary (Gross of Advisory Fees) ending December 31, 2018

	Market Value (\$)	% of Portfolio	2018 Q4 (%)	1 Yr (%)	3 Yrs (%)	5 Yrs (%)	10 Yrs (%)	Inception (%)	Inception Date
Vanguard® Inter-Term Investment-Grade Fund Adm™ Shares	2,125,514	6.15	1.12	-0.47	2.55	3.03	5.79	2.45	Jun-15
BBgBarc US Credit 5-10 Yr TR			0.49	-1.55	3.03	3.41	6.25	2.64	Jun-15
Spliced Core Bond Funds Average			0.90	-0.69	1.95	2.19	4.16	1.65	Jun-15
Vanguard® Total Bond Market Index Fund Admiral™ Shares	2,123,101	6.14	1.61	-0.03	2.03	2.46	3.42	1.90	Jun-15
Spliced Bloomberg Barclays US Aggregate Float Adjusted Index			1.58	-0.08	2.09	2.50	3.49	1.95	Jun-15
Spliced Intermediate-Term Investment-Grade Debt Funds Average			0.90	-0.69	1.95	2.19	4.16	1.65	Jun-15
Vanguard® Short-Term Investment-Grade Fund Adm™ Shares	2,117,040	6.12	0.67	0.96	1.97	1.78	3.55	1.73	Jun-15
BBgBarc US Credit 1-5 Yr TR			0.93	1.11	2.00	1.80	3.72	1.72	Jun-15
1-5 Year Investment-Grade Debt Funds Average			0.49	0.86	1.59	1.20	2.64	1.23	Jun-15
<b>Fixed Income International</b>	<b>2,206,252</b>	<b>6.38</b>	<b>1.83</b>	<b>2.88</b>	<b>3.30</b>	<b>--</b>	<b>--</b>	<b>3.38</b>	<b>Jun-15</b>
Bloomberg Barclays Global Aggregate ex-USD Float Adjusted RIC Capped Hedged			1.87	3.16	3.54	4.19	--	3.64	Jun-15
Vanguard® Total International Bond Index Fund Adm™ Shares	2,206,252	6.38	1.83	2.88	3.30	3.93	--	3.38	Jun-15
Bloomberg Barclays Global Aggregate ex-USD Float Adjusted RIC Capped Hedged			1.87	3.16	3.54	4.19	--	3.64	Jun-15
International Income Funds Average			0.54	-1.79	3.08	0.92	2.79	2.00	Jun-15
<b>Total Real Estate</b>	<b>2,110,060</b>	<b>6.10</b>	<b>-6.44</b>	<b>-5.95</b>	<b>2.31</b>	<b>--</b>	<b>--</b>	<b>4.57</b>	<b>Jun-15</b>
<b>Real Estate Domestic</b>	<b>2,110,060</b>	<b>6.10</b>	<b>-6.44</b>	<b>-5.95</b>	<b>2.31</b>	<b>--</b>	<b>--</b>	<b>4.57</b>	<b>Jun-15</b>
Real Estate Spliced Index			-6.44	-5.88	2.41	7.50	12.07	4.68	Jun-15
Vanguard® Real Estate Index Fund Admiral™ Shares	2,110,060	6.10	-6.44	-5.95	2.31	7.40	12.05	4.57	Jun-15
Real Estate Spliced Index			-6.44	-5.88	2.41	7.50	12.07	4.68	Jun-15
Real Estate Funds Average			-7.07	-6.32	1.97	6.70	11.49	3.86	Jun-15

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Total Portfolio returns represent client-specific time-weighted returns (TWR) are presented gross of any applicable service fees with the exception of mutual fund expense ratios and other security-level expenses.

Client performance inception date is generally the first month-end after initial funding. Mutual funds and all investments are subject to risk, including the possible loss of the money you invest. Diversification does not ensure a profit or protect against a loss.

Performance figures assume the reinvestment of dividends and capital gains distributions. The fund performance percentages are based on fund total return data, adjusted for expenses, obtained from Lipper, a Thomson Reuters Company. The total return data was not adjusted for fees and loads.

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## Episcopal Foundation of Dallas

02.27.2019

Asset Category	Investment Policy	2.27.2019 Asset Allocation	
	<i>Target</i>	%	Total
US Equity	42%	43.5%	16,401,369
International Equity	28%	27%	10,349,525
Fixed Income	24%	23%	8,669,195
Real Estate	6%	6.5%	2,369,339
<b>TOTALS</b>	100%	100%	\$37,789,427

Note: The Foundations Investment Policy allows for a +/-5 percentage point variance from desired target weighting.



**EPISCOPAL FOUNDATION OF DALLAS  
STATEMENT OF NET ASSETS**

	Notes	As of 12/31/18	As of 12/31/17
<b>Assets</b>			
Cash - Foundation operating		\$ 139,093	\$ 132,900
Administrative fees receivables		40,247	46,583
Accounts receivable (EHFD)	(1)	11,276	11,000
Contribution receivable		1,500	600
Investments - Foundation	(2)	5,316,480	5,848,674
Investments - Agency	(2)	29,270,459	33,878,805
Furniture and equipment, net		1,429	2,245
Oil and gas property	(3)	3,500	3,500
Deposits and prepaid expenses		3,475	3,166
Total assets		<u>\$ 34,787,459</u>	<u>\$ 39,927,473</u>
<b>Liabilities and Net Assets</b>			
<b>Liabilities</b>			
Payroll liabilities		\$ 6,703	\$ 4,856
Accounts payable		35	15,000
Grants payable	(4)	30,000	30,000
Due to Agency Funds		29,270,459	33,878,805
Total liabilities		<u>29,307,197</u>	<u>33,928,661</u>
<b>Net Assets</b>			
Unrestricted		5,478,512	5,997,062
Restricted	(2)	1,750	1,750
Total net assets		<u>5,480,262</u>	<u>5,998,812</u>
Total liabilities and net assets		<u>\$ 34,787,459</u>	<u>\$ 39,927,473</u>

**Notes to Statement of Net Assets:**

- (1) Accounts receivable represents the amount due from EHFD for administrative services provided by EFD staff in 2018 plus several minor reimbursable office expenses.
- (2) See Client Activity Summary for a roll forward of investments.
- (3) The Foundation accepted a contribution of property in 1989. Under the terms of the property assignment, the Foundation shares any receipts from the property 50%:50% with other charities. The property is conservatively valued at \$3,500. Half the value is reflected as "temporarily restricted" due to the terms of the property assignment.
- (4) Grants payable represents \$30,000 for Community Garden Kitchen approved in 2016.

**EPISCOPAL FOUNDATION OF DALLAS  
STATEMENT OF ACTIVITIES**

	Notes	Year Ended 12/31/18	Year Ended 12/31/17
<b>Operating Revenues and Expenses</b>			
Administrative fee income-gross		\$ 208,204	\$ 216,218
Miscellaneous Income	(1)	11,017	12,373
Total operating revenue/support		219,221	228,591
 Payroll and payroll taxes	(2)	147,198	104,098
Professional fees	(3)	28,424	67,915
Sponsorships		2,000	-
Office operation		28,793	25,462
Total operating expenses	(4)	206,415	197,475
 Increase in net assets from operations		12,806	31,116
 <b>Contributions Income - Episcopal Fund</b>	(5)	110,495	7,400
 <b>Net Investment Gains (Losses)</b>			
Interest & dividends		245,382	161,499
Realized gains		68,684	29,188
Unrealized gains (losses)		(692,704)	759,755
Less: Vanguard advisory fees		(6,281)	(5,768)
Less: Admin fees on EFD funds		(31,926)	(29,428)
Total investment revenue	(6)	(416,845)	915,246
 <b>Grant Expense</b>			
Foundation grants		187,500	184,628
Trustee fund grants		4,000	-
Advised fund grants		33,506	39,960
Total grant expense		225,006	224,588
 Total increase (decrease) in net assets		(518,550)	729,174
 Net assets at beginning of period		5,998,812	5,269,638
 Net assets at end of period		\$ 5,480,262	\$ 5,998,812

**Notes to Statement of Activities:**

- (1) Miscellaneous Income is largely the amount due from EHFD for administrative services provided by EFD staff, but also includes a small amount of royalty income.
- (2) 2018 Payroll expense increased as a result of expanding ED responsibilities & hours and as a result of year-end bonus awarded by the Board.
- (3) Professional fees in 2017 included \$45,000 for spherical branding project. By comparison EFD spent \$10,000 on marketing activity in 2018.
- (4) See Actual vs. Budget Report for additional detail.
- (5) 2018 Contributions income includes a bequest from Henry Coke III. At the suggestion of Mrs. Coke, funds were deposited to the Episcopal Fund to increase amount available for grants.
- (6) Performance loss for 2018 was -7.27%

EPISCOPAL FOUNDATION OF DALLAS  
ACTUAL VS. BUDGET

	Notes	YTD at 12/31/2018		
		Actual	Budget	Variance over (under) Budget
<b>Operating Revenue and Expenses</b>				
<b>Revenue</b>				
Administrative fee income - gross		\$ 208,204	\$ 209,000	\$ (796)
Other Income (EHFD)		11,017	8,000	3,017
<b>Operating Revenue</b>		<b>\$ 219,221</b>	<b>\$ 217,000</b>	<b>\$ 2,221</b>
<b>Expenses</b>				
<b>Payroll</b>				
Executive Director		75,000	75,000	-
Grant Administrator		10,738	10,000	738
Controller		37,500	37,500	-
Bonuses	(1)	13,500	-	13,500
Employers Payroll Taxes		10,460	9,400	1,060
<b>Total Payroll Expenses</b>		<b>\$ 147,198</b>	<b>\$ 131,900</b>	<b>\$ 15,298</b>
<b>Professional Fees</b>				
Audit		14,000	16,400	(2,400)
Tax return preparation		3,150	2,800	350
Website & Computer Tech		1,274	4,000	(2,726)
Legal Fees		-	500	(500)
Marketing		10,000	10,000	-
Development	(2)	-	15,000	(15,000)
<b>Total Professional Fees</b>		<b>\$ 28,424</b>	<b>\$ 48,700</b>	<b>\$ (20,276)</b>
<b>Sponsorships</b>		<b>\$ 2,000</b>	<b>\$ 2,000</b>	<b>0</b>
<b>Office Expense</b>				
Rent	(3)	8,385	12,500	(4,115)
Insurance-D&O/Liability		3,217	3,500	(283)
Telephone/Fax/Internet		852	1,100	(248)
Computer Expense		1,549	2,400	(851)
Development		30	500	(470)
Depreciation		816	1,300	(484)
Professional Development		1,045	1,500	(455)
Office Supplies		1,229	1,000	229
Marketing materials	(2)	7,024	25,400	(18,376)
Insurance-Worker's Comp		341	200	141
Postage and Delivery		153	300	(147)
Stationery, bus. cards, etc.		-	-	-
Property Taxes		63	50	13
Board Luncheon		919	650	269
Meetings		916	400	516
Convention		563	400	163
Memorials & special gifts		116	500	(384)
Planned Giving Luncheon		811	1,500	(689)
Moving Expense		565	-	565
Miscellaneous		199	500	(301)
<b>Total Office Expense</b>		<b>\$ 28,793</b>	<b>\$ 53,700</b>	<b>\$ (24,907)</b>
<b>Operating Expense</b>		<b>\$ 206,415</b>	<b>\$ 236,300</b>	<b>\$ (29,885)</b>
<b>Operating Surplus (Deficit)</b>		<b>\$ 12,806</b>	<b>\$ (19,300)</b>	<b>\$ 32,106</b>

Notes

- (1) 12% Bonuses were awarded to the ED and Controller at the December Board Meeting.
- (2) Positive variance in Development expense and Marketing materials is a result of shifting the Planned Giving strategy into 2019.
- (3) Positive variance in Rent expense is the result of a lower monthly rate at the new office location combined with savings incurred by utilizing donated conference room space. An increase in Meeting expense is anticipated in 2019 for conference room usage.

# Episcopal Foundation Client Activity Summary - Fourth Quarter 2018

		Market Value 9/30/2018	Deposits	Withdrawals	Interest & Dividends	Adm Fees	Money Mgr Fees	Realized Gains/ (Losses)	Unrealized Gains/ (Losses)	Market Value 12/31/2018
	<b><u>ASSET MANAGERS</u></b>									
	Vanguard - Old Platform	-			-	-	-	-	-	-
	Proceeds from Class Actions				-	-		3,269.95		
	Vanguard	38,995,584.28	39,800.00	(554,495.99)	1,147,081.68	(53,618.93)	(10,549.12)	(9,455.24)	(4,970,678.06)	34,586,938.57
	<b>TOTAL MANAGERS</b>	<b>38,995,584.28</b>	<b>39,800.00</b>	<b>(554,495.99)</b>	<b>1,147,081.68</b>	<b>(53,618.93)</b>	<b>(10,549.12)</b>	<b>(6,185.29)</b>	<b>(4,970,678.06)</b>	<b>34,586,938.57</b>
	<b><u>AGENCY ACCOUNTS</u></b>									
1	Frank Hughes Estate	1,039,385.32	-	(12,837.00)	30,230.05	(1,429.15)	(281.18)	(164.04)	(131,691.51)	923,212.49
2	Amistad Mission	1,331,597.66	-	-	39,236.66	(1,830.95)	(360.22)	(211.37)	(169,890.32)	1,198,541.46
3	Episcopal Health Foundation of Dallas	6,499,583.73	-	(15,000.00)	191,515.74	(8,936.93)	(1,758.27)	(1,031.72)	(829,241.71)	5,835,130.84
4	Alice L. Bomar Trust fund	36,863.88	-	-	1,086.22	(50.69)	(9.97)	(5.85)	(4,703.24)	33,180.35
5	Church of the Incarnation Pension Trust	1,422,061.01	-	-	41,902.24	(1,955.33)	(384.70)	(225.73)	(181,431.98)	1,279,965.51
6	Our Merciful Saviour Episcopal Church	73,392.78	-	-	2,162.58	(100.92)	(19.85)	(11.65)	(9,363.72)	66,059.22
7	Annie Harris Norton Fund	4,307.98	-	-	126.93	(5.92)	(1.17)	(0.68)	(549.63)	3,877.51
8	St. Albans Scholarship Fund	11,822.22	-	-	348.35	(16.26)	(3.20)	(1.87)	(1,508.32)	10,640.92
9	St. John's Episcopal School	4,818,517.63	-	-	141,981.71	(6,625.46)	(1,303.51)	(764.87)	(614,764.88)	4,337,040.62
10	St. Mark's Irving	150,750.41	30,000.00	-	4,441.99	(207.28)	(40.78)	(23.93)	(19,233.31)	165,687.10
		-	-	-	-	-	-	-	-	-
11	Parish Episcopal School Fund	3,381,672.01	-	-	99,643.84	(4,649.80)	(914.81)	(536.79)	(431,446.63)	3,043,767.82
12	Good Shepherd Episcopal Church	57,553.44	-	-	1,695.87	(79.14)	(15.57)	(9.14)	(7,342.89)	51,802.57
13	Petrash Scholarship Fund	14,747.23	-	-	434.54	(20.28)	(3.99)	(2.35)	(1,881.50)	13,273.65
14	The Santiago Foundation	758,645.00	-	-	22,354.12	(1,043.14)	(205.23)	(120.43)	(96,790.82)	682,839.50
15	St. Augustine's Episcopal Church	122,675.02	-	-	3,614.72	(168.68)	(33.19)	(19.48)	(15,651.34)	110,417.05
16	St. Matthew's Cathedral Revolving Fund	154,343.07	-	-	4,547.85	(212.22)	(41.75)	(24.50)	(19,691.67)	138,920.78
17	St. Matthew's Cathedral Endowment Fund	1,441,369.84	-	(7,575.00)	42,237.31	(1,981.88)	(389.92)	(228.23)	(183,354.22)	1,290,077.90
18	Holy Nativity	322,012.45	-	(41,930.00)	9,351.61	(442.77)	(87.11)	(50.79)	(40,767.04)	248,086.35
19	ECR - Building Fund	238,548.93	-	(10,000.00)	6,720.31	(328.00)	(64.53)	(37.12)	(29,720.45)	205,119.14
	<b><u>DIOCESAN ACCOUNTS</u></b>					-				
20	E.D. Farmer Foundation	915,255.57	-	(50,000.00)	26,968.78	(1,258.48)	(247.60)	(145.28)	(116,771.80)	773,801.19
21	Endowment of the Episcopate	2,357,776.13	-	(100,000.00)	69,473.87	(3,241.94)	(637.83)	(374.27)	(300,814.09)	2,022,181.87
22	St. Paul Memorial Fund	881,868.15	-	(75,000.00)	25,985.00	(1,212.57)	(238.56)	(139.98)	(112,512.10)	718,749.94
23	Corporation of the Diocese	3,254,060.47	-	-	95,883.65	(4,474.33)	(880.29)	(516.53)	(415,165.47)	2,928,907.50
24	The Mausoleum Perpetual Care Fund	137,197.87	-	(16,269.09)	3,540.36	(188.65)	(37.11)	(20.57)	(16,341.76)	107,881.05
25	Memorial Scholarship Fund	770,034.83	-	(100,000.00)	22,689.73	(1,058.80)	(208.31)	(122.23)	(98,243.98)	593,091.24
26	Ministry with the Aging, Inc. / Bruton	262,454.13	-	-	7,733.44	(360.87)	(71.00)	(41.66)	(33,484.90)	236,229.14
27	Elizabeth Austin Miller Fund	202,485.20	-	(20,000.00)	5,966.39	(278.42)	(54.78)	(32.15)	(25,833.83)	162,252.41
28	Junker Fund	126,984.93	-	-	3,741.72	(174.60)	(34.35)	(20.16)	(16,201.22)	114,296.32
29	Price Fund	128,276.27	-	(11,631.90)	3,779.77	(176.38)	(34.70)	(20.37)	(16,365.97)	103,826.72
30	William B. Clayton Fund	202,213.01	-	-	5,958.38	(278.04)	(54.70)	(32.10)	(25,799.11)	182,007.44
31	Hiram and LaVerne McCurry Fund	391,145.38	-	(30,000.00)	11,525.44	(537.82)	(105.81)	(62.09)	(49,903.83)	322,061.27
32	Bishop Moore Endowment	40,947.91	-	-	1,206.57	(56.30)	(11.08)	(6.50)	(5,224.29)	36,856.31
33	Estate of Estelle Smith	696,059.12	-	(50,000.00)	20,509.97	(957.08)	(188.30)	(110.49)	(88,805.88)	576,507.34
34	Lawrence Blake Scholarship Trust	791,664.92	-	-	23,327.08	(1,088.54)	(214.16)	(125.66)	(101,003.64)	712,560.00
35	The Gathering	46,227.49	-	-	1,362.14	(63.56)	(12.51)	(7.33)	(5,897.87)	41,608.36
	<b><u>EPISCOPAL FOUNDATION ACCOUNTS</u></b>									
36	The Episcopal Fund	4,632,581.54	9,800.00	-	136,502.92	(6,369.80)	(1,253.22)	(735.35)	(591,042.51)	4,179,483.58
37	The Julie and Louis Beecherl Trustee's Fund	581,037.20	-	(2,000.00)	17,120.75	(798.93)	(157.18)	(92.23)	(74,130.94)	520,978.67
38	Beecherl Advised Fund	273,664.17	-	-	8,063.74	(376.29)	(74.03)	(43.44)	(34,915.12)	246,319.03
39	J. C. Brown Memorial Scholarship Advised Fund	333,124.16	-	(7,253.00)	9,591.86	(458.05)	(90.12)	(52.34)	(41,983.01)	292,879.50
40	Bishop Stanton Advised Fund	90,676.22	-	(5,000.00)	2,517.48	(124.68)	(24.53)	(14.02)	(11,211.56)	76,818.91
	<b>AGENCY ACCOUNTS</b>	<b>33,084,500.99</b>	<b>30,000.00</b>	<b>(540,242.99)</b>	<b>973,284.93</b>	<b>(45,491.18)</b>	<b>(8,950.04)</b>	<b>(5,247.91)</b>	<b>(4,217,394.92)</b>	<b>29,270,458.88</b>
	<b>EPISCOPAL FOUNDATION ACCOUNTS</b>	<b>5,911,083.29</b>	<b>9,800.00</b>	<b>(14,253.00)</b>	<b>173,796.75</b>	<b>(8,127.75)</b>	<b>(1,599.08)</b>	<b>(937.38)</b>	<b>(753,283.14)</b>	<b>5,316,479.69</b>
	<b>TOTAL</b>	<b>38,995,584.28</b>	<b>39,800.00</b>	<b>(554,495.99)</b>	<b>1,147,081.68</b>	<b>(53,618.93)</b>	<b>(10,549.12)</b>	<b>(6,185.29)</b>	<b>(4,970,678.06)</b>	<b>34,586,938.57</b>

# Episcopal Foundation Client Activity Summary YTD through 12/31//2018

		Market Value 12/31/2017	Deposits	Withdrawals	Net Deposits/ Withdrawals	Interest & Dividends	Adm Fees	Money Mgr Fees	Realized Gains/ (Losses)	Unrealized Gains/ (Losses)	Market Value 12/31/2018
	<b><u>ASSET MANAGERS</u></b>										
	Vanguard - Old Platform	5,796.79			-	-	-	-	-	(5,796.79)	-
	Proceeds from Class Actions				(3,269.95)				3,269.95	-	-
	Vanguard	39,721,681.59	448,655.47	(2,857,548.98)	(2,405,623.56)	1,629,524.73	(214,540.31)	(42,204.71)	459,428.73	(4,561,327.90)	34,586,938.57
	<b>TOTAL</b>	<b>39,727,478.38</b>	<b>448,655.47</b>	<b>(2,857,548.98)</b>	<b>(2,408,893.51)</b>	<b>1,629,524.73</b>	<b>(214,540.31)</b>	<b>(42,204.71)</b>	<b>462,698.68</b>	<b>(4,567,124.69)</b>	<b>34,586,938.57</b>
	<b><u>AGENCY ACCOUNTS</u></b>										
1	Frank Hughes Estate	1,085,969.04	-	(90,926.00)	(90,926.00)	42,930.98	(5,741.37)	(1,129.45)	12,143.78	(120,034.49)	923,212.49
2	Amistad Mission	1,292,143.74	-	-	-	55,260.90	(7,152.53)	(1,407.17)	15,295.44	(155,598.92)	1,198,541.46
3	Episcopal Health Founda	6,612,855.52	-	(330,000.00)	(330,000.00)	273,476.52	(36,157.59)	(7,113.54)	78,273.21	(756,203.28)	5,835,130.84
4	Alice L. Bomar Trust fund	36,576.85	-	(830.40)	(830.40)	1,533.39	(199.97)	(39.34)	427.15	(4,287.33)	33,180.35
5	Church of the Incarnation	1,317,057.38	75,000.00	(9,732.46)	65,267.54	59,067.77	(7,578.05)	(1,490.98)	16,377.50	(168,735.65)	1,279,965.51
6	Our Merciful Saviour Epis	72,183.17	-	(1,000.00)	(1,000.00)	3,046.17	(395.55)	(77.82)	843.74	(8,540.49)	66,059.22
7	Annie Harris Norton Fund	4,180.36	-	-	-	178.76	(23.14)	(4.56)	49.49	(503.40)	3,877.51
8	St. Albans Scholarship Fu	11,916.15	-	(455.00)	(455.00)	494.52	(65.33)	(12.86)	140.27	(1,376.83)	10,640.92
9	St. John's Episcopal Scho	5,474,345.31	-	(800,000.00)	(800,000.00)	206,592.48	(28,071.07)	(5,521.09)	63,371.66	(573,676.67)	4,337,040.62
10	St. Mark's Irving	160,839.41	30,000.00	(15,000.00)	15,000.00	6,436.60	(869.68)	(171.11)	1,906.28	(17,454.40)	165,687.10
11	Parish Episcopal School I	3,281,476.43	-	-	-	140,338.35	(18,164.27)	(3,573.60)	38,843.66	(395,152.75)	3,043,767.82
12	Good Shepherd Episcopa	55,848.18	-	-	-	2,388.46	(309.15)	(60.81)	661.08	(6,725.19)	51,802.57
13	Petrash Scholarship Fun	14,798.44	-	(500.00)	(500.00)	616.29	(81.22)	(15.98)	174.29	(1,718.17)	13,273.65
14	The Santiago Foundation	764,688.54	-	(28,500.00)	(28,500.00)	31,678.96	(4,153.16)	(817.03)	8,933.58	(88,991.39)	682,839.50
15	St. Augustine's Episcopal	119,040.29	-	-	-	5,090.97	(658.94)	(129.64)	1,409.11	(14,334.74)	110,417.05
16	St. Matthew's Cathedral R	282,560.79	-	(133,332.66)	(133,332.66)	6,862.54	(1,159.21)	(227.81)	2,261.38	(18,044.25)	138,920.78
17	St. Matthew's Cathedral E	1,420,994.08	-	(30,300.00)	(30,300.00)	59,677.15	(7,803.57)	(1,535.23)	16,653.26	(167,607.79)	1,290,077.90
18	Holy Nativity	403,323.68	-	(133,220.00)	(133,220.00)	13,722.36	(1,994.53)	(392.27)	4,107.92	(37,460.81)	248,086.35
19	ECR - Building Fund	241,547.52	-	(20,000.00)	(20,000.00)	9,626.00	(1,308.93)	(257.49)	2,762.95	(27,250.91)	205,119.14
	<b><u>DIOCESAN ACCOUNTS</u></b>										
20	E.D. Farmer Foundation	888,137.46	-	(50,000.00)	(50,000.00)	37,982.82	(4,916.20)	(967.20)	10,513.11	(106,948.80)	773,801.19
21	Endowment of the Episco	2,287,917.57	-	(100,000.00)	(100,000.00)	97,846.98	(12,664.53)	(2,491.59)	27,082.64	(275,509.20)	2,022,181.87
22	St. Paul Memorial Fund	627,279.21	234,000.00	(75,000.00)	159,000.00	34,590.10	(3,795.97)	(746.81)	7,834.22	(105,410.81)	718,749.94
23	Corporation of the Dioces	3,699,184.61	-	(545,000.00)	(545,000.00)	137,500.24	(18,851.14)	(3,707.73)	40,134.32	(380,352.80)	2,928,907.50
24	The Mausoleum Perpetua	133,132.84	-	(16,269.09)	(16,269.09)	5,191.38	(736.95)	(144.98)	1,577.12	(14,869.27)	107,881.05
25	Memorial Scholarship Fur	747,219.47	-	(100,000.00)	(100,000.00)	31,956.21	(4,136.16)	(813.75)	8,845.03	(89,979.56)	593,091.24
26	Ministry with the Aging, Ir	254,677.87	-	-	-	10,891.78	(1,409.74)	(277.35)	3,014.69	(30,668.11)	236,229.14
27	Elizabeth Austin Miller Fu	196,485.75	-	(20,000.00)	(20,000.00)	8,403.06	(1,087.63)	(213.97)	2,325.84	(23,660.64)	162,252.41
28	Junker Fund	123,222.49	-	-	-	5,269.83	(682.08)	(134.19)	1,458.61	(14,838.34)	114,296.32
29	Price Fund	124,475.56	-	(11,631.90)	(11,631.90)	5,323.43	(689.01)	(135.56)	1,473.45	(14,989.25)	103,826.72
30	William B. Clayton Fund	199,216.38	-	(3,000.00)	(3,000.00)	8,416.62	(1,094.37)	(215.30)	2,352.81	(23,668.70)	182,007.44
31	Hiram and LaVerne McCu	379,556.13	-	(30,000.00)	(30,000.00)	16,232.42	(2,100.99)	(413.34)	4,492.91	(45,705.86)	322,061.27
32	Bishop Moore Endowmen	39,734.67	-	-	-	1,699.33	(219.95)	(43.27)	470.35	(4,784.82)	36,856.31
33	Estate of Estelle Smith	675,435.58	-	(50,000.00)	(50,000.00)	28,886.24	(3,738.80)	(735.57)	7,995.30	(81,335.41)	576,507.34
34	Lawrence Blake Scholars	805,926.87	-	(37,845.47)	(37,845.47)	33,014.08	(4,355.72)	(856.86)	9,277.43	(92,600.33)	712,560.00
35	The Gathering	44,857.81	-	-	-	1,918.45	(248.30)	(48.86)	530.99	(5,401.73)	41,608.36
	<b><u>EPISCOPAL FOUNDATION ACCOUNTS</u></b>			-							
36	The Episcopal Fund	4,583,241.75	109,655.47	(185,500.00)	(75,844.53)	192,642.28	(25,010.14)	(4,920.15)	53,938.53	(544,564.16)	4,179,483.58
37	The Julie and Louis Beech	567,847.99	-	(6,000.00)	(6,000.00)	24,125.13	(3,126.52)	(615.09)	6,678.56	(67,931.40)	520,978.67
38	Beecherl Advised Fund	277,135.15	-	(12,000.00)	(12,000.00)	11,361.91	(1,485.88)	(292.30)	3,151.87	(31,551.72)	246,319.03
39	J. C. Brown Memorial Sch	330,481.76	-	(14,506.00)	(14,506.00)	13,629.06	(1,809.16)	(355.91)	3,859.36	(38,419.61)	292,879.50
40	Bishop Stanton Advised F	89,966.58	-	(7,000.00)	(7,000.00)	3,624.21	(493.81)	(97.15)	1,055.79	(10,236.71)	76,818.91
	<b>AGENCY ACCOUNTS</b>	<b>33,878,805.15</b>	<b>339,000.00</b>	<b>(2,632,542.98)</b>	<b>(2,293,542.98)</b>	<b>1,384,142.14</b>	<b>(182,614.80)</b>	<b>(35,924.11)</b>	<b>394,014.57</b>	<b>(3,874,421.09)</b>	<b>29,270,458.88</b>
	<b>FOUNDATION ACCOUNTS</b>	<b>5,848,673.23</b>	<b>109,655.47</b>	<b>(225,006.00)</b>	<b>(115,350.53)</b>	<b>245,382.59</b>	<b>(31,925.51)</b>	<b>(6,280.60)</b>	<b>68,684.11</b>	<b>(692,703.60)</b>	<b>5,316,479.69</b>
	<b>TOTAL</b>	<b>39,727,478.38</b>	<b>448,655.47</b>	<b>(2,857,548.98)</b>	<b>(2,408,893.51)</b>	<b>1,629,524.73</b>	<b>(214,540.31)</b>	<b>(42,204.71)</b>	<b>462,698.68</b>	<b>(4,567,124.69)</b>	<b>34,586,938.57</b>



**Development and Marketing Committee Meeting Minutes  
February 7, 2019  
5924 Royal Lane, Suite 150, Dallas, TX 75230  
1:00 pm**

**DRAFT**

**Committee Members**

**Participants:** Chris Ayres (Committee Chairman), Scott Hancock, Jiggs Foster, TJ McCoy, Barbara McColm, Rick Barry and Pat Carrigan (via telephone)

**Others Participating:** Pam Jamieson (Executive Director)

**Proceedings**

Chris Ayres called the meeting to order at 1:05 p.m. and opened with a prayer.

Chris reviewed the committee responsibilities, lessons learned from the Richards Group project and the suggested committee workplan for 2019. Themes from the workplan for the committee are to help identify church-based targets to market and recruit as investors, review and finalize plan to approach outside sources for funds, create resources for planned giving and investing, evaluate if an Advisory Board should be added into the EFD structure, develop the “elevator speech” for the board, and investigate the use of social media.

The committee was asked to review the rest of the materials on their own so we could discuss the St. Michael and All Angels RFP which is due March 1. It was agreed that committee members would divide up the sections and send to Pam to collate and redistribute for further refinement and editing with the goal to submit on February 28, 2019. Assignments and timeline will be distributed via email.

The next steps for the committee after the RFP is submitted will be 1) to develop the “Elevator speech” – oral and written versions, 2) determine if an Advisory board is appropriate for EFD, and 3) investigate ways to grow the Foundation Fund.

Chris suggested that the committee will meet on a more regular basis, possibly monthly while we work these plans.

With no further business, the meeting was adjourned at 3:30 p.m.

# **Episcopal Foundation of Dallas and Episcopal Health Foundation of Dallas**

## **Conflict of Interest Policy**

### **Purpose**

A charitable organization should adopt and implement policies and procedures to ensure that all conflicts of interest, actual or perceived, within the organization and the board are either avoided or appropriately managed through disclosure, recusal, or other means. A conflict of interest can arise whenever a trustee, committee member, or staff person's duty of loyalty to the charitable organization comes into conflict with a competing financial or personal interest that he or she (or a relative) may have in a proposed transaction.

In some cases, conflict-of-interest transactions violate the law; in other situations, they work to a foundation's advantage. Regardless of intention or result, however, foundations, their boards and their managers must act very carefully when dealing with transactions that are, or may appear to be, inconsistent with a foundation's interest for the following reasons.

First, conflict-of-interest transactions can create substantial legal liability, especially if they violate the self-dealing prohibitions for private foundations under the federal tax laws. In those situations, board members and foundation managers can be personally liable because they engaged in the transaction, approved them, or both.

Second, conflicts of interest carry very real risks of negative public perception. As charitable institutions provided with special tax status, foundations are expected to serve the public trust. When they engage in improper transactions – or those that give the appearance of impropriety – the damage can extend well beyond their good name and reputation.

Lastly, conflicts can compromise the decision-making process, preventing board members and foundation managers from having open and candid discussions and, in some cases, from acting in the best interests of the foundation.

Conflicts of interest should either be avoided or managed in such a way that the foundation and its board and managers are protected from liability or unwelcome publicity. A written conflict of interest policy that is enforced provides safeguards to prevent transactions that may violate the law or a fiduciary's duties of care and loyalty to the organization. A written policy can also help identify transactions that give the appearance of a conflict of interest before they occur. This policy is intended to supplement but not replace any applicable laws governing conflicts of interest applicable to nonprofit and charitable corporations.

### **Applicability**

The policy set forth in this statement applies to all trustees, committee members, and employees ("interested persons") of the Episcopal Foundation of Dallas and the Episcopal Health Episcopal Hospital Foundation (the "Foundations") and applies to transactions between the Foundations and any interested person or a family member of the interested person, including spouse, parent, sibling, child, stepchild, grandparent or grandchild. It is difficult to define all potential conflict of interest transactions, but at least the following should be disclosed:

1. If you or any member of your family has an official relationship\* with any bank, vendor, investment manager, broker or other entity with which the Foundation regularly does business.
2. If you or any member of your family has an official relationship\* with any organization that has applied for or received a grant from the Foundation.

3. If you or any member of your family has applied for or received a grant from the Foundation.
4. If you or any member of your family has received, or is entitled to receive, any personal benefits from the Foundation or as result of your relationship with the Foundation (other than compensation directly related to your duties to the Foundation.)
5. If you or any member of your family has accepted a gift or favor from businesses and charities that have dealings with the Foundation.

\*An “official relationship” is defined as an officer, director, employee, partner, proprietor, or owner of 10% or more of the stock.

## **Policies and Procedures**

### **Acceptance of Gifts prohibited**

Trustees, committee members, and employees shall not accept gifts, entertainment, or other favors from businesses or charities that have dealings with the Foundations. This does not include incidental gifts, such as reasonable meals in connection with business meetings or low-cost promotional gifts.

### **Duty to disclose**

Trustees, committee members, and employees of the Foundations shall disclose any transactions or relationships involving a possible conflict of interest in regard to the Foundations.

### **Duty to recuse**

When any matter involving a conflict of interest is under consideration by the Foundations, the interested person should abstain from any preliminary or final involvement with the matter, including initial review and discussion, as well as any vote at the committee or full board level.

### **Records of proceedings**

The minutes of the board and all committees with board-delegated powers shall contain the names of persons who disclosed or otherwise were found to have an actual or possible conflict of interest, the nature of the conflict of interest, and any action taken. Whenever a trustee or committee member abstains from participation in a committee or board vote due to a potential conflict of interest, the abstention should be formally recorded in the meeting minutes.

### **Periodic review**

To ensure that the Foundations operates in a manner consistent with their charitable purposes and that they do not engage in activities that could jeopardize its status as an organization exempt from federal income tax, an annual review for any conflicts of interest shall be conducted by the Executive Director and reported to the Chairman of the Board of Trustees and the Audit Committee.

### **Confidentiality**

All information concerning actual or potential conflicts of interest on the part of the trustees, committee members or officers of the Foundation shall be held in confidence unless the best interests of the Foundations dictate otherwise.

### **Administration of Policy**

The Audit Committee of the Board of Directors shall have responsibility for overseeing the enforcement of this policy and shall report to the Board of Directors.



**Episcopal Foundation of Dallas and Episcopal Health Foundation of Dallas**  
Conflicts of Interest Annual Disclosure Statement

I, the undersigned, being a Trustee, Committee Member or Employee of the Episcopal Foundation of Dallas and/or the Episcopal Health Foundation of Dallas (the "Foundations"), hereby state that:

1. I have read the Conflict of Interest Policy and agree to observe and adhere to the policies and procedures outlined therein.
2. I do not have, nor does any member of my family have an official relationship as defined in the Conflicts of Interest Policy with any **corporation, partnership, association, or organization (including my church) that transacts business with or which has applied for or received a grant from the Foundations, except as noted below.**
3. I, as an individual, have not transacted business with or applied for or received a grant from the Foundations, nor has any member of my family, except as noted below.

**List below any exceptions to the above statements (effective currently or any time during the past calendar year). Please attach additional sheets if needed.**

I agree that if any situations arise, of which I am aware, that in any way contradict the above statement, I will immediately notify a member of the Executive Committee of the Board of Trustees of any conflict, real or potential, and make full disclosure thereof.

\_\_\_\_\_  
Signature/Print Name

\_\_\_\_\_  
Date

**Instructions for Submitting**

**You may submit your completed form at the March board meeting.** Alternatively, you may mail your completed Conflicts of Interest Annual Disclosure Statement to the Foundation office at 10000 N. Central Expressway, Suite 400, Dallas, TX 75231. You may also scan and email to [exec@episcopalfoundationdallas.org](mailto:exec@episcopalfoundationdallas.org).



## 2019-2020 Board Commitment Form

### EFD MISSION, VISION, AND VALUES

#### Mission

The Episcopal Foundation of Dallas exists to strengthen and support faith communities by partnering wise investments with purposeful giving.

#### Vision

The Episcopal Foundation of Dallas aspires to free our ministries – grow wealth through wise investments, lift financial burdens of those who serve, and maximize the impact of our shared missions.

#### Values

- We support ministries of social engagement of the Gospel
- We practice disciplined investing
- We are motivated by the Christian faith
- We are led by committed laity and clergy

### WHO WE ARE

Established in 1950, we are a separate nonprofit organization established to invest and administer the funds of the Episcopal Diocese of Dallas and its parishes, schools and missions as well as the Episcopal Health Foundation of Dallas.

### BOARD MEMBER DUTIES

As a member of the EFD Board of Trustees, I am committed to supporting the organization through giving my time and expertise, providing financial support, and raising awareness for its mission. This contract outlines how I will contribute to furthering the mission, vision, and values of the organization.

#### Board Governance

- I was provided a copy of EFD's bylaws. I will familiarize myself with the bylaws, board manual, and any operating policies that are made available to me. I will act in accordance with the information outlined in the board manual, and I understand that I am morally responsible for the health and wellbeing of the organization.
- Board Member Terms are three years with an option to be elected to two subsequent three-year terms.
- I will keep in confidence, all business affairs of the Foundation, including but not limited to potential donor lists, contracts details, solicitation strategies, investment plans and other business affairs.

#### Board Activities

- I will make attendance at all four annual board meetings a top priority
- I will actively participate in a board committee or task force
- I will help recruit new board members and make recommendations to the Governance and Nominating Committee.

**Development Activities**

- All board members are encouraged to give an annual personal donation in an amount relative to financial ability and at a time that best accommodates their financial obligation.
- I will engage my personal and business network throughout the year as deemed appropriate for donations or relationships that support the mission of EFD.
- I will support EFD activities by attending client or potential client visits as needed.

**Outreach Activities**

- All board members are encouraged to support and promote the grants program by attending site visits to grantee organizations as time permits.

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

Name (Please Print) \_\_\_\_\_

Please complete this form and return to Pam Fellows Jamieson at [exec@episcopalfoundationdallas.org](mailto:exec@episcopalfoundationdallas.org).  
Thank you for your service and support.

## **EPISCOPAL FOUNDATION OF DALLAS**

### Document Retention Policy

The corporate documents of the Episcopal Foundation of Dallas (the "Foundation") include all documents produced, whether stored as a hardcopy or in an electronic format.

The goals of this policy are:

- (1) to ensure that all non-critical documents are retained for the minimum period necessary to meet the needs of day-to-day operations;
- (2) to ensure that all critical documents, including those which may substantially affect the obligations of the Foundation or document the Foundation's compliance with the law, are retained for a sufficient period of time as to be useful to that end; and
- (3) to ensure that documents are destroyed only pursuant to a standard policy that has been developed for business reasons.

The Foundation expects all employees to fully comply with the Foundation's documents retention policy unless, the Foundation documents are relevant to litigation, or potential litigation. Then those documents shall be preserved until the Executive Director determines the documents are no longer needed. That exception supersedes any established destruction schedule for those documents.

Work related e-mail is a Foundation record and must be treated as such. It is the responsibility of the Foundation employees to manage email messages according to the Foundation's documents retention policy. E-mail that does not meet the definition of a Foundation document (i.e., personal e-mail or junk e-mail) should be deleted from the system right away.

E-mail correspondence which falls under one of the protected types of documents addressed in this policy should be saved by creating an electronic copy of it for the period specified in the policy. E-mail correspondence which does not directly fall under one of these categories may be kept as long as the staff member believes it is necessary but no more than two years.

Those documents whose continued preservation serves no useful purpose and may, in fact, expose the Foundation to storage costs and liability shall be promptly and systematically deleted and destroyed by the employee who generated them. These include, but are not limited to, personal e-mails and correspondence unrelated to Foundation matters; preliminary drafts of letters and memoranda if a final version has been retained; brochures and newsletters received by the Foundation unrelated to its activities; and any "junk mail" received by the Foundation

Attached to this policy is a Documents Retention Schedule. This Schedule sets forth the recommended retention periods for each category of documents. The categories are intended to be general and should be interpreted as including all types of documents relating to that category, including correspondence, notes, reports, etc.

Documents from the preceding list will immediately be destroyed after EFD's retention period has been met. The Controller will be responsible for this schedule and for the destruction of documents, following these guidelines:

- (1) The retention period begins following the last day of the year in which the record is dated.
- (2) Documents may be discarded or destroyed at any time following the Retention Period.  
The manner of discard or destruction will be determined with respect to individual privacy and corporate integrity.
- (3) Notwithstanding the retention schedule, documents may be retained for longer periods at the discretion of the Foundation's Executive Director.

This information is intended as a guideline for retention of documents; it is not a comprehensive list of all types of documents the Foundation might have. In addition, some individual documents within a given category will have more significance than others, depending on the circumstances, and may warrant retention beyond the time period indicated below.

<b>Episcopal Foundation of Dallas - Documents Retention Schedule</b>		
Category of File	Item	Retention Period
Corporate Documents	Articles of Incorporation and Bylaws	Permanent
	Board Policies/Resolutions	Permanent
	Corporate Certificate and Documents	Permanent
	IRS determination letters	Permanent
	Board meeting agendas & materials	Permanent
	Board and committee meeting minutes	Permanent
	Trustee - Conflict of Interest Disclosure Forms	7 years
Accounting	Audited Financial Statements and Audit Report	Permanent
	Bank statements and Reconciliations	7 years
	Client investment statements	7 years
	General ledger & journals	Permanent
	Check register, checks, deposits	7 years
	Equipment records	7 years after disposition
	Expense reports & payables	7 years
	Payroll documents (W-2s, W-4s, copies of payroll tax returns, amounts and dates of all wage payments, dates and amounts of all tax deposits)	7 years
Investments	Investment performance reports	7 years
	Investment manager correspondence	7 years
	Investment manager contracts	7 years after all obligations end
	Investment advisor reports	7 years
	Investment statements	7 years
Tax	Moved to Corporate Documents	
	Form 990	Permanent
	Correspondence with legal counsel or accountants regarding Form 990 filings	7 years after return is filed
Technology	Software licenses & support agreements	7 years after all obligations end
Legal and Insurance	Deeds	Permanent
	Insurance Policies	Permanent
	Legal Correspondence	Permanent
	Contracts & Agreements	7 years after termination
	Insurance Accident reports	7 years

	Insurance Claims (after settlement)	7 years
	Leases (expired)	7 years
Development	Fund agreements (signed)	Permanent
	Fund correspondence relating to terms of the fund	Permanent
	Trust agreements	Permanent
	Trust correspondence	Permanent
	Gift acknowledgments	7 years
	Gift solicitations	7 years after final distribution of funds received in response to solicitation
Program / Grantmaking	Approved grants – all documentation supporting grant payment, including application/recommendation, due diligence, grant agreement letters, and grant transmittal letters.	Permanent
	Approved grants - post grant reporting information, outcome analysis.	7 years
	Documents from grants committee, including minutes, if any and lists of grants recommended for approval.	7 years
	Scholarship grant documents, including applications if EFD participates in selection decisions	Permanent
	EFD funding requests, correspondence and reports (funding received)	Permanent
	Declined/withdrawn grant applications	1 year
	EFD funding requests (denied)	1 year
Human Resources	Employee handbooks	Permanent
	Employment applications	3 years
	Resumes	3 years
	Contracts with employees/consultants	7 years after contract ends
	Workers comp claims (after settlement)	7 years

## **EPISCOPAL FOUNDATION OF DALLAS**

### **Executive Director Review Process**

#### **Overview and Purpose of the Evaluation Process**

The Executive Director (ED) is the one employee that reports to the Board of Directors. As such, the Board is responsible for supporting, evaluating and collaborating with the ED as s/he pursues fulfilling the mission of the organization. The ED's goals are focused on accomplishing the organization's strategic priorities, which vary year by year but are grounded in the mission of the organization and a multi-year strategic plan.

The purpose of the ED evaluation is to provide support and feedback to the ED as s/he pursues the mutually established goals set out at the start of each year. As such, ongoing support – as well as the more formal evaluation process – work together to ensure the ED's ability to learn and develop as the organization's leader.

#### **Annual Evaluation Process**

##### **Audit and Administrative Committee**

The Audit and Administrative Committee is charged with overseeing the process of the annual evaluation of the ED and to recommend to the Executive Committee the salary and any additional contractual requirements for the following year. In addition, the Audit and Administrative Committee (collectively) and the Board Chair (individually) provide ongoing support and input throughout the year.

##### **ED Self-Evaluation**

The ED is encouraged and supported to find the time for intentional reflection on his/her progress toward the mutually established goals set out at the start of the year. Once a year, the ED will prepare a written self-evaluation of his/her reflections and recommendations on how he/she can develop in the areas that will best benefit the future of the organization.

##### **Acquiring Input**

The Board of Directors recognizes the value of soliciting input from a representative group of constituencies. Each year, the Audit and Administrative Committee will solicit input from the Executive Committee and Staff members via an anonymous and confidential online survey. All input is collected anonymously and summarized in a report and shared with the Board of Directors and with the Executive Director. The Audit and Administrative Committee will exercise its best judgment in determining the relevance and constructiveness of the input and how it relates to goal-setting for the ensuing year.

##### **Review Meetings**

The Executive Committee will conduct one annual review meeting with the ED before the November Investment Committee meeting. This meeting provides an opportunity to share feedback, ideas and explore any necessary adjustments to the budget, goals and/or workplan for the following year.

##### **Board Report**

The Executive Committee will present to the Board in executive session the results of the end-of-year review meeting.

##### **Salary Review**

As part of the end-of-year review, the ED's salary shall be reviewed and adjusted accordingly, upon Board approval.



## Calendar

**October:** The ED prepares a self-evaluation of progress (based on the goals and workplan) and submits the self- evaluation to the Executive Committee and Board Chair. The ED drafts annual goals for the following year to provide input to the budgeting process.

**November:** The Executive Committee has a year-end meeting with the ED to provide performance feedback (based on the goals and workplan). The Audit and Administrative Committee agree on annual goals before the November Investment Committee meeting.

Salary is reviewed, and any adjustments are recommended for full Board approval. Relevant documents are placed in the ED's personnel file. The Executive Committee reports on the results of the end-of-year meeting and proposes any salary adjustments for vote in closed session at the December board meeting.

**December:** The Audit and Administrative Committee, the Executive Committee, and ED review the evaluation process, adjusting as necessary. The ED creates a workplan that outlines how the goals will be operationalized and submits the workplan to the Board Chair for distribution.

# **Episcopal Foundation of Dallas**

## **Gift Acceptance Policy**

### **Confidentiality**

All information concerning donors or prospective donors including names and addresses, names of beneficiaries, the amount of gifts, nature and worth of estates, etc., shall be held in strict confidence by the Foundation and its personnel. Exceptions can be made only if donors grant permission to use selective material for purposes of referral, testimonial or example at the discretion of authorized representatives of the Foundation.

### **Legal Counsel**

Prospective donors shall be advised to consult their attorney or accountant in all matters related to the tax implications and estate planning aspects of deferred gift arrangements. The Foundation shall consult with legal counsel in all matters pertaining to its deferred gift program and shall execute no agreement, contract, trust or other legal document with any donor without the services of legal counsel.

### **Restrictions**

Donors may restrict the use of their gifts to a particular purpose or area of support provided that such restrictions are provided in written form and signed by the donor at the time of the gift; that restrictions comply with Internal Revenue code as it applies to the tax-exempt status of the Episcopal Foundation of Dallas; and that restrictions are compatible with the mission of the Foundation and are board approved. Gifts that are unrestricted by the donor may be designated for a particular program, project or fund.

### **Gifts of Cash and Marketable Securities**

The Episcopal Foundation of Dallas may accept unrestricted gifts of cash at any time. Donor-restricted gifts of cash will be accepted provided the restriction falls within the bylaws of the Foundations and the standard operating procedures of the Foundation as approved by the board of trustees and provided that the applicable guidelines for restricted gifts are followed.

The Episcopal Foundation of Dallas may accept gifts of marketable securities such as publicly traded stocks, mutual funds, municipal and corporate bonds, government agency bonds and bonds, bills and notes issued by the US Treasury. These securities will be liquidated as determined by the Investment Committee and placed in the appropriate account to the extent specified by the donor and/or designated by the board.

### **Gifts of Real Estate**

Real estate gifts include residences, rental property, land, farms, ranches, leasehold interests and commercial properties. Gifts of real estate will be accepted by the Foundation upon board approval and sold. Prior to the acceptance of any real estate gift by the Foundation, the Executive Director will obtain the following: The board may impose conditions on the property including but not limited to:

1. A written appraisal of the property by a qualified, independent, professional appraiser, the cost of which will be borne by the donor;
2. A title policy for the property or title examination;
3. An environmental study; and,

4. A description of any liens against the property.

Donors of property gifts must seek their own legal and tax counsel in regard to all property gifts. The Foundation reserves the right to refuse gifts of property when it is determined that the donor has not complied with IRS appraisal requirements or that the advice of an independent counsel is not being obtained.

Donors of property gifts will receive an acknowledgment of the gifts only when complete transfer has occurred.

#### **Gifts of Personal Property**

Gifts of personal property, such as jewelry, art, collectibles and similar items may be accepted and disposed of upon board approval. Prior to such acceptance, the Executive Director must obtain the following:

1. A bona fide appraisal or documentation of fair market value;
2. A written statement from a broker regarding the marketability of such gift;
3. A written statement from the donor regarding the donor's wishes regarding the sale of such gift.

#### **Gifts of Life Insurance**

The Episcopal Foundation of Dallas may accept gifts of life insurance through the following mechanisms:

- The donor may name the Foundation as the beneficiary of an existing life insurance policy. The donor will be asked to provide the Foundation with a copy of the policy and the beneficiary designation, with the understanding that the designation may be changed or revoked at any time by the donor.
- The donor may make a pledge and/or cash contribution to the Foundation with the proceeds of the gift to be restricted for the sole purpose of purchasing or maintaining life insurance at the direction of the donor. Provision must be included for future premium payments at the time of the gift.
- The donor may make a gift of insurance through the transfer of ownership of an existing paid up policy. The Foundation will become the owner and beneficiary of the policy and the beneficiary may not be changed at a later date by the donor.

#### **Gifts of Mineral Assets**

Gifts of producing oil and gas royalty interests may be accepted and disposed of subject to board approval.

#### **Gifts of Closely Held Securities**

Gifts of closely held securities will be accepted on a case-by-case basis upon board approval. The Executive Director must ascertain that such a transfer and subsequent sale does not violate any portion of the Internal Revenue code, regulations or rulings, or any state or federal law and does not jeopardize the tax-exempt status of the Foundation.

#### **Deferred Gifts**

Deferred gifts are those in which the property is irrevocably transferred to the Foundation but income from the property or a life estate in the property is retained by the donor. Charitable remainder trusts, pooled income gifts, life estates and other such gifts must be approved by the board prior to acceptance by the Foundation.

If the donor retains a life estate in a personal residence, farm or ranch, an agreement shall be executed between the Foundation and the donor which states that the donor shall be responsible for all upkeep, taxes, insurance and other expenses required for the maintenance of the property until such time as the property is transferred to the Foundation.

### **Gifts-in-Kind**

Gifts-in-kind are tangible gifts other than cash, marketable or privately held securities, or real property. Gifts-in-kind of an undetermined value will be recorded at one dollar (\$1.00) and acknowledged as received with no value stated.

The gift value of a gift-in-kind is determined by the cost or fair market value of the materials on the date that ownership (possession) is transferred to the Foundation. Evidence of fair market value can be: (1) a canceled invoice for the purchase of the product by the donor; (2) a voided invoice from the donor to the Foundation, or a third-party appraisal.

The fair market value of a gift-in-kind does not include a profit margin or markup by the donor. Essentially, gifts-in-kind are made "at cost." Donor recognition will be based upon the value of the gift-in-kind as documented and recorded in the campaign records.

### **Service**

Gifts of service are contributions of actual, billable service directly related to the business or profession of the provider. Gifts of services will be recognized at the level of actual expenses invoiced but not paid. Evidence of a gift of service will be a voided or canceled invoice stating the date, type of service rendered, quantity cost, total cost and amount to be contributed or forgiven.

### **Pledges**

Payment of commitments to the Foundation may take the form of one or a combination of the following: cash, marketable securities, or real property that can be expected to be converted to cash within a reasonable time period. Commitments will be publicly recognized and/or commemorated consistent with the donor's wishes and the guidelines approved by the Foundation. Requests by donors for anonymity will be honored. Gifts will not be accepted where there is no charitable intent on the part of the donor. No verbal pledges will be recognized as having been made. Either a signed pledge or letter of intent must be in the organization's possession before a pledge is recorded. The normal pledge payment period for gifts to the Foundation will be one to three years. With Board approval, exceptions can be made for planned gifts. Donor recognition will be based upon the full payment of pledge commitments.

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\*" Board approval/approval of the board" as used in this document shall mean approval by a majority of the members present at a regular or called meeting of the board of directors, as provided for in the bylaws, at which a quorum of the board is present and provided that written notice of such meeting and the agenda items is provided to board members at least five days prior to said meeting. When approval at a regularly scheduled quarterly meeting of the Board cannot be obtained in a timely manner, the executive committee of the Board, in accordance with the preceding policies, may accept a gift on the Board's behalf, or may authorize the Executive Director to accept a gift.

## **EPISCOPAL FOUNDATION OF DALLAS**

### Gifts in Honor of Trustee Service Guideline

The Episcopal Foundation of Dallas honors retiring board members for their service with a grant to an approved charity. Funds from the Julie and Louis Beecherl Trustee Fund are used for these grants with the following stipulations:

1. The organization must be a 501(c) 3 organization.
2. The organization must be vetted through the Grants Committee.
3. The amount will be \$1,000 for board members, \$2,000 for board chair
4. The checks will be delivered in person when possible.

# **EPISCOPAL FOUNDATION OF DALLAS**

## **Investment Policy Statement**

### **Organizational Summary**

The Episcopal Foundation of Dallas is organized as a Texas non-profit corporation and is qualified as a Section 501(c)(3) exempt organization.

The Foundation is a separate, independent entity, organized and operating outside of the jurisdiction of the Episcopal Diocese of Dallas, The Episcopal Church and the Diocesan and General Conventions of the Church with its own independent Board of Trustees

### **Investment Objectives**

The Board of Trustees of the Foundation is responsible for implementing the following investment objectives:

- A. Preservation of the assets through an investment return sufficient to offset inflation.
- B. Enhancement, where possible, of the assets through an investment return sufficient to achieve payout objectives and to preserve the real value of the corpus.

### **Definition of Responsibilities**

The Board of Trustees has the final authority with respect to the invested assets of the Foundation and for the Investment Policy Guidelines adopted for the supervision of such assets.

The Board of Trustees shall appoint an Investment and Finance Committee (“Committee”) of 10 members or less who will be responsible for the supervision of the investment portfolio of the Foundation, subject to the Investment Policy.

The Committee assists the Board of Trustees in carrying out its duties as follows:

- Develops and reviews the Foundation’s investment policies.
- Ensures that the investment policies are disciplined and consistent.
- Allocates assets among investment managers and investment styles, including selection of acceptable asset classes, allowable ranges of holdings by asset class and individual investment managers as a percent of assets, the definition of acceptable securities within each asset class, and investment performance expectations.
- Communicates investment policies to the investment managers. The Committee will review investment performance at least quarterly to assure the policy is being followed and progress is being made toward achieving the objectives.
- Evaluates managers and total fund performance at least annually.
- Evaluates custodians, investment managers and consultants.
- Reports to the Board of Trustees quarterly.

## **Investment Policy Guidelines**

The following guidelines have been established for investments. The standards and ratios are based upon current circumstances and may be revised by the Committee at any time.

**ASSET ALLOCATION AND POLICY:** Assets shall be invested with the care, skill, prudence and diligence, under the circumstances then prevailing, that a prudent person acting in a like capacity and familiar with such matters, would use in investing the assets of like character and kind.

Assets shall be structured to meet the liquidity requirements of the Foundation.

Outlined below are the long-term strategic asset allocation guidelines, determined by the Committee to be the most appropriate, given the Fund's long-term objectives and short-term constraints. Portfolio assets ("Portfolio") will, under normal circumstances, be allocated across broad asset and sub-asset classes in accordance with the following guidelines:

<b>Asset Class</b>	<b>Sub-Asset Class</b>	<b>Target Allocation</b>
<b>Equity</b>		<b>70%</b>
	Domestic (U.S.)	42%
	International (Non-U.S.)	28%
<b>Fixed Income</b>		<b>24%</b>
	Investment Grade Domestic	18%
	Investment Grade Int'l	6%
<b>Alternatives</b>		<b>6%</b>
<b>Cash</b>		<b>0%</b>

**REBALANCING POLICIES:** It is expected that the Portfolio's actual asset allocation will vary from its target asset allocation as a result of the varying periodic returns earned on its investments in different asset and sub-asset classes. The Portfolio will be re-balanced to its target normal asset allocation under the following circumstances:

- A. Utilize incoming cash flow (contributions) or outgoing money movements (disbursements) of the portfolio to realign the current weightings closer to the target weightings for the portfolio.
- B. The portfolio will be reviewed quarterly to determine the deviation from target weightings. During each quarterly review, if any Asset Class (defined as Equity, Fixed Income, Alternatives, or Cash) within the portfolio is +/-5 percentage points from its target weighting, the portfolio will be rebalanced.
- C. The investment manager may provide a rebalancing recommendation at any time.

- D. The investment manager shall act within a reasonable period of time to evaluate deviation from these ranges and promptly notify the Committee.

### **Prohibited Investments and Practices**

Unless expressly authorized by the Committee, the Portfolio and its investment managers are prohibited from:

- A. Purchasing securities on margin or executing short sales.
- B. Pledging or hypothecating securities, except for loans of securities that are fully collateralized.
- C. Purchasing or selling derivative securities for speculation or leverage.
- D. Engaging in investment strategies that have the potential to amplify or distort the risk of loss beyond a level that is reasonably expected given the objectives of their portfolios.

### **Portfolio Monitoring and Performance Expectations**

The Committee will monitor the Portfolio's investment performance against the Portfolio's stated investment objectives. At a frequency to be decided by the Committee, it will formally assess the Portfolio and the performance of its underlying investments as follows:

- A. The Portfolio's composite investment performance (net of fees) will be judged against the following standards:
  - 1. The Portfolio's absolute long-term real return objective.
  - 2. A composite benchmark consisting of the following unmanaged market indices weighted according to the expected target asset allocations stipulated by the Portfolio's investment guidelines.
    - a) U.S. Equity: CRSP US Total Market Index or a similar broad domestic equity index
    - b) Non-U.S. Equity: FTSE Global All Cap ex US Index or a similar broad international equity index
    - c) Investment Grade Fixed Income: Barclays Capital US Aggregate Float Adjusted Index and/or Barclays Global Aggregate ex-USD Float Adjusted RIC Capped Index (USD hedged)
    - d) Alternatives - TBD
    - e) Cash: Citigroup 3-Month T-Bill Index
- B. The performance of investment managers hired on behalf of the Portfolio will be judged against the following standards:
  - 1. A market-based index appropriately selected or tailored to the investment managers agreed-upon investment objective and the normal investment characteristics of the investment manager's portfolio.



2. The performance of other investment managers having similar investment objectives.
- C. In keeping with the Portfolio's overall long-term financial objective, the Committee will evaluate Portfolio and investment manager performance over a suitably long-term investment horizon, generally across full market cycles or, at a minimum, on a rolling five-year basis.
- D. Investment reports shall be provided by the investment manager(s) on a (calendar) quarterly basis or as more frequently requested by the Committee. Each investment manager is expected to be available to meet with the Committee once per year to review portfolio structure, strategy, and investment performance.
- E. The Board of Trustees will review the Foundation's investment policy annually.

## **Episcopal Foundation of Dallas**

### **Spending/Distribution Guidelines**

The Episcopal Fund and Trustees Fund are comprised of unrestricted assets. The intent of the Board of Trustees is that these funds remain unrestricted and not subject to any self-imposed limits that create designated net assets. For planning purposes and to demonstrate due diligence, this spending guideline has been established to aid in determining a reasonable amount of funds to distribute from these fund each year.

The Board of Trustees determines the amount to be distributed from the Episcopal Fund and the Trustees Fund using a “total return” approach. The total return of a portfolio is the combination of interest, dividends and other current net earnings, plus capital appreciation or less capital depreciation for the period. The total return concept will not only distribute current income from investments but may, over time, also utilize a portion of capital appreciation as part of the distribution rate.

The objective is to allow the Foundation to be as generous and as consistent as possible while preserving the value of the fund. Rather than being driven by Foundation earnings in the previous year, the amount distributed is determined by the average of the fair market value of the funds over the past five years. This method has the advantage of smoothing out and minimizing market fluctuations from year to year.

#### **Episcopal Fund**

The primary purpose of the Episcopal Fund is to support the Foundation’s grant program. The Episcopal Fund also supports annual operations of the Foundation through the administrative fee paid by all clients/accounts making up the investment portfolio.

The amount to be distributed from the Episcopal Fund each year for grants using a total return - approach is equal to an agreed-upon percentage of up to 5%, as approved by the Board of Trustees. The spending percentage may fluctuate each year and is a guideline.

#### **Trustees Fund**

The primary purpose of the Trustees Fund is to provide operating support to the Foundation.

The amount to be distributed each year for operating support from the Trustees Fund using a total return approach is equal to an agreed-upon percentage of up to 5%, as approved by the Board of Trustees. The spending percentage may fluctuate each year and is a guideline.

#### **Other Consideration**

In the event the Foundation is unable to support operations with revenue generated from administrative fees, operating support may be provided by the Episcopal Fund with Board approval. If that occurs, the amount available to grant will be reduced by the amount distributed to support operations.

# **Episcopal Foundation of Dallas**

## **Whistleblower Policy**

### **Introduction and Purpose**

The Episcopal Foundation of Dallas (the "Foundation") is committed to pursuing its charitable mission in compliance with all relevant legal and regulatory requirements and in compliance with the governing documents of the Foundation. The purpose of this policy is to set forth procedures for reporting, investigating, and addressing alleged violations of such requirements.

### **Duty to Report**

If any employee or volunteer of the Foundation reasonably [in good faith] believes that some policy, practice, or activity of the Foundation, or of a representative of the Foundation purportedly acting on behalf of the Foundation, is in violation of law or regulation or [materially] fails to comply with the Foundation's governing documents (including its Certificate of Formation, its Bylaws, and its adopted policies), the employee or volunteer must report his or her concern in compliance with this policy.

### **How to Report**

An employee or volunteer reporting a concern pursuant to this policy shall report such concern to the Executive Director of the Foundation. If the individual raising the concern is uncomfortable communicating with the Executive Director, or if the Executive Director is a subject of the concern, the individual must report the concern directly to the chair of the Board of Trustees of the Foundation or Chancellor of the Episcopal Diocese of Dallas. A concern may be reported orally or in writing, but if reported orally shall be documented in writing by the person receiving the report. A concern may also be reported anonymously by an employee or volunteer.

### **Investigation of Concerns**

The Executive Director shall address all concerns reported under this policy except for those concerns reported directly to the chair of the Board of Trustees of the Foundation or Chancellor of the Episcopal Diocese of Dallas in accordance with this policy. All non-frivolous concerns will be investigated promptly and a report of such investigation, along with recommendations for any appropriate corrective action, shall be made to the Board of Trustees. All employees and representatives of the Foundation must cooperate fully with the person leading the investigation. The Board of Trustees or a committee authorized by the Board shall have the sole authority to authorize action, if necessary, with regard to any reported concern.

### **Protection of Employee or Volunteer**

The Foundation will not discharge or otherwise discriminate or retaliate against an employee or volunteer who reports a concern under this policy, in good faith and on the basis of a reasonable belief that the facts reported are in violation of law or regulation or fail to comply with the Foundation's governing documents. Disciplinary measures, up to and including discharge, may be taken against any Foundation employee who threatens or discriminates against a person who reports a substantial concern in accordance with this policy.

### **No Protection for Improper Reports**

An employee or volunteer shall be subject to discipline if he or she makes a report that is determined to be frivolous or made for an improper purpose, such as for inter-personal reasons or based solely on rumor or speculation. Moreover, an employee or volunteer is protected under this policy only if the employee or volunteer reports the concern in accordance with this policy.

**Confidentiality**

Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation and response. Caution must also be exercised in the investigation of concerns to avoid mistaken accusations or alerting suspected individuals that an investigation is under way. Investigation results are not to be disclosed or discussed with anyone other than those who have a legitimate need to know.

**EPISCOPAL FOUNDATION OF DALLAS**  
**Calculation of Amounts Available for 2019 Grants**  
**Based on Spending Guideline**

	<b>Fair Market Value</b>	
	<b>Episcopal Fund</b>	<b>Trustees Fund</b>
December 31, 2014	4,041,937	358,756
December 31, 2015	3,944,841	364,744
December 31, 2016	4,032,695	392,663
December 31, 2017	4,583,242	567,848
December 31, 2018	4,179,484	520,979
<b>Total FMV 5 Year Period</b>	<b>20,782,198</b>	<b>2,204,990</b>

**5-Year Average of Fair Market Value of Unrestricted Funds**

FMV 5 Yr Total Divided by 5	4,156,440	440,998
At 4.5%:	187,040	19,845
Effective Spending Rate	4.48%	3.81%

**.EPISCOPAL FOUNDATION OF DALLAS**  
**2019 OFFICERS and COMMITTEE LISTING**  
as of 01/28/2019

**Officers**

Eugenia King - Chair  
Philip de Bruyn - President  
Chris Ayres - Vice President/Treasurer  
Jed Nau - Secretary

**Executive Committee**

Chris Ayres  
Rick Barry  
Philip de Bruyn  
Ford Keith  
Eugenia King  
Jed Nau

**Audit & Administration Committee**

Ken Hanks - Chair  
Rick Barry  
Philip de Bruyn  
Robbi Rice Dietrich  
Eugenia King  
Jed Nau  
Elizabeth Trupiano

**Development and Marketing Committee**

Chris Ayres - Chair  
Jiggs Foster  
Scott Hancock  
Eugenia King  
Barbara McColm  
TJ McCoy  
Rev. Fabian Villalobos

**Grants Committee**

Ford Keith - Chair  
Pat Carrigan  
Robbi Rice Dietrich  
Eugenia King  
Barbara McColm  
TJ McCoy  
Elizabeth Trupiano  
Rev. Fabian Villalobos

**Investment and Finance Committee**

Rick Barry - Chair  
Will Beecherl  
Pat Carrigan  
Philip de Bruyn  
Scott Hancock  
Ken Hanks  
Eugenia King  
Andy Welch  
Dan Wilson, Trustee Emeritus

**Nominating and Governance Committee**

Jed Nau - Chair  
Chris Ayres  
Will Beecherl  
Jiggs Foster  
Ford Keith  
Eugenia King  
Andy Welch

## **Suggested Additional Committee Work Plans for 2019**

### **DRAFT**

#### **I. Executive Committee**

- a. Explore Board service project
- b. Insure smooth transition of Executive Committee and Board Chair

#### **II. Audit and Administration Committee**

- a. Create an inventory of all material policies and documents and the frequency with which they must be reviewed.
  - i. Receive from Exec Director any changes that may have been learned in continuing ed during year for best practices.
- b. Review all insurance policies and make recommendations to the board

#### **III. Development and Marketing Committee**

- a. Contribute ideas for quarterly newsletter
- b. Review and refine plan to identify church-based targets to market and recruit as investors
  - i. Discussion of parish sizes and potential growth trends
  - ii. Evaluation of schools in the Diocese as targets
  - iii. Strategic vision of who to approach and how
- c. Review and finalize decision/plan on contacting outside sources
  - i. Partnering with other community-based organizations on projects
  - ii. Seeking outside funds from non-profits and donors
  - iii. Casting a three-year vision?
- d. Create resources (planned giving, investing) for Churches (with Investment Committee)
  - i. EFD as the Diocesan clearing house per EDOD Strategic Plan
  - ii. Standardizing educational materials
  - iii. Assistance of Bishop's Office for guidance and introductions
- e. Evaluate if an Advisory Council should be added back into EFD structure
- f. Investigate the use of social media (Facebook, Twitter)
  - i. Establishing a presence for EFD and the commitment that requires
  - ii. EFD Executive Director following others users
- g. Set growth expectation/goal for the Episcopal Fund
- h. Develop the "elevator speech" for Board Members and standardized process

#### **IV. Grants Committee**

- a. Refine the evaluation criteria of grant applications
- b. Refine site visit questions/grid
- c. Continuously analyze potential joint funding opportunities with the Diocese
- d. Create a strategy to identify collaboration partners for joint funding

**V. Investment and Finance Committee**

- a. Review the methodology for spending/distributions for grants from the EFD Fund
- b. Investigate alternate asset allocation portfolio and advising legal needs
- c. Evaluate Fee Structure to remain competitive in the market
- d. Review and modify the investment partner visitation plan

**VI. Governance and Nominating Committee**

- a. Evaluate and create a process to identify weaknesses, strengthen board performance and reflect on accomplishments
- b. Analyze positions and board talents to make recommendations for succession planning of Executive Committee and committee chair positions for the next 4-6 years.



**EPISCOPAL HEALTH FOUNDATION OF DALLAS (EHFD)**  
**MINUTES OF THE REGULAR MEETING OF BOARD OF TRUSTEES**

December 11, 2018

A Regular Meeting of the Board of Trustees of the Episcopal Foundation of Dallas was held at Verdad Oil and Gas Company, 5950 Cedar Springs Road, Suite 200, Dallas, Texas 75235 on December 11, 2018.

The following Trustees were present: Mr. Rick Barry, Mr. Will Beecherl, Mr. Pat Carrigan, Mr. Philip de Bruyn, Ms. Jiggs Foster, Mr. Ken Hanks, Mr. Ford Keith, Ms. Eugenia King, Mr. TJ McCoy, Mr. Charles Jedson (Jed) Nau, Jr., Bishop George Sumner, Father Fabian Villalobos, Mr. Andy Welch and Mr. Dan Wilson. Others in attendance were slated board members Mr. Scott Hancock and Ms. Barbara McColm; and Ms. Pam Fellows Jamieson, Executive Director and Ms. Kathy McCabe, Controller.

Ms. Eugenia King, Chair, called the meeting to order at 5:22 p.m.

On motion duly made, seconded and unanimously carried, the Consent Agenda was approved as presented. The Consent Agenda included:

- A. Approval of Minutes of September 18, 2018 Board meeting
- B. Acceptance of EHFD Financial Reports
- C. 2019 EHFD Budget

With no further business the meeting was adjourned at 5:23 p.m.

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Charles Jedson (Jed) Nau, Secretary

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Eugenia King, Chairperson

Episcopal Health Foundation of Dallas  
Statement of Net Assets

	Notes	As of 12/31/2018	As of 12/31/2017
<b>Assets</b>			
Cash - checking account		\$ 20,817	\$ 27,075
Prepaid expense		3,727	3,816
Prepaid D&O insurance		615	672
Investments at market value		5,835,131	6,612,855
Total assets		<u>\$ 5,860,290</u>	<u>\$ 6,644,418</u>
<b>Liabilities and Net Assets</b>			
<b>Liabilities</b>			
Grants payable		\$ -	\$ 12,000
Accounts payable	(1)	11,277	11,000
Estimated excise tax liability	(2)	6,562	3,946
Total liabilities		<u>17,839</u>	<u>26,946</u>
<b>Net Assets</b>			
Total unrestricted net assets		<u>5,842,451</u>	<u>6,617,472</u>
Total liabilities and net assets		<u>\$ 5,860,290</u>	<u>\$ 6,644,418</u>

**Notes to Statement of Net Assets:**

- (1) Accounts payable of \$11,277 represents the amount owed to EFD for administrative support and reimbursable expenses provided to EHFD for 2018.
- (2) The 2018 Estimated tax liability for EHFD is substantially greater than 2017 as a result of a significant increase in year-end dividends and capital gains distributions.

Episcopal Health Foundation of Dallas  
Statement of Activities

	Notes	Quarter Ended 12/31/2018	Year Ended 12/31/2017
<b>Investment income and expense</b>			
Interest and dividends		\$ 273,476	\$ 185,662
Realized gains on sales on securities		78,273	34,177
Unrealized gains on investments		(756,203)	886,104
Investment management fees		(43,271)	(41,012)
Net investment income	(1)	(447,725)	1,064,931
<b>Grants and operating expenses</b>			
Foundation grants		\$ 304,500	\$ 298,500
Contract services	(2)	10,973	11,000
Excise tax expense	(3)	6,170	3,789
Accounting fees		2,250	2,206
Insurance - D&O	(4)	2,517	3,425
Website		474	420
Meetings		312	108
Bank fees		50	60
Misc.		50	107
Total grants and expenses		327,296	319,615
Increase (decrease) in net assets		(775,021)	745,316
Net assets at beginning of period		6,617,472	5,872,156
Net assets at end of period		\$ 5,842,451	\$ 6,617,472

**Notes to Statement of Activities:**

- (1) Performance loss for 2018 was -7.27%
- (2) See Note 1 on Statement of Net Assets
- (3) See Note 2 on Statement of Net Assets
- (4) EHFD changed insurance underwriters in 2018 resulting in a lower D&O premium.

**EPISCOPAL FOUNDATION OF DALLAS (EFD) &  
EPISCOPAL HEALTH FOUNDATION OF DALLAS (EHFD)  
2019 Meetings**

**Board of Directors**

Tuesday, March 5, 2019 11:00 am - 12:30 pm (luncheon/meeting)  
*annual election, honor retiring members, welcome new members*

Tuesday, June 11, 2019 4:00 pm  
*Grants Committee recommendations for 2019 EFD grants, Audit Report*

Tuesday, September 17, 2019 4:00 pm  
*Grants Committee recommendations for 2019 EHFD, 990 Review*

Tuesday, December 10, 2019 4:00 pm  
*Officer slate, budget*

*Board of Trustees meeting location may vary from meeting to meeting. Notification  
with location details will be sent with meeting materials prior to the meeting date.*

**Investment Committee**

Wednesday, February 20, 2019 4:00 pm

Wednesday, May 15, 2019 4:00 pm

Wednesday, August 14, 2019 4:00 pm

Wednesday, November 13, 2019 4:00 pm

**Grants Committee Meetings**

Week of June 3, 2019  
EFD Grants

Week of September 9, 2019  
EHFD Grants