Morgan Family Foundation Board of Directors Handbook
Table of Contents

I. Purpose and Values

II. History
   a. MFF History Chart
   b. Donor Legacy Statement
   c. Dashboard

III. Governing Documents
   a. IRS Determination Letter (original and update)
   b. Articles of Incorporation
   c. Code of Regulations

IV. Contact Roster
   a. Board of Directors, Non-Board Committee Members & Staff
   b. Key Consultants and Advisors
   c. Other Operational Vendors

V. Board and Committee Structure
   a. Governance Chart
   b. Current Board, Officer and Committee Terms
   c. Board Charter
   d. Committee Charters
   e. Subcommittee Charters
   f. MFF Board/Committee Meeting Calendar

VI. Staff Information
   a. Current Staff Job Descriptions & Program Officer Scope of Services
   b. Employee Manual
   c. Paid Sabbatical Leave Policy

VII. Philanthropic Programs
   a. Competitive/Responsive Grantmaking Information
      i. Grant Guidelines
      ii. Recent Approved Grants List
   b. Matching Grant Policy
      i. Recent Matching Grants Paid Summary
   c. Charitable Contribution Program for Employees and Non-Board Committee Members
   d. Family Reunion Grant Policy
      i. Reunion Grant Guidelines
      ii. Recent Reunion Grants Summary
   e. Community Initiatives Support Policy
   f. Legacy Grants Policy
   g. Youth Ambassadors for Philanthropy Birthday Grant Policy
   h. Program Related Investment (PRI) Summary

VIII. Finance and Investments
   a. Current Investment Policy
   b. Recent Investment Performance Report
   c. Recent Portfolio Summary
   d. Historical Asset Class Returns
   e. Recent Schedule of Assets
   f. Recent MFF Quarterly Financial Statement
   g. Financial Accounts/Procedures Summary
h. Credit and Debit Card Policy and Procedures

IX. Risk Management
   a. Binder Page Summary of D & O and General Liability Policies
   b. Conflict of Interest Policy
   c. Board & Committee Member Compensation, Travel and Expense Reimbursement Policy
   d. Whistleblower Policy
   e. Record Retention and Destruction

X. Legal and Tax Requirements
   a. Top Ten Ways Family Foundations Get Into Trouble from Council on Foundations
   b. Excerpt from Guide for Charity Board Members from Ohio Attorney General
   c. Recent Tax Return – Form 990-PF for 2021
   d. Ohio Attorney General Charitable Registration (annual)
   e. Ohio Secretary of State Certificate of Continued Existence
   f. Chart of 501(c)(3) Organizations

XI. Recent Board of Directors Meeting Minutes
   a. February 22, 2022 Meeting
   b. May 25, 2022 Meeting
   c. August 9 & 10, 2022 Meeting
   d. November 8, 2022 Meeting
   e. February 23, 2023 Meeting

XII. Reference
   a. Map of Minnesota’s Counties and Regions
   b. Glossary of Philanthropic Terms

Updated 6/22/2023