

Board Policy Manual

Board Policy Manual

Introduction

The purpose of this policy manual is to provide administrative guidelines and rules to the Board and Staff that are consistent with the values and principles of the Alzheimer's Agency. Policy statements constitute one of the methods by which the Board exercises its leadership and oversight in the operation of the agency. Written policy helps educate Board members and staff and promotes the continuity of good corporate practices.

Staff or Board members may recommend policy or influence policy development. The recommended policy must be reviewed by the Executive Director and studied and approved by the applicable committee. The Board approves policy and any subsequent amendments.

The Executive Director will implement and disseminate procedures that put the Board policy into practice. The Executive Director will maintain the policy documents in a current file to facilitate review.

The Board will periodically review the policies to ensure that they are valid and are being followed consistently.

Other Agency documents containing Board Policy and not included in this manual are the Agency Bylaws and the Articles of Incorporation. The Board will ensure that the policies contained in this manual are consistent with the Bylaws and Articles of Incorporation.

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Conflict of Interest

Policy Statement

The Alzheimer's Agency has adopted the following policy to avoid any possible conflict between the personal interest of the board members and the interests of the Agency. The purpose of this policy is to ensure that decisions about Agency matters are made solely in terms of the benefits to the Agency and are not influenced by any private profit or other personal benefit to the individuals affiliated with the Agency.

The Alzheimer's Agency expects high standards of ethical behavior from its board members to protect the credibility and integrity of the organization. Each director and officer of the Agency shall, in the course of his or her duties on behalf of the Agency, act with strict loyalty and fidelity to the best interests of the Agency, exercise the utmost good faith in all matters and transactions involving the Agency, and adhere to the highest ethical standards as a director and officer of the Agency.

Conflict of Interest Defined

For the purposes of this policy, the following circumstances shall be deemed to create conflicts of interest because it might be inferred that such circumstances would influence the board member in the performance of his or her duties:

- A contract or transaction between the Agency and a board member. A "contract or transaction" is any agreement or relationship involving the sale or purchase of goods, services, or rights of any kind, the providing or receipt of a loan or grant, or the establishment of any other pecuniary relationship. The making of a gift to the Agency is not a contract or transaction.
- A contract or transaction between the Agency and an entity in which a board member or family member has a material financial interest or of which such person is a director, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, or legal representative.
- A board member competing with the Agency in the rendering of services or any other contract or transaction with a third party.
- A board member having a material financial interest in, or serving as a director, officer, employee, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator or other legal representative of, or consultant to, an entity or individual that competes with the Agency in the provision of services or in any other contract or transaction with a third party.

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- A board member accepting gifts, entertainment, or other favors from any individual or entity that does or is seeking to do business with, or is a competitor of the Agency under circumstances where it might be inferred that such action was intended to influence the board member in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value.

In addition to actual conflicts of interest, board members are also obligated to avoid actions that could be perceived or interpreted in conflict with the Agency's interest. For example, such a perception could occur if a board member had a past affiliation with an individual or organization seeking to contract with the agency.

Policy

Prior to a board or committee action on a contract or transaction involving a conflict of interest, a board member having a conflict of interest and who is in attendance at the meeting shall disclose all facts material to the conflict of interest. Such disclosure shall be reflected in the minutes of the meeting.

Each board member who becomes aware of a conflict of interest before a meeting or in the course of their personal activities should promptly notify the chair of the board. Furthermore, the chair shall disclose the potential conflict of interest to the other members of the board before any vote on the contract or transaction, and the disclosure shall be recorded in the board minutes at the meeting at which it is made. In such cases, a written disclosure statement containing all the material facts should be submitted. The material facts include the identification of any outside employment or consulting work, any membership, affiliation, or relationship that could constitute a conflict.

A board member will refrain from voting on any contract or transaction in which a conflict or potential conflict of interest occurs.

Where doubt arises whether a conflict exists or appears to exist, a written disclosure containing the material facts of the situation should be provided to the chair of the board. The board of directors, excluding the interested director, will determine if the situation constitutes a conflict of interest and shall determine the required action.

A disclosed conflict of interest shall not bar a board member from participation in board or Agency activities unrelated to the conflict of interest.

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Dissemination

Each new board member shall be required to review a copy of this policy and to acknowledge in writing that he or she has done so. Annually, each board member will be given a copy of this policy and asked to disclose any conflicts and sign the attached acknowledgement concerning the report of potential conflicts of interest.

Disclosure and Acknowledgment

Please describe below any relationships, positions, or circumstances in which you are involved that you believe can contribute to a conflict of interest (as defined in the Board of Directors Policy on Conflict of Interest). If no conflicts exist, specify "none."

☐ Check if no conflict of interest exists.

I hereby certify that I have read and understand the Agency's policy on conflicts of interest. I agree to report promptly any such conflicts that arise in my duties as director and, in other respects, to comply with the policy and its procedures.

Signature: _____ Date: _____

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Program Administration

Policy Statement

The Alzheimer's Agency develops and conducts program services in the State of Alaska, ensuring that services are high quality, comply with applicable laws and regulations and are consistent with the Agency's mission.

Authority and Responsibility

The Board establishes program policy. The Program Committee monitors the administration of the policy.

The Executive Director administers the programs of the agency in conformance with Board Policy

Nondiscrimination

The Alzheimer's Agency is committed to a policy of nondiscrimination in programs and service. No person shall be discriminated against in terms of access to and participation in programs and services with regard to race, sex, color, creed, religion, age, national origin, disability, status with regard to public assistance or sexual orientation. Harassment of an individual or group on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, or sexual orientation is prohibited.

Standards of Program Administration

All programs will set standards of performance, and the quality of programs will be evaluated and documented in writing.

The Agency will ensure that licensing and regulatory requirements of all Federal, state, and local bodies having jurisdiction over services have been met.

The Agency will be responsive to the needs of the community and will evaluate our capacity and feasibility to address those needs within the Agency's mission.

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Personnel

Policy Statement

The Board policy related to employees is contained in the *Employee Policy and Procedure Handbook*.

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Lobbying and Partisan Political Activities

Policy Statement

The Agency has an important role in promoting public policy that forwards the goals of the organization or the quality of life for our clients. This policy encourages effective lobbying and provides guidelines to prevent activities that may result in the loss of the federal tax exemption.

Authority and Responsibility

The Board provides lobbying guidelines and assists in lobbying efforts as may be appropriate. The Public Policy Committee monitors legislation and recommends lobbying activities.

The Executive Director advocates for the Agency and directs lobbying efforts on behalf of the Board.

Lobbying

The Constitution protects the right of charitable organizations to lobby. The law, and regulations provide significant leeway for lobbying activities. Appropriate lobbying activities include:

- Testifying at legislative hearings.
- Direct contact with legislators in an attempt to influence specific legislation.
- Sending public opinion communications to public officials.
- Encouraging constituents to support or oppose particular legislation.

Charities are allowed to lobby provided the activity is insubstantial in relation to the overall budget of the organization. Funds from government grants or contracts may not be used for lobbying activities. If expenditures (including staff time) for lobbying activities are being considered that exceed 5% of the Agency budget, Board approval is required.

Partisan Political Activities

The law prohibits charitable organizations from participating in partisan political activities. The Agency should refrain from:

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- Endorsing a candidate either in writing or orally. Employees may work for a candidate in an individual capacity. Employees may run for office; however, the agency must not support their candidacy in any official way.
- Allowing any facilities or resources to be used for political activities.
- Distributing a candidate's literature or allowing a candidate to make a presentation to your employees or clients at the Agency facility. Inviting an elected official to be a featured speaker at a benefit event is normally fine, unless the individual is in a hotly-contested race for reelection.
- Soliciting funds for a candidate.
- Publishing candidate positions in the newsletter.
- Facilitating pre-election photo opportunities for politicians.
- Giving mailing lists to candidates or PACs.

Voter Education

The agency may engage in issue related voter education.

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Investment Policy Statement Alzheimer's Disease Resource Agency of Alaska, Inc.

Approved on November 20, 2019

By Board of Directors

EXECUTIVE SUMMARY

Type of Fund:	Non-Profit
IRS Tax Identification:	92-0101736
Current Assets	\$1,700,000
Time Horizon:	Greater than 3-5 years
Return Objective:	5-6% (3-4% over the Consumer Price Index) for the Medium-Term Fund 6-7% (3-4% over the Consumer Price Index) for the Long-Term Fund
Spending Policy:	Judging the Need

INVESTMENT STRUCTURE

This structure includes various asset classes, investment management styles, asset allocation and acceptable ranges that, in total, are designed to produce a sufficient level of overall diversification and total investment return potential over the long-term.

BACKGROUND

The Alzheimer's Disease Resource Agency of Alaska, Inc. (Agency) is a non-profit established in 1985.

Our Mission: To support Alaskans affected by Alzheimer's disease, related dementia and other related disabilities to ensure quality of life until a cure is found.

Alzheimer's Resource of Alaska's story began with two sisters caring for their mother with dementia; upon realizing that little information and few services were available for individuals in similar circumstances, they began a grassroots outreach effort to find others who needed support. By 1982 Becky and Beverly formed the first Caregiver Support Group. In 1984 the group incorporated. From its inception, the organization served the entire state. The founders traveled throughout Alaska providing education and support to individuals and families. Over the years new programs, services and offices were added to fill the need in Alaska. We now have offices in Anchorage, Fairbanks, Juneau and Palmer and provide information, referrals, education, consultations, trainings, support groups and care coordination to Alaska's vulnerable individuals, not just those with Alzheimer's disease or dementia.

PURPOSE

The purpose of this Investment Policy Statement (IPS) is to assist the Alzheimer's Disease Resource Agency of Alaska, Inc. Board of Directors ("Board") in effectively supervising, monitoring and evaluating the investment of the Fund ("Fund") assets. In general, the purpose of this statement is to outline a philosophy and attitude which will guide the investment management of the assets toward the desired results. It is intended to be sufficiently specific, to be meaningful, yet flexible enough to be practical. Any changes in investment policy should be in writing and communicated to all parties.

There will be two Funds following the guidelines of the Investment Policy Statement. The Long-Term Fund shall be managed as though the investments shall be maintained in perpetuity. The Medium-Term Fund shall be managed in a manner to allow for easier liquidity should a qualifying event occur, and the funds are needed.

DUTIES AND RESPONSIBILITIES

Delegation of Authority

The Board of Directors are fiduciaries and are responsible for directing and monitoring the investment management of Fund assets. The Board is the accountable body that:

- Determines the direction for the organization
- Guards its mission
- Sets the standards and ethical guidelines
- Monitors its performance
- Ensures the organization is managed in a responsible manner

As such, the Board is authorized to delegate certain responsibilities to professional experts in various fields. These include, but are not limited to:

1. Investment Consultant. The investment consultant may assist the Board in: Establishing investment policy, objectives, and guidelines; selecting investment options and managers; reviewing such options and managers over time; measuring and evaluating investment performance; and other tasks as deemed appropriate.
2. Investment Manager(s). If selected, the investment manager(s) has discretion to purchase, sell, or hold the specific securities that will be used to meet the Fund's investment objectives.
3. Custodian. The custodian will physically (or through agreement with a sub-custodian) maintain possession of securities owned by the Fund, collect dividend and interest payments, redeem maturing securities, and effect receipt and delivery following purchases and sales. The custodian may also perform regular accounting of all assets owned, purchased, or sold, as well as movements of assets into and out of the Fund accounts.
4. Additional specialists such as attorneys, auditors, actuaries, and others may be employed by the Board to assist in meeting its responsibilities and obligations to administer Fund assets prudently.

Investment managers will be held accountable to achieve the objectives herein stated. While it is not believed that the limitations will hamper investment managers, each manager should request modifications which they deem appropriate.

STATEMENT OF OBJECTIVES

In order to maintain the Funds in perpetuity and meet its needs, the Funds will employ a strategy that emphasizes a balanced return, relying on both current income and growth of principal (from capital appreciation, dividends, and interest income). The objective of the two portfolios, to provide growth, should be pursued over a timeframe of at least 3-5 years through a program designed to maximize the returns without exposure to undue risk, as defined herein. In accordance with this Investment Policy, the total return objective is 5-7% total return (depending on the Fund) annualized over the above timeframe. On a quarter-to-quarter basis, the actual returns will fluctuate and can be expected to exceed the benchmark about half the time.

Spending Policy:

The Board will determine the amount to be spent based on the needs of the organization.

Performance Objectives

The desired investment objective is a long-term rate of return on assets that is at least 5-7%, which is 2-5% greater than the anticipated rate of inflation as measured by the Consumer Price Index (CPI). The target rate of return for each of the Funds has been based upon the assumption that future real returns will approximate forward looking capital market assumptions for each asset class in the IPS. The Board understands that variations to these capital market assumptions are expected and specific sectors or industries are more susceptible due to increased vulnerability to any single economic, political or regulatory development. The Long-Term Fund return objective is closer to 7% while the Medium-Term Fund return objective is closer to 5%.

ASSET CLASS GUIDELINES**Equities**

The equity asset classes should be maintained at risk levels appropriate for the risk/return expectations given herein, with the objective of exceeding a nationally recognized index measuring the performance of the designated sector over a full market cycle (generally three to five years) net of fees. Investment vehicles may include mutual funds and exchange traded funds (ETF's). The following definitions shall apply for the purposes of this policy:

U.S. Stocks:	Stocks of U.S. based companies the primary shares of which are traded on a major U.S. exchange.
International Stocks:	Stocks of non-U.S. based companies, the primary shares of which are traded on exchanges outside the U.S. American Depositary Receipts (ADRs) are considered International Stocks.
Emerging Markets Stocks:	Stocks of non-U.S. based companies that are expected to experience significant growth. Investing in these countries has potential for greater returns, but it also carries more risk than typical domestic investing.
Sector Stocks:	Stocks of companies usually found in one industry.

Fixed Income

Investments in fixed income securities will be managed actively to pursue opportunities presented by changes in interest rates, credit ratings, and maturity premiums. Investment vehicles may include mutual funds and exchange traded funds (ETF's). The following definitions shall apply for the purposes of this policy:

U.S. Government/Corporate Bonds:	Fixed income securities denominated in U.S. dollars issued by the U.S. Government, U.S. Government Agencies or U.S. corporations
High Yield Corporate Bonds:	Bonds issued by U.S. corporations and the majority of the bonds are rated below BBB/Baa.
International Bonds:	Fixed income securities denominated in currencies other than U.S. dollars. Issuers may be both governments and corporations
Mortgage-Backed Securities:	A debt security backed by an underlying pool of mortgages.
Municipal Bonds:	Bonds issued by local governmental subdivisions such as cities, towns or counties.

Alternative & Tangible Investments

Investment vehicles and strategies not typically included in the asset classes described above. Alternative investments may include, but are not limited to: hedge funds, managed futures products, commodities, and real estate. Investment vehicles may also include mutual funds and exchange traded funds (ETF's).

Cash and Cash Equivalents

Cash reserves shall be invested in short term (less than one year) fixed income instruments. Appropriate instruments include direct and general obligations of the U.S. Government and U.S. Government Agencies, interest-bearing demand or time deposits, certificates of deposit, money market portfolios of FDIC member agencies, commercial paper, and repurchase agreements.

Stock Exchanges

To ensure marketability and liquidity, investment managers will purchase equities listed on the following exchanges: New York Stock Exchange; American Stock Exchange; and NASDAQ over-the-counter market. In the event that an investment manager determines that there is a benefit or a need to purchase securities listed on exchanges other than those listed in this statement, written approval is required from the Board.

Prohibited Assets and Restricted Transactions

Prohibited investments include:

1. Private Placements
2. Options
3. Short Selling
4. Margin Transactions

INVESTMENT GUIDELINES

The Board will ensure that investment management of the assets of each of the Funds shall be in accordance with the following asset allocation guidelines:

Long-Term Fund

Asset Class	Minimum Weight	Maximum Weight	Target Weight
Equities	50%	70%	60%
Fixed Income	30%	50%	35%
Alternatives/Tangible	0%	10%	5%
Cash & Equivalents	0%	10%	0%

Medium-Term Fund

Asset Class	Minimum Weight	Maximum Weight	Target Weight
Equities	30%	50%	40%
Fixed Income	50%	70%	55%
Alternatives/Tangible	0%	10%	5%
Cash & Equivalents	0%	10%	0%

Rebalancing

The Board and Consultant are expected to monitor the portfolio mix. Neither the upper nor the lower limits of the asset allocations are intended to require portfolio activity for the sole purpose of complying with the guidelines; however, deviation from these guidelines will be treated as discussion topics at the quarterly meetings with rebalancing considered at least annually. It is recommended that the target allocation be maintained so that the Funds will be able to achieve their long-term goals.

INVESTMENT MANAGER SELECTION

The Board' selection of investment manager(s) must be based on prudent due diligence procedures. A qualifying investment manager must be a registered investment advisor under the Investment Advisors Act of 1940, or a bank or insurance company. The Board requires that each investment manager provide, in writing, acknowledgment of fiduciary responsibility to the Funds, where practicable.

Investment Manager Performance Review and Evaluation

Performance reports generated by the investment adviser shall be compiled at least quarterly and communicated to the Board for review. The investment performance of total portfolios, as well as asset class components, will be measured against commonly accepted performance benchmarks. Consideration shall be given to the extent to which the investment results are consistent with the investment objectives, goals, and guidelines as set forth in this statement. The Board intends to evaluate the portfolio(s) over at least a three-year period but reserves the right to terminate a manager for any reason.

Investment managers shall be reviewed regularly regarding performance, personnel, strategy, research capabilities, organizational and business matters, and other qualitative factors that may impact their ability to achieve the desired investment results. An Investment Manager may be placed on Watch and a thorough review and analysis of the investment manager will be conducted.

The decision to retain or terminate an investment manager cannot be made by a formula. It is the Board's confidence in the investment manager's ability to perform in the future that ultimately determines the retention of a manager.

INVESTMENT POLICY REVIEW

The Board will review this IPS at least every three years to determine whether stated investment objectives are still relevant and the continued feasibility of achieving the same. It is not expected that the IPS will change frequently. In particular, short-term changes in the financial markets should not require adjustments to the IPS.

This statement of investment policy is adopted on November 20, 2019 by the Board, as reflected in the minutes thereof.

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Planning

Policy Statement

Strategic planning enhances the ability to further the mission and goals of the organization. The planning process is a team effort that requires contributions from both Board and Staff.

Authority and Responsibility

The Board has responsibility for the strategic direction of the Agency. The Board approves the strategic plan, reviews progress, and approves all changes to the plan.

The Executive Director develops operational objectives in conformance with the strategic plan and makes budget recommendations to implement such objectives. Periodically, the Executive Director briefs the Board on strategic plan progress.

Process

At five-year intervals, the Board will meet with Management Staff to develop a plan. The process includes the following steps:

- Assessment of internal capabilities and shortcomings.
- Examination of external issues.
- Assessment of the needs of the community and clients.
- Determination of programs to meet needs.
- Evaluation of the cost and funding availability for new programs.
- Formulation of a plan that will provide direction for the Agency.
- Board approval of the plan.

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Budget

Policy Statement

An annual budget facilitates financial planning and control.

Authority and Responsibility

The Board approves an annual operating budget that is consistent with the objectives of the Agency.

The Executive Director develops and manages the Agency budget so that it does not deviate materially from Board policies and priorities. The revenues and expenditures must be projected in a manner that avoids fiscal jeopardy.

Submission

The Executive Director will develop a recommended budget that incorporates all revenue and expenditure assumptions and the short-term objectives of the strategic plan.

The preliminary budget should be prepared prior to the commencement of each fiscal year to enable Finance Committee review and analysis. The Executive Director shall provide whatever additional information is needed for the Committee to make an informed decision. The Finance Committee will recommend approval of the budget to the full Board.

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Financial Administration

Policy Statement

The objectives of financial administration policy are to:

- Ensure the financial solvency of the Agency;
- Safeguard the Agency assets; and
- Assure the accuracy of financial records.

Authority and Responsibility

The Board establishes financial policies and monitors financial performance.

The Executive Director administers the Board policy and, in consultation with the Board, is responsible for overall financial management. The Executive Director will establish procedures and practices to assure that:

- Financial records are complete and secure;
- Financial information is accurate, timely, reliable and useful for management reporting;
- Financial management supports strategic objectives; and
- Internal controls are observed.

Audit

The agency will have independent audits of its financial records as stated in the agency bylaws and to satisfy requirements of funding sources. The Executive Director will schedule these audits and the Finance committee will select the external auditor.

Board Review

The Executive Director will provide financial reports to the Board and the Finance Committee for review.

The Finance Committee, under the leadership of the Treasurer will:

- Monitor financial performance and evaluate compliance with financial policies,
- Review the audited financial reports with the independent auditor,
- Periodically assess the adequacy of reserves; and,
- Report to the full Board on the financial affairs of the Agency.

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Internal Controls

The Executive Director will establish procedures to accommodate the following internal controls:

Receipts

- Accounting for cash as it is received.
 - Endorsing checks with a restrictive stamp as soon as the mail is opened.
 - Listing all receipts in a log.
- Separating the duties for cash receipts, depositing, and reconciling.
- Providing pre-numbered receipts for cash received.
- Depositing cash promptly.
- Safeguarding cash.
- Reconciling the receipt log with deposit records.
- Investigating and resolving over/short amounts to the extent possible.

Disbursements

- The Agency will use pre-numbered checks and process them in appropriate numerical sequence.
- Checks or other payments require two approval signatures.
- Check stock must be appropriately controlled and secured.
- Payments must be supported by appropriate invoice, purchase order, receipt, check request or other documentation.

Cash Management

- Bank reconciliations will be prepared monthly for all checking and savings accounts.
- The staff member preparing the reconciliations will be independent of the cash receipt and disbursement process.
- The Executive Director will review and approve the bank reconciliation.

Payroll

- Payroll liability accounts should be reconciled on a regular basis to ensure that the payroll system is functioning appropriately and that all employees are properly set up in the system.

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Purchases

- Capital purchases in excess of \$20,000 or real estate transactions require the approval of the Board.
- Competitive bids or quotes are required for equipment or service purchases exceeding \$2,000. Formal quotes, in writing, are required for purchases in excess of \$10,000.
- No contractual commitments for bank loans or for real estate lease or purchase will be made without the approval of the Board.
- Purchases of equipment or personal property with an acquisition cost of \$5,000 or more per unit and a useful life greater than one year will be capitalized.

Travel

- All long-distance travel must be formally authorized.
- Travel expenses will be reimbursed at actual cost or at the current state per diem rate.
- Rental car expense will not be reimbursed unless authorized in advance.

Programs Commitments

- Commitments for new programs require the approval of the Board.

General

- The Agency will account for donor restricted and Board designated funds separately from general operating funds.
- Delinquent accounts receivable that occur from services provided for a fee will be pursued through a methodical collection effort.
- Adequate reserves will be maintained to provide for contingencies.
- Journal voucher files should be maintained and should contain copies of the supporting documentation.
- Administration should develop and maintain procedures to facilitate the year-end closing process.

Reserves

Agency Reserves

- At a minimum, the agency will maintain reserves equivalent to 25% of the operating budget. Reserves are defined as “cash and cash equivalents” and “investments” on the balance sheet. They do not include “property and equipment.”

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Building Reserves

- As part of the agency reserves, ADRAA will maintain a building reserves fund with a balance equivalent to 5% of the fair market value of the building. These funds can be used for major repairs to the building and need to be replenished in the fiscal year in which they are spent.

Gifts

Policy Statement

The Board provides the opportunity for donors to make gifts of both cash and non-cash assets in a manner beneficial to the donor while protecting the fiscal and legal integrity of the Agency. The Board does not authorize the acceptance of gifts that would jeopardize the financial, legal or moral integrity or reputation of our Agency.

Authority and Responsibility

The Board defines gift policy and must formally accept gifts of real property.

The Executive Director is authorized on behalf of the Agency to accept gifts of other than real estate. All significant gifts should be reported to the Board.

Securities

Listed or actively traded securities are acceptable. Securities in closely held or private corporations are acceptable upon the approval of the Executive Director after consultation of legal counsel.

Real Estate

Real property is acceptable subject to conditions of clear title, free of unacceptable encumbrances and free of environmental or other potential liabilities. Generally, the donor will be responsible for obtaining and paying for an appraisal of the fair market value and an environmental audit of the property.

Tangible Personal Property

Gifts of tangible personal property are acceptable. Conditions for accepting include salability or as-is usability, current Agency needs and the physical condition of the property.

Service

Gifts of professional or volunteer services are acceptable.

Restricted Current Gifts

The agency will accept restricted cash, securities, and property and adhere to all donor wishes as long as such gifts are in the best interest of the Agency and are in keeping with the Agency's mission.

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Other Deferred Gifts

Estate gifts and planned gifts (wills, trusts, insurance, gift annuities, etc.) are acceptable. However, the Agency reserves the right to decline these gifts, if restricted, because the designation may cease to be effective or practicable before or after the gift is received. Acceptance will depend in part on inclusion of language that may enable the Board to use the gift in an alternative way if conditions change. Gifts of life insurance, in which the Agency is owner and will receive a future benefit as beneficiary, are acceptable provided the Agency is not required to expend funds to maintain the contract.

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Records Management

Policy Statement

The Alzheimer's Agency recognizes its responsibility to its donors, sponsors, regulatory bodies and the public to preserve the records that document the activities of the Agency. The policy is intended to ensure that the Agency:

- Complies with local, state and federal regulations;
- Meets legal requirements;
- Optimizes the use of space;
- Minimizes the cost of record retention;
- Preserves the history of the Agency;
- Destroys outdated and useless records.

Authority and Responsibility

The Board is responsible for providing and maintaining records policy.

The Executive Director is responsible for managing the records of the agency in conformance with this policy.

Records Retention

The general rules for legal and audit requirements are:

- *Grants and Contracts:* Financial records, supporting documents, and statistical records must be retained for at least seven years, unless a litigation claim or audit is started before expiration of this period.
- *Business Transaction Records:* Records must be retained for seven years following the end of the fiscal year.
- *Purchase Order, Contracts, and Agreements:* Records must be retained for seven years following the end of the fiscal year.
- *Budget Records:* Records must be retained for seven years following the end of the fiscal year.
- *Individual Employee Payroll and Personnel Information:* Records must be retained for ten years from retirement or termination.
- *Cash Receipt Information and Billings:* Records must be retained for seven years following the end of the fiscal year.

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- *Correspondence:* Records must be retained seven years.

Longer retention times apply to certain documents. The following documents must be retained permanently:

- *Trial Balance Reports*
- *Audited Agency Financial Statements*
- *Pledges, Gifts, Planned Giving, and Other Donor Related Documentation*
- *Fringe Benefit Reports*
- *Pension Plan Documents and Reports*
- *Legal Orders, Judgments, Settlements*
- *Strategic Plans*
- *Property Deeds, Easements, Leases, Building Permits, and Mortgages*
- *Income Tax Returns*
- *Informational Returns*

Media

Documents may be stored on the most efficient and effective media available as long as the long-term archivability and usefulness of the records are maintained.

Disposal

At the end of the required retention period, financial records may be disposed of unless they support a current audit or litigation. Documents containing employee information must be disposed of by incinerating, pulverizing or particle shredding.

Confidentiality

To safeguard the privacy of individuals, documents that contain salary information should be treated in a highly confidential manner. Access to these documents is only allowed with the approval of the Executive Director.

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Risk Management and Insurance

Policy Statement

Risks will be managed to conserve the assets of the organization and minimize the adverse impacts of risks or losses to the Agency, its employees, and Board members.

Authority and Responsibility

The Board authorizes the Executive Director to purchase the following coverages:

- General liability insurance—covers the Agency if clients or visitors are injured. Employees and Board members should be additional insured under this coverage.
- Non-owned auto coverage—protects the Agency when an employee is driving a personal vehicle for business reasons and also covers rental cars.
- Workers compensation insurance—protects against employee lawsuits.
- Directors and officers insurance—provides liability coverage for Board members.
- Theft and casualty insurance—protects property, plant and equipment.

The Board will periodically review the adequacy of coverages.

The Executive Director will ensure that the staff dealing with clients are appropriately trained and supervised in conformance with established standards.

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Facilities Maintenance and Repair

Policy Statement

Long-range plans that prevent deferred maintenance and provide ongoing annual preventive maintenance, repair and renewal are required.

Responsibilities

The Executive Director has oversight for the maintenance and repair of facilities and grounds. A periodic assessment of the condition of facilities and grounds should be undertaken and a plan of preventive maintenance, repair and renewal drafted.

The Executive Director is responsible for periodic communications and reporting on maintenance, repair and renewal.

Adequate annual budget will be established and approved by the Board to carry out the plan.

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Board Travel Reimbursement

Purpose

The Board may establish budget for Board member travel to meetings or other Agency approved activities. The Board believes members should be compensated for the travel expenses incurred in the performance of their duties.

Guidelines

Board Members will be eligible to receive reimbursement for:

- Lodging expense
- Meal expense
- Car rental or taxi expense
- Air fare or car expense, whichever is lower (for car expense, mileage will be reimbursed at the federal mileage rate)

Reimbursement for expenses will be contingent upon the completion of a travel expense form and the submission of receipts and/or mileage log. The Board President will approve the reimbursement.

Whistleblower

Policy Statement

The Alzheimer's Resource of Alaska has adopted the following policy to encourage staff, volunteers, board members, and all others to report suspected or actual occurrence(s) of illegal, unethical, or inappropriate events (behaviors or practices) without retribution.

The purpose or intent of this policy is to incorporate those provisions of Section 301 of the Sarbanes-Oxley Act of 2002 that require established formal procedures for the reporting, receipt, retention, and treatment of complaints the Organization receives regarding accounting, internal accounting controls, or auditing matters as well as the confidential handling of any concerns brought forth to the Organization regarding questionable, legal, ethical and accounting or auditing matters. The Organization is committed to compliance with all applicable laws and regulations, accounting standards, accounting controls and audit practices.

The Alzheimer's Resource of Alaska is further committed to providing an environment and workplace where employees, volunteers, and board members are free to raise good faith concerns regarding the Organization's business practices, specifically: 1) reporting suspected violations of law on the part of the Organization, including but not limited to state and federal laws and regulations; 2) providing truthful information in connection with an inquiry of the public or investigation by a court, agency, law enforcement, or other governmental body; and 3) identifying potential violations of the Organization's policy, specifically the policies contained in the Organization's Board Policy Manual and Employee Policy and Procedural Manual.

Policy

If any staff, volunteer, or board member reasonably believes that some policy, practice, or activity of the Alzheimer's Resource of Alaska is in violation of law, a written complaint must be filed by that employee, volunteer, or board member with the Executive Director or the Board President.

It is the intent of the Alzheimer's Resource of Alaska to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the organization's goal of legal compliance.

The support of all employees, volunteers, and board members is necessary to achieving compliance with various laws and regulations. An employee, volunteer, or board member is protected from retaliation only if the party brings the alleged

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unlawful activity, policy, or practice to the attention of the Alzheimer's Agency and provides the Alzheimer's Agency with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees, volunteers, and board members that comply with this requirement.

The Alzheimer's Resource of Alaska will not retaliate against an employee, volunteer, or board member who in good faith, has made a protest or raised a complaint against some practice of the Alzheimer's Resource of Alaska, or of another individual or entity with whom the Alzheimer's Resource of Alaska has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

The Alzheimer's Resource of Alaska will not retaliate against employees, volunteers, or board members who disclose or threaten to disclose to a supervisor or a public body, any activity, policy, or practice of the Alzheimer's Resource of Alaska that the party reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment.

Dissemination

Each board member shall be required to review a copy of this policy and to acknowledge in writing that he or she has done so.

I hereby certify that I have read and understand the Agency's Whistleblower Policy. I agree to report promptly any such occurrences that arise in my duties as director and, in other respects, to comply with the policy and its procedures.

Signature: _____ *Date:* _____