

Cascabel Conservation Association

**MEADER CONSERVATION ENDOWMENT FUND GUIDELINES**

I. **FUND ORIGINS:** The Mick Meader Conservation Endowment Fund was first proposed at a meeting of the CCA Conservation Committee on March 26, 2017 and was subsequently approved at the April 15, 2017 Members Meeting. It was inspired by a \$50K bequest from Mick Meader and further enhanced by a \$50K challenge grant from Daniel Baker.

II. **FUND PURPOSE:** Mick Meader requested that his \$50K bequest be “accepted as an endowment” with “the ultimate aim of furthering conservation in the Middle San Pedro Valley for its ongoing conservation efforts.” The Meader Endowment Conservation Fund was created by the board as a “quasi-endowment” (distinct from “full endowments”) in which the fund would serve three main purposes.

**A. Baseline Funds:** A baseline of the endowment funds, to be determined by the board, serves as fiscal security for the continuation of the CCA conservation program.

**B. Working Funds:** Funds beyond the baseline will be available for conservation purposes as determined by the conservation committee and approved by the board.

**C. Grants:** The endowment fund gives credibility to granting institutions of the organization’s ongoing viability and suitability for funding.

III. **FUND MANAGEMENT:** Endowment funds will be managed by the Treasurer, Birgit DeGregorio, and David Blocker (CPA) with oversight by the board. Managers will keep track of hours which will be eligible for stipends.

**A. Fund Availability:** The baseline funds will be determined at the beginning of the calendar year as either \$50K or 50% of the fund balance, whichever is greater, with the remainder being available as working funds **[suggested - tbd by the board]**.

**B. Stipend Regulations:**

1. Amount: The IRS allows for “reasonable compensation,” that is, not more than an ordinary business would pay for the same services.
2. Recipients: Stipend recipients are considered “Independent Contractors” which means they decide how and when a job gets done.

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If told how and when to do a job they are employees and must have social security, Medicare, etc., withheld. Consultation regarding worker classification may be important.

3. Reporting: If annual total payments to an individual are less than \$600 there is no reporting requirement other than the expense reported on the Form 990. If it is \$600 or more the organization has to issue a 1099 or a W-2. The 1099 is easiest and the tax burden is moved to the “independent contractor”.

**C. Fund Replenishment:** Replenishment and growth of the fund will be the responsibility of various CCA fundraising efforts.

### IV. **FUND DISBURSEMENT:**

A. **Responsibility:** The Conservation Committee, with approval by the board, will be responsible for decisions regarding the judicious and efficacious disbursement of the endowment working funds and increasing community conservation participation.

B. **Priorities:** The death of the fund’s namesake makes increasing the conservation committee’s labor pool a main priority of the fund at its inception. The idea is to help support some subsistence needs of conservation volunteers in order to help grow CCA’s conservation efforts. Certain conservation projects may also be proposed for funding, especially if the balance of the fund continues to grow.

#### C. **Petitions:**

1. Applicants: Any CCA member volunteer may petition the Conservation Committee for a stipend to help increase the effectiveness and extent of their conservation contribution.

2. Process: The applicant will present a written copy (preferably an e-copy) of the petition to the committee chairperson who will in turn pass it on to committee members for review. After internal discussion the petition will be further discussed and acted on at the next Conservation Committee meeting.

3. Format: Along with basic contact information the petition should include a basic summary of the proposed work; its importance to conservation; the amount of stipend requested; and any further details or material expenses that may be germane to the proposal.

4. Acceptance:

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- a. Upon acceptance by the committee the petitioner is requested to keep a basic log of *all* their volunteer conservation hours. The difference between the stipend and a standard hourly calculation (e.g. \$15/hr.) can be recorded as an in-kind donation to CCA and used as grant support.
- b. A brief report on the progress of their work at each Conservation Committee meeting may be requested.
- c. The petition will be reviewed on a yearly basis or as may be required by the project.
- d. Disbursement schedules will be determined on a case by case basis.

### D. **Projects:**

1. Proposals: Conservation Committee members may make a proposal for a needed conservation project for which no CCA member volunteer has presented a petition.
2. Process: The committee member will present a written copy (preferably an e-copy) of the proposal to the committee chairperson who will in turn pass it on to committee members for review. After internal discussion the petition will be further discussed and acted on at the next Conservation Committee meeting.
3. Format: The proposal should include: a written summary of the proposed conservation project, time frame, and the proposed stipend amount.
4. Advertising: Upon acceptance the proposal will first be advertised to CCA members. If no suitable applicant is found the proposal may be advertised more widely as the committee determines.