**DIRECTORS AFFILIATED WITH GRANTEES PROCESS**

**(CONFLICT OF INTEREST FORMS)**

September 11, 2013

At the beginning of the year the directors advise the Foundation of any affiliations they have with other organizations by completing and returning forms sent by the VP-Admin.

1. To update Gifts with information from the form:
   1. Start in the organization tab of Gifts.
   2. Select from the view menu at top of screen: Apply/Edit, Director Affiliations, Apply View, save and close.
   3. From the search menu, choose coding sheet, click on conflict, click on “add,” insert Director’s name from pull-down menu, choose “find now.”
   4. Compare what is on the screen with what is on the form received from the Director.
   5. If Director is no longer affiliated with one of the organizations on the screen, you will need to remove his name from the conflict code.
      1. Double click to open the organization record.
      2. Click on the coding tab.
      3. In the Conflict field, click the Director’s name.
      4. Click “remove,” and then save and close.
      5. Indicate on the Director’s form any organizations removed.
   6. If the organization listed on a completed form is in the Gifts database, but the director name is not listed in the conflict field:
      1. Double click to open the organization record; go to the coding tab.
      2. Click on field Conflict, select add.
      3. Select name from pull down menu; click insert; close (x) menu.
      4. Save and close the organization record.
   7. If a Director’s form contains an organization not found during the search, add it by creating a new organization (see Software, Gifts, Organizations Screen) and of course include the Director’s name in the conflict field.
2. If a director’s affiliation affects only part of the year, make a note in the Organization’s record, Recipient Bank Contact Name field, regarding partial year affiliation (i.e.: Uihlein resigned affiliation June 2010). This will only show up when you run the entire list of all director affiliations from the organizations screen.
3. If changes were made to the Conflict code for any Director:
   1. Focus on the changed organization; move to the requests tab.
   2. Select view “Director Affiliations” to see if the organization has any requests recommended on the upcoming agenda.
   3. If there is a “staff recommendation” listed, check the conflict column on the screen to be sure the Director’s name is listed.
   4. If not listed, open the request record and insert the Director’s name in the Conflict field, the same way is was done in the organization record.
   5. Notify the Program Officer for that request so they can change the GPR form.
4. When all of the affiliations have been entered for the year:
   1. Create and print a report that includes all of the Director affiliations.
   2. Date stamp the report.
   3. Provide a copy of the date-stamped report for the VP-Finance to compare with the Directors’ forms (give her the original forms).
   4. Keep a copy of this date-stamped report in the file folder with the directors’ original forms.
5. Continue to update this report as changes occur, and provide a copy to the VP-Finance.
6. To retrieve information needed to prepare the Director Affiliations page for the agenda book, with grant amount, project description, name of Director for each conflict noted:

* 1. Start in the requests tab of Gifts.
  2. Search for all staff recommend items on the agenda for the upcoming meeting.
  3. From the view menu, choose apply/edit views, “Director Affiliations” and select apply view.
  4. Open the previous meeting’s Affiliations page located in the current year directory in H:\WPDATA and “save as” the current meeting Affiliation’s page (change date). Delete entries and replace with current meeting information now listed on the screen: grantee name, project description, amount recommended, and director name(s).

1. Give the Director Affiliations page prepared for inclusion in the agenda book to the VP-Finance for review, along with the current list of all Director Affiliations report run from Gifts:
   1. In organization tab, select View, Apply/Edit, Director Affiliations. This view automatically runs the search for all Director Affiliations.
   2. Print the report and give to the VP-Finance to compare with original disclosure forms. You will need to provide the database report again to verify abstentions noted in the minutes.
2. When approved by VP-Finance, give the agenda page to the President for approval before sending it on to the Office Assistant to be copied and inserted as a tab in Section 5 (Informational Material) for the agenda book.
3. When preparing board meeting minutes, refer to this page to note voting abstentions with the grants awarded.
4. To prepare a list of directors affiliated with grants awarded during the entire year:
   1. Start in the requests tab of Gifts.
   2. Select the Year End Director Affiliations view from the View options.
   3. Search criteria is:
      1. Approval Date is in this year.
      2. Second criteria will include all current directors listed in the Conflict field of the coding screen. To do this, while still in the search screen, click on “coding sheet” then “conflict” then “add” then click on a Director name and click “insert” and click the next name and insert, continuing with each Director name until all are included. Close-out the drop-down menu (x) and choose “find now.” (There is no select all choice.)