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**Board Meeting
February 18, 2014**

Governance

1. Approve minutes from last meeting
2. Vote on revised Conflict of Interest Policy and Record Retention Policy
3. Sign Annual Conflict of Interest Statement

Finance

1. Treasurer's Report
2. Financial Statements
3. Vote on 2014 Budget
4. Accountant Engagement

Executive Director's Report

1. Strategic Plan Update
2. Volunteer Appreciation Event
3. Potential retirement plan benefit
4. Board social

Fundraising

1. Fundraising strategy committee update
2. ACC-GA Value Challenge Event

Executive Session

Good of the Order

Next Board Meeting, Tuesday, May 20, 3:30pm at King & Spalding

**Pro Bono Partnership of Atlanta
Minutes for Board Meeting
Alston & Bird Atlanta Office
November 19, 2013**

Members Present:

Alan Rosselot
Angie Woo (via phone)
Ben Garren (joined at 3:20pm)
Betsy Griswold (via phone)
Brent Houk
Briley Brisendine
Faith Knight Myers (joined at 3:25pm)
Julie Sy
Pat Roberts (joined at 3:15pm)
Rick McMurtry (via phone)
Randy Cadenhead
Tamera Woodard (joined at 3:15pm)
Tim Phillips
Tricia Kinney

Others Present:

Jerry Blanchard
Laura Hennighausen
Rachel Spears
Robyn Miller

Members Absent:

Frank Landgraff
Jared Brandman
Kathleen Bardell
Reggie O'Shields

Meeting called to order: 3:13pm

Prior to the agenda, Coxe Curry & Associates Senior Development Consultant Nancy Dietz gave a brief talk to the board concerning fundraising and the board's involvement.

I. Governance

1. Tamera Woodard moved to approve Alan Rosselot, Delta Air Lines, as a new board member. Briley Brisendine seconded. All unanimously approved.
2. Randy Cadenhead moved to renew both board officers and board terms. Pat Roberts seconded, and all unanimously approved.
3. Brent Houk moved to approve the August board minutes that were previously emailed to board members. Briley Brisendine seconded, and all unanimously approved.
4. The board discussed proposed revised drafts of the Conflict of Interest Policy and Record Retention Policy. The board will submit suggested changes, and the revised policies will be up for a vote at the February 2014 meeting.

II. Finance

1. Treasurer's Report - Jerry Blanchard presented the Treasurer's Report. PBPA will be closing its two accounts at Bank of North Georgia and then splitting the

deposits in those accounts between Wells Fargo and State Bank and Trust before year end. The move will make deposits more convenient for PBPA staff and make it easier for PBPA to maintain accounts below the FDIC insurance limit. PBPA is also considering investing surplus in a CD.

2. Quarterly Financial Statements and Annual Budget - The board reviewed the most recent quarterly financial statements and year-to-date budget. Rachel Spears noted that the financial statements are as of September 30th. While the statements show a net loss of \$100,000, since that time PBPA has made \$200,000 income.
3. Review Draft 2014 Budget - Rachel Spears presented the proposed 2014 budget. Rachel noted the pledged line in italics represents money PBPA is expecting to come in by year end. The new budget will be up for approval in February 2014. Rachel also noted the increased Corporate and Firm income was due to some new donors as well as a large increase by Home Depot.

III. Executive Director's Report

1. Strategic Plan Update - Rachel Spears reviewed progress against the 2013 strategic plan goals and noted PBPA is on track to meet or exceed goals.
2. Presentations - Rachel Spears distributed a list of the presentations PBPA made to law firms, law sections and corporations about PBPA's activities and thanked the board members that attended the presentations.

IV. Fundraising

1. Annual Donations – PBPA remains on track to meet annual donation goals from law firms, law sections and corporations.
2. Individual Donations – Rachel Spears reported that PBPA had a very successful Georgia Gives Day, exceeding its goal of \$4,000 by raising more than \$11,000, and thanked the Board for matching the \$4,000 goal. PBPA is on track to exceed the amount of individual donations raised in 2012.
3. Fundraising Strategy Committee Report – Rachel Spears reported that the Fundraising Strategy Committee has discussed engaging a fundraising consultant to assist with a tenth anniversary campaign in 2015. PBPA will start looking into selecting a consultant in January 2014.

V. Volunteer & Donor Appreciation Reception

1. PBPA's 9th Annual Reception will take place on January 28, 2014, 5:30-7:30pm at Alston & Bird. Board Members are encouraged to attend this event.

2. Update on sponsorships – Rachel Spears reported that five sponsors have been secured for the 2014 reception, and thanked Rick McMurtry and Briley Brisendine for their assistance in once again securing Thomson Reuters and RR Donnelley.

VI. Executive Session

VII. 1. The board met with Rachel Spears and unanimously approved the compensation adjustments for PBPA staff recommended by Ms. Spears.

VIII. 2. The board then met in executive session without Ms. Spears and discussed her compensation and progress against strategic goals. It was agreed that the Compensation Committee of the board will follow up via email to the full board with further detail for a vote on Ms. Spears' 2014 merit increase and 2013 bonus award.

PRO BONO PARTNERSHIP OF ATLANTA, INC.
CONFLICT OF INTEREST POLICY AND PROCEDURE

ARTICLE I

Purpose

PRO BONO PARTNERSHIP OF ATLANTA, INC. ("PBPA") aspires to achieve the highest levels of professional excellence and service to the public in accomplishing its mission and goals. As a not-for-profit, tax-exempt organization, PBPA is operated exclusively for charitable and educational purposes, and it must observe the highest ethical standards. The purpose of this Conflict of Interest Policy and Procedure (the "Policy") is to protect PBPA's interest when it is contemplating entering into a transaction or arrangement that might benefit (or appear to benefit) the private interest of a director, officer or Key Employee of PBPA. This Policy is intended to supplement but not replace any applicable state laws governing conflict of interest applicable to nonprofit and charitable corporations.

ARTICLE II

Definitions

1. Conflict of Interest

A Conflict of Interest arises when a person in a position to exercise substantial influence over the organization, such as a director, officer, or Key Employee, may benefit personally from a decision the Board of Directors could make.

2. Family Member

An Interested Person's brothers and sisters (including half siblings and step-siblings), children, grandchildren and great grandchildren (including step-children, step-grandchildren, and step-great grandchildren), ancestors (parents, grandparents, etc., including step-parents and step-grandparents) and spouses (of the person and any person in the foregoing categories). Family Members also include siblings, descendants and ancestors by adoption.

3. Interest

A person has an Interest if the person, directly or indirectly, through business, investment or family –

- a. has an ownership or investment interest in any Vendor or is a Vendor, or
- b. has a compensation arrangement with any Vendor, or

- c. has a potential ownership or investment interest in, or compensation arrangement with, any Vendor with which PBPA is negotiating a transaction or arrangement, or
- d. is an officer, director, employee or independent contractor of any Vendor, or
- e. has a non-ownership financial interest (e.g. loans, advances) in any Vendor, or
- f. has or has had a business transaction with any Vendor in the last twelve months.

Compensation includes direct and indirect remuneration as well as gifts or favors that are substantial in nature.

An Interest is not necessarily a Conflict of Interest. Under Article III, Section 2, a person who has an Interest may have a Conflict of Interest only if the appropriate board or committee decides that a Conflict of Interest exists.

4. Interested Person

Any officer, director, or Key Employee who has a direct or indirect Interest.

5. Key Employee

An employee who receives compensation over ~~/\$insert dollar amount/~~100,000 and has responsibilities, power or influence over PBPA that is similar to that of an officer or director of PBPA.

6. Vendor

An individual or entity that currently has or has had a financial transaction and/or arrangement (including but not limited to sales of goods, performance of services, joint ventures, leases and licenses) with PBPA in the last twelve months exceeding the threshold of ~~/\$insert dollar amount/~~3,000. Excluded from this definition are employees where the financial transaction or arrangement is employee wages and donors and sponsors where the financial transaction or arrangement is the payment of the donation or sponsorship.

ARTICLE III

Procedures

1. Distribution of Policy and Procedures

This Policy shall be presented and discussed annually for the information and guidance of officers, directors, and Key Employees. An Annual Statement Regarding Conflict of Interest Policy (the "Annual Statement") shall be furnished to and completed by each officer, director, and Key Employee. Any new officers, directors, or Key Employees shall receive from the Executive Director a copy of this Policy and an Annual Statement to complete upon undertaking the duties of such office.

2. Duty to Disclose

In connection with any actual or possible Conflicts of Interest, an Interested Person must disclose the existence of his or her Interest and must be given the opportunity to disclose all material facts to the directors and considering the proposed transaction or arrangement.

3. Disclosure Procedures

- a. Each Interested Person shall receive and be required to complete and sign the Annual Statement not more than 90 days from the start of the fiscal year.
 - i. The Annual Statement will list all Vendors with PBPA during the twelve months that ended.
 - ii. Interested Persons must disclose Interests, if any, with Vendors during the twelve months that ended.
 - iii. Interested Persons must also disclose any Family Member's Interests with Vendors during the twelve months that ended.
 - iv. Each Interested Person shall also sign the Annual Statement affirming such person:
 - a. Has received a copy of the Policy;
 - b. Has read and understood the Policy;
 - c. Has agreed to comply with the Policy;
 - d. Understands that PBPA is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes; and
 - e. Has answered the questions in the Annual Statement completely and honestly regarding the Interested Person's relationship or any Family Member's relationship, if any, with any listed Vendor.
- b. Interested Persons must immediately contact the Executive Director or Board Chair of PBPA if they believe they may have a Conflict of Interest under the following circumstances:

- i. Upon finding that such Interested Person or a Family Member has an Interest in a Vendor that creates, or might create, a Conflict of Interest;
 - ii. Upon entering into any relationship that might involve a Conflict of Interest with PBPA; or
 - iii. Upon learning that another Interested Person or that person's Family Member has an Interest in a Vendor that creates, or might create, a Conflict of Interest.
- c. From time to time, PBPA may enter into a financial transaction or arrangement with new Vendors. When PBPA plans to enter into a financial transaction or arrangement with a new Vendor, the financial transaction or arrangement will be presented to the board of PBPA for approval if such transaction or arrangement exceeds the threshold of ~~insert dollar amount~~ 5,000. At that time, the Chair will ask if any director, officer, or Key Employee has a potential Interest in the entity in question, and the board shall address the situation in the meeting pursuant to this Policy. Then on an annual basis, PBPA shall, in preparation for the annual board meeting, update the Annual Statement with such new Vendors which will be reviewed by the board members when signing their Annual Statements.

4. Determining and Addressing a Conflict of Interest

- a. After an Interested Person discloses an Interest, including a Family Member's Interest, and presents all material facts to the board, the board shall identify, investigate, and determine if there is a Conflict of Interest regarding the Interested Person. If a Conflict of Interest exists, the Interested Person shall not participate in the decision-making related to this transaction or arrangement.
- b. The Chair of the board shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the board shall determine whether PBPA can obtain a more advantageous transaction or arrangement with reasonable efforts from a potential Vendor that would not give rise to a Conflict of Interest.
- d. If a more advantageous transaction or arrangement is not reasonably attainable under circumstances that would not give rise to a Conflict of Interest, the board shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in PBPA's best interest and for its own benefit and whether the transaction is fair and reasonable to PBPA and shall make its decision as to whether to enter into the transaction or arrangement in conformity with such determination.

5. Violations of the Conflict of Interest Policy and Procedure

- a. If the board has reasonable cause to believe that an Interested Person has failed to disclose actual or possible Conflicts of Interest, it shall inform the Interested Person of the basis for such belief and afford the Interested Person an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the response of the Interested Person and making such further investigation as may be warranted in the circumstances, the board determines that the Interested Person has in fact failed to disclose an actual or possible Conflict of Interest, it shall take appropriate disciplinary and corrective action.

ARTICLE IV

Records of Proceedings

The minutes of the board shall contain:

1. The names of the persons who disclosed or otherwise were found to have an Interest in connection with an actual or possible Conflict of Interest, the nature of the Interest, any action taken to determine whether a Conflict of Interest was present, and the board's decision as to whether a Conflict of Interest in fact existed.
2. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection therewith.

ARTICLE V

Compensation

A voting member of the board of directors who receives compensation for services, or whose Family Member receives compensation for services, from PBPA is precluded from voting on matters pertaining to that compensation. The Board should follow the procedures laid out in ARTICLES III and IV of this Policy if such a situation arises.

RECORD RETENTION POLICY

Pro Bono Partnership of Atlanta (the “Organization”) takes seriously its responsibility to preserve information related to the activities of the Organization, including litigation, audits, and investigations. This policy covers all records and documents regardless of physical form (“Records”), and contains guidelines to ensure compliance with federal and state laws and regulations. In addition, the Organization has a responsibility to handle Records in a manner consistent with the attorney/client and work product privileges. Records covered by this policy include all those that an officer, director, employee or intern (hereafter “Agent”) of the Organization produces, whether paper or electronic and without regard to what device it may be stored on. Records prepared by volunteer counsel should be treated as subject to the applicable firm or corporation’s record retention policy. A Record may be as obvious as a memorandum, an e-mail, a contract or a case study, or something not as obvious, such as a computerized desk calendar, an appointment book, or an expense record.

Applicable law and business necessity requires the Organization to maintain certain types of Records, usually for a minimum period of time. Failure to retain those Records for those minimum periods could subject you and the Organization to penalties and fines, cause the loss of rights, obstruct justice, spoil potential evidence in a lawsuit, place the Organization in contempt of court, or seriously disadvantage the Organization in litigation. Likewise, unnecessary retention of Records beyond applicable periods can result in excess administrative expense for the Organization.

The Organization expects all Agents to fully comply with this Record Retention Policy, provided that all Agents should note the following general exception to any stated destruction schedule: If you believe, or the Organization informs you, that Organization Records are relevant to a government investigation, litigation, or potential litigation, i.e., a dispute that could result in litigation against the Organization, an Agent or a volunteer, then you must preserve those Records until the Executive Director (the “Administrator”) determines that the Records are no longer needed and notifies you in writing of such fact. That exception supersedes any previously or subsequently established retention schedule for those Records. If you believe that exception may apply, or have any question regarding the possible applicability of that exception, please contact the Administrator.

The following sets forth minimum retention periods for certain kinds of records:

- a) Tax Records. Tax Records include, but may not be limited to, applications for tax-exempt status, IRS determination letters, IRS correspondence, Forms 990, audit reports, documents concerning payroll, expenses, proof of deductions, business costs, accounting procedures, and other documents concerning the Organization's revenues. With the exception of applications for tax-exempt status and determination letters, which should be retained in perpetuity, tax Records should be retained for seven years from the date of filing the applicable return.
- b) Donor’s Records. Copies of donation acknowledgments, records of donations, and IRS Forms 5253 or 5252 should be retained for seven years. During retention, these Records should be maintained in a secure and confidential manner.

- c) Employment Records/Personnel Records. State and federal statutes may require the Organization to keep certain recruitment, employment and personnel information. The Organization should keep personnel files that reflect performance reviews and any complaints brought against the Organization or individual employees under applicable state and federal statutes. The Organization should also keep all final memoranda and correspondence reflecting performance reviews and actions taken by or against personnel in the employee's personnel file. Employment and personnel Records should be retained for seven years following termination of employment. During retention, these Records should be maintained in a secure and confidential manner.
- d) Board and Board Committee Materials. Meeting minutes should be retained in perpetuity in the Organization's minute book. A clean copy of all Board and Board Committee materials should be retained for seven years. During retention, these Records should be maintained in a secure and confidential manner.
- e) Contracts. The Organization should retain final, execution copies of all final contracts for seven years beyond the life of the applicable agreement and any extensions that may be entered into.
- f) Legal Files. Legal counsel should be consulted to determine the retention period of particular legal Records, but those subject to litigation where the Organization, an Agent or a volunteer attorney is a party should generally be retained for a period of ten years from the resolution of the litigation. Hard copies of client files will be retained for a period of ten years but copies of client retainer letters will be retained in perpetuity. During retention, these Records should be maintained in a secure and confidential manner. As noted above, Records prepared and maintained by volunteer counsel should be treated as subject to the applicable firm or corporation's record retention policy.
- g) Electronic Mail. E-mail Records should generally be purged after one year. E-mail that needs to be saved, for example, if due to a litigation hold, should be either:
 - i. printed in hard copy and kept in the appropriate file; or
 - ii. downloaded to a designated computer file and kept electronically or on disk as a separate file.

Failure to comply with this Record Retention Policy may result in punitive action against the Agent, including suspension or termination. Questions about this policy should be referred to the Administrator.

READ, UNDERSTOOD, AND AGREED:

Agent's Signature

Printed Name

Date

DOCUMENT RECORD RETENTION POLICY

Pro Bono Partnership of Atlanta (hereafter the "Organization") takes seriously its ~~obligations~~ responsibility to preserve information ~~relating to~~ related to the activities of the Organization, including litigation, audits, and investigations. This policy covers all records and documents, regardless of physical form ("Records"), and contains guidelines to ensure compliance with federal and state laws and regulations. ~~Documents~~ In addition, the Organization has a responsibility to handle Records in a manner consistent with the attorney/client and work product privileges. Records covered by this policy include all records those that an officer, director, employee or intern (hereafter "Agent") of the Organization produces, whether paper or electronic and without regard to what device it may be stored on. Records prepared by volunteer counsel should be treated as subject to the applicable firm or corporation's record retention policy. A Record may be as obvious as a memorandum, an e-mail, a contract or a case study, or something not as obvious, such as a computerized desk calendar, an appointment book, or an expense record.

~~The~~ Applicable law and business necessity requires the Organization to maintain certain types of ~~documents and~~ Records, usually for a specified minimum period of time. Failure to retain those Records for those minimum periods could subject you and the Organization to penalties and fines, cause the loss of rights, obstruct justice, spoil potential evidence in a lawsuit, place the Organization in contempt of court, or seriously disadvantage the Organization in litigation. Likewise, unnecessary retention of Records beyond applicable periods can result in excess administrative expense for the Organization.

The Organization expects all Agents to fully comply with any published records ~~this Record Retention or destruction policies and schedules~~ Policy, provided that all Agents should note the following general exception to any stated destruction schedule: If you believe, or the Organization informs you, that Organization Records are relevant to a government investigation, litigation, or potential litigation (i.e., a dispute that could result in litigation) against the Organization, an Agent or a volunteer, then you must preserve those Records until the Executive Director (hereafter the "Administrator") determines that the Records are no longer needed and notifies you in writing of such fact. That exception supersedes any previously or subsequently established ~~destruction~~ retention schedule for those Records. If you believe that exception may apply, or have any question regarding the possible applicability of that exception, please contact the Administrator.

From time to time the ~~Organization~~ Organization establishes retention or destruction policies or schedules for specific categories of records in order to ensure legal compliance, and also to accomplish other objectives, such as preserving intellectual property and cost management. Several categories of documents that bear special consideration are identified below. While minimum retention periods are suggested, the retention of the documents identified below and of documents not included in the identified categories should be determined primarily by the application of the general guidelines affecting document retention identified above, as well as any other pertinent factors. The following sets forth minimum retention periods for certain kinds of records:

- a) Tax Records. Tax Records include, but may not be limited to, applications for tax-exempt status, IRS ~~correspondence and determination letters~~, IRS correspondence, Forms 990, audit reports, documents concerning payroll, expenses, proof of deductions, business costs, accounting procedures, and other documents concerning the Organization's revenues. With the exception of

applications for tax-exempt status and determination letters, which should be retained in perpetuity, tax Records should be retained for at least seven (7) years from the date of filing the applicable return.

- b) Donor's Records. Copies of donation acknowledgments, records of donations, and IRS Forms 5253 or 5252 should be retained for seven (7) years. During retention, these Records should be maintained in a secure and confidential manner.
- c) Employment Records/Personnel Records. State and federal statutes may require the Organization to keep certain recruitment, employment and personnel information. The Organization should keep personnel files that reflect performance reviews and any complaints brought against the Organization or individual employees under applicable state and federal statutes. The Organization should also keep all final memoranda and correspondence reflecting performance reviews and actions taken by or against personnel in the employee's personnel file. Employment and personnel Records should be retained for seven (7) years following termination of employment. During retention, these Records should be maintained in a secure and confidential manner.
- d) Board and Board Committee Materials. Meeting minutes should be retained in perpetuity in the Organization's minute book. A clean copy of all Board and Board Committee materials should be retained for at least three (3) years. seven years. During retention, these Records should be maintained in a secure and confidential manner.
- e) Contracts. The Organization should retain final, execution copies of all final contracts for at least seven (7) years beyond the life of the applicable agreement, and longer in the case of publicly filed contracts and any extensions that may be entered into.
- f) Legal Files. Legal counsel should be consulted to determine the retention period of particular legal documents. Records, but documents those subject to litigation where the Organization, an Agent or a volunteer attorney is a party should generally be retained for a period of ten (10) years: from the resolution of the litigation. Hard copies of client files will be retained for a period of ten years but copies of client retainer letters will be retained in perpetuity. During retention, these Records should be maintained in a secure and confidential manner. As noted above, Records prepared and maintained by volunteer counsel should be treated as subject to the applicable firm or corporation's record retention policy.
- g) Electronic Mail. E-mail Records should generally be purged after one year. E-mail that needs to be saved, for example, if due to a litigation hold, should be either:
 - i. printed in hard copy and kept in the appropriate file; or
 - ii. downloaded to a designated computer file and kept electronically or on disk as a separate file.

The retention period depends upon the subject matter of the e-mail, as covered elsewhere in this policy.

Failure to comply with this ~~Document~~ Record Retention Policy may result in punitive action against the Agent, including suspension or termination. Questions about this policy should be referred to the Administrator.

READ, UNDERSTOOD, AND AGREED:

Agent's Signature

Printed Name

Date

DRAFT

Annual Statement Regarding Conflict of Interest Policy

This Annual Statement Regarding Conflict of Interest Policy requires disclosure of certain interests by officers, directors and key employees of the organization. It is not uncommon to have these interests, but it is important to make known these interests to Pro Bono Partnership of Atlanta (the "PBPA"). Use this document to disclose where you or your Family Members have certain affiliations, interests or relationships with outside organizations.

Outside Affiliations

The following chart lists every individual or entity that currently has or has had a financial transaction and/or arrangement (including but not limited to sales of goods, performance of services, joint ventures, leases and licenses) with PBPA in the last twelve months that ended December 31, 2013 exceeding the threshold of \$3,000 ("Vendor"). Excluded from this definition are employees where the financial transaction or arrangement is employee wages and donors and sponsors where the financial transaction or arrangement is the payment of the donation or sponsorship.

1. In the space provided, please put an "X" next to each Vendor where you:
 - a. Have an ownership or investment interest in any Vendor or are a Vendor,
 - b. Have a compensation arrangement with any Vendor,
 - c. Have a potential ownership or investment interest in, or compensation arrangement with, any Vendor with which PBPA is negotiating a transaction or arrangement,
 - d. Are an officer, director, employee or independent contractor of any Vendor,
 - e. Have a non-ownership financial interest (e.g. loans, advances) in any Vendor, **or**
 - f. Have or have had a business transaction with any Vendor in the last twelve months that ended December 31, 2014.
2. Additionally please provide what type of relationship you have with each Vendor in the space provided below if any. You may use the choices from the question above.

List of Vendors	Affiliation? (Place an "X" if Affiliation)	Type of Relationship You Have with Vendor
NASPPG Insurance Services		
Gross Duke Nelson		
Dennis Dean Catering		
Blue Cross Blue Shield		
Humana		

Family Affiliations

A “Family Member” is described as: A person’s brothers and sisters (including half siblings and step-siblings), children, grandchildren and great grandchildren (including step-children, step-grandchildren, and step-great grandchildren), ancestors (parents, grandparents, etc., including step-parents and step-grandparents) and spouses (of the person and any person in the foregoing categories). Family Members also include siblings, descendants and ancestors by adoption.

1. With the list of Vendors below, please put an “X” next to each Vendor where to the best of your knowledge a Family Member:
 - a. Has an ownership or investment interest in any Vendor or is a Vendor,
 - b. Has a compensation arrangement with any Vendor,
 - c. Has a potential ownership or investment interest in, or compensation arrangement with, any Vendor with which PBPA is negotiating a transaction or arrangement,
 - d. Is an officer, director, employee or independent contractor of any Vendor,
 - e. Has a non-ownership financial interest (e.g. loans, advances) in any Vendor such as a loan or cash advances, or
 - f. Has or has had a business transaction with any Vendor in the last twelve months that ended December 31, 2014.
2. Additionally please disclose the identity of each interested Family Member and provide what type of relationship your Family Member has with each Vendor in the space provided below if any. You may use the choices from the question above.

List of Vendors	Family Affiliation? (Place an “X” if Yes)	Which Family Member?	Type of Relationship Family Member Has with Vendor
NASPPG Insurance Services			
Gross Duke Nelson			
Dennis Dean Catering			
Blue Cross Blue Shield			
Humana			

With respect to the Conflict of Interest Policy and Procedure adopted by PBPA on February 18, 2014 (the “Policy”), the undersigned officer, director or key employee of PBPA hereby affirms as follows:

1. I have received a copy of the Policy;
2. I have read and understand the Policy;
3. I have agreed to comply with the Policy;
4. I understand that PBPA is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes; and
5. I have answered the questions above completely and honestly regarding my relationship and any Family Member's relationship, if any, with any listed Vendor.

Signed: _____

Name: _____

Title: _____

Date: _____

1. I have received a copy of the Policy;
2. I have read and understand the Policy;
3. I have agreed to comply with the Policy;
4. I understand that PBPA is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes; and
5. I have answered the questions above completely and honestly regarding my relationship and any Family Member's relationship, if any, with any listed Vendor.

Signed: _____

Name: _____

Title: _____

Date: _____

Pro Bono Report

BANK OF NORTH GEORGIA	Balance/ Checking A/C - 3706	Balance/ Money Market	SUNTRUST A/C- 209	State Bank & Trust	Total
		A/C - 2205		A/C 792	
Year 2014					
January	\$77,799.79	\$0.00	\$248,547.79	\$204,861.39	\$531,208.97
Year 2013					
December	\$98,304.93	\$138,038.30	\$248,526.68	\$50,002.05	\$534,871.96
November	\$182,100.42	\$103,031.91	\$248,526.68		\$533,659.01
October	\$46,745.67	\$103,024.29	\$248,485.15		\$398,255.11
September	\$45,184.13	\$80,017.79	\$248,464.05		\$373,665.97
August	\$57,143.66	\$80,011.87	\$248,443.63		\$385,599.16
July	\$82,061.98	\$80,005.75	\$248,422.53		\$410,490.26
June	\$108,816.67	\$79,999.64	\$281,401.43		\$470,217.74
May	\$71,103.98	\$79,993.72	\$248,381.01		\$399,478.71
April	\$78,162.43	\$79,987.61	\$248,340.19		\$406,490.23
March	\$80,188.67	\$79,981.69	\$255,092.95		\$415,263.31
Feburary	\$35,268.00	\$79,975.58	\$318,281.21		\$433,524.79
January	\$62,133.97	\$79,970.06	\$318,279.91		\$460,383.94

Account #
ending
2205 is
closed

Pro Bono Partnership of Atlanta, Inc.
Profit & Loss
 January through December 2013

	Jan - Dec 13
Ordinary Income/Expense	
Income	
Fundraiser income	
Monday Night Brewing Event	2,909.00
Fundraiser income - Other	365.00
Total Fundraiser income	3,274.00
Reception Sponsorship	9,000.00
4030 · Contributions Restricted	1,000.00
4070 · Contributions Unrestricted	
4071 · Associations	23,933.73
4072 · Bar Sections	21,000.00
4073 · Client Contribution	3,105.00
4074 · Corporation Contribution	121,269.00
4075 · Individual Contribution	33,093.66
4076 · Law Firm Contribution	148,600.00
4077 · Matching Contribution	4,215.00
Total 4070 · Contributions Unrestricted	355,216.39
4110 · Grants	50,000.00
4150 · Miscellaneous Income	405.31
4190 · Reimbursed Expenses	117.69
Total Income	419,013.39
Expense	
Administrative	
Bar Dues	1,772.00
Books and Software	24.95
PayPal/Google Fees	357.76
Square Fees	16.37
Technology	
Blackberry	300.00
Electronic Newsletter Service	730.00
Electronic Survey	200.00
Fundraising Software	1,104.00
Webhosting fee	120.00
Website Development	31.47
Technology - Other	2,417.64
Total Technology	4,903.11
TransFirst fees	310.07
Volunteer Awards/Gifts	2,791.26
6110 · Transportation	
Employee Parking	2,464.00
MARTA Card	1,026.00
MARTA reimbursement	88.00
Mileage Reimbursement	697.61
Parking fees	1,040.00
6110 · Transportation - Other	100.00
Total 6110 · Transportation	5,415.61
6120 · Bank Service Charges	21.20
6160 · Membership Dues	820.00
6180 · Insurance	
Workers Compensation Insurance	1,000.00
6185 · Liability Insurance	5,661.36
Total 6180 · Insurance	6,661.36
6230 · Licenses and Permits	30.00
6240 · Miscellaneous	100.57
6250 · Postage and Delivery	465.61
6650 · Accounting	5,528.47
6770 · Supplies	167.25
Total Administrative	29,385.59

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Accrual Basis

Pro Bono Partnership of Atlanta, Inc.

Profit & Loss

January through December 2013

	<u>Jan - Dec 13</u>
General Fundraising Expense	893.92
Networking Event	195.50
Personnel	
Health Ins	23,395.41
Pre-Tax Parking	-3,498.00
6560 · Payroll Expense	
Payroll service fees	1,645.46
Payroll tax expense	20,213.88
Salaries	287,299.12
Total 6560 · Payroll Expense	<u>309,158.46</u>
Total Personnel	329,055.87
Volunteer Appreciation Event	3,533.15
6670 · Program Expense	
Conference Fees	199.00
6350 · Travel & Ent	
6370 · Meals	1,620.84
6380 · Travel	551.46
Total 6350 · Travel & Ent	<u>2,172.30</u>
Total 6670 · Program Expense	<u>2,371.30</u>
Total Expense	<u>365,435.33</u>
Net Ordinary Income	53,578.06
Other Income/Expense	
Other Income	
7010 · Interest Income	363.47
Total Other Income	<u>363.47</u>
Net Other Income	<u>363.47</u>
Net Income	<u><u>53,941.53</u></u>

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Accrual Basis

Pro Bono Partnership of Atlanta, Inc.

Balance Sheet

As of December 31, 2013

	<u>Dec 31, 13</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 Bank of North Georgia	94,536.61
2000 Bank of NG Interest	138,038.30
3000 SunTrust Money Market	248,526.68
4000 · State Bank & Trust Money Market	52,627.05
Total Checking/Savings	<u>533,728.64</u>
Other Current Assets	
Prepaid Health Insurance EE WH	-454.15
Prepaid Insurance	3,308.47
Total Other Current Assets	<u>2,854.32</u>
Total Current Assets	536,582.96
Fixed Assets	
Accumulated Depreciation	-648.00
Equipment	647.99
Total Fixed Assets	<u>-0.01</u>
TOTAL ASSETS	<u>536,582.95</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Accrued Vacation	461.54
Total Other Current Liabilities	<u>461.54</u>
Total Current Liabilities	<u>461.54</u>
Total Liabilities	461.54
Equity	
Temporarily Restricted	62,500.12
Unrestricted	369,659.75
1110 · Fund Balance	50,020.01
Net Income	53,941.53
Total Equity	<u>536,121.41</u>
TOTAL LIABILITIES & EQUITY	<u>536,582.95</u>

Pro Bono Partnership of Atlanta, Inc.
Statement of Cash Flows
January through December 2013

	<u>Jan - Dec 13</u>
OPERATING ACTIVITIES	
Net Income	53,941.53
Net cash provided by Operating Activities	<u>53,941.53</u>
Net cash increase for period	53,941.53
Cash at beginning of period	<u>479,787.11</u>
Cash at end of period	<u><u>533,728.64</u></u>

Pro Bono Partnership of Atlanta 2013 Budget and 2014 Budget

	2013 Budget	2013 Actual	2014 Budget
INCOME			
Corporations	105000	121269	123000
Law Firms	140000	148600	150000
Individuals	20000	33097	34000
Grants	25000	50000	25000
Matching Contributions	3500	4215	4500
Client Contributions	2000	3105	3100
Bar Sections	30000	21000	25000
Reception Sponsorships	6000	9000	6500
ACC-GA fundraiser income	31000	23934	25000
Interest	500	363	500
Misc Income	500	523	500
Donation for App		1000	
PBPA Net Fundraiser income		2380	2500
TOTAL INCOME	363500	418486	397100
EXPENSE			
Personnel			
Staff Salary	272200	272199	285630
Payroll Taxes	21776	20214	21378
Payroll Fees	1500	1645	1650
Unemployment Deposit	0	0	0
Subtotal	295476	294058	308658
Medical Insurance	22577	23395	22000
Contingent Bonus	15000	15100	16000
Total Personnel	333053	332553	346658
Office Expense			
Accounting	5500	5528	5600
Advertising	0	0	0
Membership Dues	600	820	850
Professional Fees (bar dues)	1300	1772	1400
Equipment	0	0	0
Copying	0	0	0
Insurance	6500	6661	7000
Books and Software	50	80	75
Postage	500	466	500
Printing	250	0	0
Office Supplies	50	167	100
Data plan	300	300	300
Subscriptions	50	0	0

Parking/Mileage	1750	1826	1800
Licenses & Permits	50	30	30
PayPal Fees	400	684	750
Miscellaneous	500	222	500
Electronic Newsletter	660	730	730
Webhosting fee	120	120	120
Electronic Survey	200	200	200
Donor Software	1200	1245	425
Website Development	1000	74	1000
Donation for webcast technology	500	500	0
Other Technology (Adobe Connect)		74	100
App Development (funded with grant)		1099	
Total Office Expense	21480	22598	21480
Program Expens			
Conference Fees	550	195	250
CLE Fees	500	0	500
Travel/Lodging	500	551	1000
Meals	1000	1121	1100
Board Dinner (reimbursed)		500	
Total Program Expense	2550	2367	2850
Special Events			
Volunteer Appreciation Event	3300	3533	2400
Volunteer Awards	2500	2791	2400
Total Special Events Expense	5800	6324	4800
TOTAL EXPENSE	362,883	363,842	375,788

\$3490 expense for employee parking and MARTA was offset by \$3498 in payroll deductions.

Pro Bono Partnership of Atlanta

	At 2011	At 12/31/12	2012	At 12/31/2013	2013	2014
Volunteers (total)	431	504	440	576	480	500
In-House Volunteers	123	158	120	148	150	165
% of Returning Volunteers¹						40%
Matters Website Resources Added	532	591	560	636	590	600
Workshops	34	37	34	25	10	12
Check Ups	4	4	4	4	4	4
Clients (total)	512	592	550	655	625	650
New Clients % of New Clients that are "Established"²	60	53	38	63	33	25
Partnering on matters						65%
Budget	318,000	344,700	323,000	363,500	363,000	400,000

Pro Bono Partnership of Atlanta

Amount of Corporate Donations ³	\$267,000.00	\$ 280,500.00	\$ 318,775.00	\$ 275,000.00	\$ 290,000.00
Number of Corporate Donors	37	37	46	40	44
% Increase in # of Donors over 2011		0	24%		25%
Amount of Individual Donations ⁴					
% Increase in Amount over 2011	\$ 24,500.00	\$ 24,000.00	\$ 38,685.00		\$ 29,400.00
Number of Individual Donors	102	83	152	100	115
Staff	1 ED	1 ED	1 ED	1 ED	1 ED
	.625 Atty FTE	.625 Atty FTE	.625 Atty FTE	.625 Atty FTE	1 Atty FTE
	2 Admins	2.5 Admins	2.5 Admins	2.5 Admins	2.5 Admin FTE
1 Percentage of prior year's volunteers that returned as volunteers in the current year 2 Percentage of new clients that have at least one employee and \$50,000 in revenue 3 Corporate means unrestricted (and not one-time) donations from law firms, corporations or bar sections 4 Includes employer matching donations * 85 donors were from the CLE Jamboree					
The yellow columns indicate Strategic Plan goals (2013 and 2014 have been modified upward based on 2012 results)					