Mr. Financial
SHANTI BOARD OF DIRECTORS
Tuesday, September 28, 1999
730 Polk Street, 4th Floor

AGENDA

1. Call to Order
   Approve July Meeting Minutes
   Preview September Meeting Agenda
   Jim 5:45

2. Public Comment
   5:50

3. Report from the Chair
   25th Anniversary Celebration Presentations
   Board Barbecue – Oct 10
   Board Meals Budget - $75
   Check-In ** Update on Assignments Contact Information Sheet
   Jim 6:00
   ALL Members

4. Executive Director Report
   see attachments and report
   Scott. 6:15

5. Board Affairs Committee Report
   New member / elections Board Responsibilities
   Jim 6:30

6. Strategic Planning Committee Report
   Shanti Mission Statement
   Jim 6:40

7. Finance Committee Report
   Peter 6:55

8. Other Business

9. Announcements, Schedule Updates
   reminder: No October Meeting

10. Executive Session
    Executive Director Review
     Board Team Building Exercise
    bye bye staff

UPCOMING EVENTS, ANNOUNCEMENTS AND SUPPORT NEEDED

- Folsom Street Fair – Sunday, Sept 26
- Castro Street Fair – Sunday, October 3
- Ride for Life Cycle Party at Daddy’s – Sunday, October 10
- 25th Anniversary Celebration – Thursday, October 21
- 3rd Annual Ride for Life – Sunday, October 24
- POZ Dinner - Friday, October 29
- POZ Expo – Saturday, October 30

Adjournment
I. Call to Order - 5:45pm  
Call to order was called by Jim West  
Minutes from the May Meeting were approved. Agenda for the July Meeting was accepted.  

II. Public Comment - none

III. Report from the Chair

Jim West updated the members and the public about Shanti’s 25th Anniversary set for Thursday, Oct 21 at City Hall from 6pm to 9pm. He reported all was going well and the planning has been very exciting. A reception for the Host Committee will be held at Boulevard. To date, 12 wineries and restaurants are participating. Yahoo will be the online source for the charity auction. Computer terminals will be available at the event. Board members were asked to assist in obtaining big-ticket items. There are possibilities of a automobile or lease. The on line auction will run several days prior to October 21. Nolan Finn and Bob Rybicki also updated the members and made recommendations.

Jim also reported that there will be jazz and lounge singers, a performance by a member of Beach Blanket Babylon (also celebrating their 25th Anniversary), and the Gay Men’s Chorus. There is a $100,000 goal and we are already at @$69,000. The net proceeds from last year’s Annual Dinner was @$85,000. We are still looking for a five-night stay somewhere American Airlines flies. Members are asked to sit on the Auction Committee, complete sponsor forms and to sell $50 raffle tickets. Nolan also noted the need for more sponsors and that we need to know pledges.

Claire Rappoport is the Chair for the Awards Committee again this year. Darin Dawson, a Shanti Activities Desk Volunteer, is the artist. Nominations are due August 6.

Jim West than reminded members about the party at Charlie Garfield’s house and asked for confirmation of attendance.

Jim and Bob Rybicki stood to make presentations. Former members of the Board were recognized and awarded for their participation, dedication and contributions to Shanti, the Board and the community. Bob Darling, Tosca Lee and Matt O’Grady (this was Matt’s final meeting). Francisco Gonzalez and the U & I Safety Center (van services) were not present but also given recognition.
IV. Staff Presentation – Board Team Building

Dr. Jeffrey Leiphart, PhD, Shanti’s Client Services Director, presented the Board members with an exercise on ‘Team Building’. The exercise was simple, easy to complete, yet yielded some great areas for discussion and action. The exercise was for each board member to complete a short anonymous "questionnaire" that listed various areas of board functioning. Staff members left the room and tallied the numbers. Each board member marked areas that were judged to be particularly strong and weak in terms of the board's performance. Results were tallied and we were able to see areas of consensus in both strong and weak performance. To have this exercise be fully representative for the entire board, members who were not present would be mailed the questionnaires and asked to return them anonymously to Ron Perri at Shanti. The results for the entire board will be tallied and give us insight for discussion regarding our perceptions of how well we function as a board.

There will be work at the Committee level to develop corrective action plans for represented weaknesses and plans on how to maintain strengths.

V. Executive Director Report

Bob Rybicki reviewed his monthly report including an update on Contract Compliance figures for various service contracts. He noted that all was doing fine with its compliance. He went on to say that a new staff member, David Hernandez, starts August 1 as the new volunteer program recruiter and that Jorge Guzman was doing well and strongly developing El Program Latino.

Bob presented the Final Program Evaluations where staff were asked to address issues concerning access, utilization, outcomes and incorporation of client feedback as a result of the Board Retreat and Strategic Planning goals. Bob also noted that there were still several staffing needs in Volunteer and Direct Client Service programs. There were also needs to gain perspective and more feedback from clients, as only 16% of survey evaluations were returned.

Bob also presented and reviewed a list of new program initiatives generated by senior staff for the upcoming fiscal year. He noted that the new Shanti brochures were completed and looked great and that the new website would be coming up very soon. He also noted that POZ has asked Shanti to be the host agency for their upcoming Expo and other new benefit events. Bob also reported that the fourth floor was getting new carpeting and that new technical equipment was here and more coming for the trainings.

Bob presented a more refined product and categories of Shanti ‘dreams’ by the year 2003 created during the Board Retreat, with four priority areas. Leadership, Expand mission and enhance AIDS services, Facilities/Infrastructure, and Abundant Resources. Staff has put together a time line for writing of the strategic plan and a process to be followed for review with the Strategic Planning committee on August 3. A full presentation should be made to the Board by January.

Matt thanked Bob and staff for their work and congratulated everyone on the contract compliance.

VI. Board Affairs Committee Report

Jim West presented resumes and member applications for four new candidates for the Board with recommendation by the Board Affairs Committee. He then made a motion for election of all four candidates which was seconded by Claire Rappoport. Three members would serve on the Development
Committee, and one on Board Affairs/Strategic Planning. Members discussed and reviewed the
candidates resumes – Laurie Gibbs Harris, Safiya Umoja, Michael Tersigni, and Paul Pedrazas.

Claire noted that November would be her last meeting. Matt O’Grady is also leaving us and made some
‘outgoing’ observations and recommendations. He noted that there is a large turnover of members
leaving and joining the board right now, which can be a very positive thing and create a ‘new dynamic’.
He recommended member get-togethers and that this was an ideal time to look at the role of the Board.
He did note as well that this was a time of risk and that communication and relations were very
important, as well as strong leadership. Jim West responded and said that members were invited to the
retreat, the party and reception and that they all will have a strong orientation. Jim also reported that he
is looking into the idea of a ‘mentor’ program between new and senior board members. Michael
Phillips complimented Jim on the great job done with recruiting a new and diverse group of candidates,
who are also of ‘caliber’. Jim noted that there was a prospect from Wells Fargo and that Peter Lipton
was there to observe for possible recommendation.

The motion was re-stated and all four candidates were elected to the Board by a unanimous vote.

Bob Rybicki commented that there is a need to be sure to keep former members ‘in the loop’ with
current Shanti and Board activities, events, and plans. He also recommended that former members
might receive written reports and updates. Nolan referred to it as an ‘Alumni Club’.

VII. Development Committee Report

Michael Phillips gave an update on the Development Committee and thanked those who responded the
letter sent regarding member pledges to the National Training Institute. He further reported that the
committee is growing and that there will be sub-committees and thanked Nolan Finn for his support and
collections.

Nolan than presented the Board with a Major Donor Plan. Currently there are 96 people who fall into
the $500 and above category for Shanti major donors. He asked everyone to start thinking of events
and contacts. Bob and Nolan will be meeting face-to-face with a total of 8 current donors and/or
prospects per month in order to gain better understanding of our donors and why they give.

VIII. Finance Committee Report

Peter Balon presented updated financial statements for the fiscal year with a very positive cash position.
He reviewed significant line items and noted that he had nothing but praise for the Executive Director
and CFO. Currently, there is a 100-day cash reserve, which is the highest we’ve had in two years.
Monthly reports will be made available, not just at bi-monthly board meetings.

IX. Announcements and Questions

A reminder that the members should return their Executive Director evaluations to Ted Easley.
Claire has Macy’s Passport tickets! Shanti is a major recipient this year.
Board members should submit their $75 payment to Ron Perri to pay for food at the Board meetings
and the retreat.

Adjournment         The Board Adjourned at 7:45 PM
To: Shanti Board of Directors

From: Bob Rybicki

Re: September Board Report

Date: September 14, 1999

Section I: New Initiatives

In your July Board Report, I described the new program initiatives that staff were undertaking for 1999/2000. I would like to update you regarding the progress made on initiatives targeted for July and August.

Our new agency brochure and our new volunteer recruitment brochure have both been printed. They are now in circulation. Copies have been included in your Board packet. We are in the process of translating these brochures in Spanish. Bus shelter ads and Muni ads featuring our volunteer brochure are out and up in these venues.

The new Shanti Web site (www.Shanti.org) is now up and available for viewing. The Shanti National Training Institute Web site is also in operation (www.snti.org). The Shanti Web site provides access to the SNTI Web site. Together they provide a wealth of information both in English and Spanish. Please visit them and give us your feedback.

The first cycle of the L.I.F.E. program was launched in early August. There are 20 individuals who have committed to the sixteen-week course. An intern will be working with Jeff and Chad to facilitate this program. We are looking at March as the next start up date for a new cycle. The reason for the delay is that we are training volunteer facilitators to assist in parts one and two of the L.I.F.E. program. Their training will enable us to run concurrent sessions in the future. The next step is then to partner and initiate the various tracks that the L.I.F.E. program has developed curriculum for i.e. the Latino community, African American community, women etc.

All job descriptions have been updated and evaluations completed.

A new part time staff person was hired in August to assist in running the Activities Program. He is bilingual and has been a volunteer ticket distributor at Shanti for the past half year. He will be responsible for developing the Activities Program Manual. This new position was made possible by a grant from the Moonwalk Foundation.

The Shanti National Training Institute (SNTI) brochure has been printed and is included in your packet. The curriculum for the training outlined in the brochure was field tested in August and is now in process of being further refined by Charlie Garfield, Carol and the staff of the SNTI.

We are in conversation with several ASO's regarding placement of some newly trained Shanti volunteers with their clients. Our most recent conversation has been with Most Holy Redeemer. Staff will be putting together agreements with these agencies over the coming months. This process will benefit clients and volunteers especially in light of the fact that we do not have a waiting list for one-on-one volunteer assistance and other agencies do.

There will be a presentation tonight regarding the feedback received from both our clients and volunteers. Staff has been working hard to come up with creative ideas to capture feedback in a more timely and complete fashion. These new procedures will be described at the Board meeting.
Section II: Shanti National Training Institute

If you visit the SNTI Web site, you will discover a new campaign entitled: Geeks Who Care. This was the brainchild of one of our Cabinet members Thad McIlroy. He collected about $500,000 in donated software and then tied us into public relations firm called A&R Partners. They in turn have been assisting us design strategies to sell the software and use the proceeds for scholarships at the SNTI.

We received our first grant to establish a SNTI partnership outside of San Francisco. The Washington Square Health Foundation in Chicago has given us a seed grant to work with an agency in Chicago called Little Brothers Friends of the Elderly. We will be training volunteer managers with them in Chicago later this year.

St. Mary’s College in Moraga has requested that Charlie Garfield and I present at a university colloquium day in January. The topic will be the spirit of service. In June of 2000, the University will be hosting a two-day national conference on volunteer care giving. The SNTI will be the principal partner and presenter at this event. We are currently planning this event with the University President and his staff.

The Jossey Bass materials that we have submitted for publication will be printed on December 3. The title of the training manual will be: Training Volunteers for Community Service: a Step by Step Guide of the Shanti National Training Institute. This manual along with the participant workbook will be priced at $150. They will be nationally featured in the February 2000 Jossey Bass catalogue. At a recent meeting with Jossey Bass staff, they stated that they would be working closely with Shanti to ensure that Charlie would have opportunities for being a keynote speaker at national conferences. They also would work with Carol and I to take advantage of large conventions where we could be featured in exhibition space. These attempts will greatly assist in marketing the SNTI to potential customers.

We have established the training schedule for the California Wellness Grant. The locations and dates are:
San Francisco, October 30&1
San Diego, December 1&2
Fresno, March 8&9
Chico, April 26&27
Eureka June 28&29

A sampling of agencies that have signed up for the San Francisco training are:
Catholic Charities Adult Care
Charlotte Maxwell Complementary Clinic
Dolores Street Community Services
Hospice of Marin
On Lok Senior Health Services Ronald MacDonald House
Stanislaus Community Assistance Project
Spectrum/Medshares Hospice
LITA, Care for the Elderly

Section III: Program updates

Staff has completed part one of their business plans. In this section they performed an external and internal environmental scan in which they looked at the competition, assessed our market niche and analyzed our capability of delivering the proposed service. Part two of their plans will contain a determination of products and services, the identification of potential clients and a marketing strategy to reach them. This was due in mid September. Later this same month part three will be completed. This will contain goals and objectives for the project, an analysis of staffing patterns/needs and the creation of a proposed program budget that contains an examination of funding possibilities. Programs that are creating business plans are: SNTI, Transportation. L.I.F.E., Kairos, Peer Advocacy, Volunteers and Development. Their work will be available for comment by the Strategic Planning Committee of the Board in mid-October.
Our volunteer recruitment efforts have been expanded thanks to the energy of our new volunteer recruiter, Davis Hernandez. He has established a relationship with Starbucks and 24 Nautilus. They allow us to spend all day in their facilities to recruit potential volunteers. Starbucks promises a free coffee to those who fill out an application. David is also aggressively going after corporations to be part of their volunteer fairs e.g. Gap.

An intern has been recruited to work with Chad in the Kiaros program. She will be assisting him in providing mental health services. Chad has been pursuing other intern possibilities so that we will be able to provide more comprehensive array of services for our clients.

Revenue from the taxi script voucher program has been growing. In particular, seniors have appreciated the service that Shanti van drivers have provided them. We help them up the stairs and even offer to carry their bags. This has been a natural transition for our van drivers since it is this type of service that we do for our clients with HIV/AIDS. It appears that the mixing of these two groups has not caused any problems for either population. The van service for seniors that we provide via taxi script has definitively allowed us to maximize our capacity and generate revenue for other Shanti programs.

Twice a week massage volunteer interns have been offering Shanti clients a 1-hour massage. This new service is being provided in the afternoon at the Client Lounge.

Jeff and his staff have devised a monthly reporting tool for Client Services. I have enclosed a sample in your Board report cf. Attachment A. It is very comprehensive. What is appealing about the tool they devised together is that it examines all the critical program elements necessary for success.

Section IV: Development

Shanti has been chosen as one of the beneficiaries for the Academy of Friends 2000 gala. We will receive $50,000 from this event. This is the first time Shanti has been chosen in many a year. This coupled with our Macy’s Passport award of $35,000 gives Shanti both a high level of visibility and credibility.

Shanti’s major donor event at the Symphony last Saturday was a success. We had over 30 of our major donors present for a night of music. This type of donor cultivation will be critical as we begin to be more attentive to our major donors.

The 25th anniversary is doing very well in pre-event sales. We have secured over $125,000 in corporate/individual pledges. Invitations will be going out later this week. Thanks to a great committee that has put a great deal of work and time into this event.

The SNTI Cabinet will be gearing up for their fall asks. Mike Phillips will be working with John Goldman. I will be approaching David Loogan regarding a major gift that could match John’s at $500,000. Other Cabinet members have their assignment but they have waited until the summer is over to make their approach. I am confident about their success later this year.

Section V: Miscellaneous

We have completed the work necessary to make the 4th Floor space a wonderful training room. Electrical equipment has been purchased and installed. A new carpet is in place. The last piece that still needs to be done is the purchase of comfortable chairs for the training area.
PROGRAM MANAGER’S MONTHLY REPORT

→ DUE THE 6TH OF EACH MONTH TO DIRECTOR CLIENT SERVICES

PROGRAM NAME: __________________________ MANAGER NAME: __________________________

REPORT COVERING MONTH OF: __________ DATE SUBMITTED: __________

CLIENTS

♦ Target population (contract language):

♦ Target population (expanded &/or modified non-contract language):

♦ Trends/issues in client numbers/demographics/characteristics:

♦ Client Complaints / Problems / Compliments:

SERVICES PROVIDED

♦ List of Specific services provided to clients (direct and client-related):

♦ Trends/Issues/Accomplished or proposed changes:

PERSONNEL

♦ List of positions and FTE (include interns and regularly scheduled volunteers):

♦ Trends / Issues / Problems:

♦ Staff Training

Contract requirements (if any):

Staff training completed during the month (list who, when, where, and type):
ADMINISTRATIVE SUPPORT

♦ Comments on use of administrative support:

♦ Anticipated large needs for administrative support in next few months:

♦ Building / Equipment / computer issues:

PROCESS EVALUATION

Unduplicated Client Count (UDC):

♦ Contract requirement (annual and monthly numbers):

♦ Current performance (both current month and cumulative for fiscal year):

♦ Corrective Action Plan (if necessary):

Units of Service (UOS):

♦ Definition of one UOS:

♦ Contract requirement (annual and monthly numbers):

♦ Current performance (both current month and cumulative for fiscal year):

♦ Corrective Action Plan (if necessary)

♦ Numbers re other services provided (not contract required):
IMPACT EVALUATION

♦ Contract language:

♦ Specific measurement tool for impact objective:

♦ Trends/issues from analysis of impact measures:

EVALUATION: CLIENT SATISFACTION SURVEYS

♦ Description of Client Satisfaction Survey used:

♦ Trends/issues from analysis of Client Satisfaction Surveys:

EVALUATION: OTHER MEASURES

♦ Specific measurement tool used:

♦ Trends/issues from analysis of Other Evaluation Measures:

QUALITY ASSURANCE & IMPROVEMENT

♦ Methods used for QA/QI:

♦ Current trends / issues noticed from QA/QI procedures:

♦ Corrective Action Plan to improve QA/QI Problems (if necessary):
PROGRAM PROMOTION AND PUBLIC RELATIONS

♦ Printed materials for (potential) clients (include how many and how distributed):

♦ Printed materials for service providers/referring agencies (include how many agencies and how distributed):

♦ Presentations to the public:

♦ Presentations to service providers:

♦ Advertising (paid or pro bono):

♦ Press coverage:

♦ Staff affiliations that support program promotion:

INTER-AGENCY RELATIONSHIPS

♦ Comments re contractual collaborations (HSP, CCC, other):

♦ Comments re informal collaborations:

♦ Memos of Understanding (MOUs):
  
  Completed and on file:

  In process:

  Desired:
**3rd ANNUAL**

**RIDE FOR LIFE**

Motorcycle Ride to Fight AIDS  
Sunday, October 24, 1999  
San Francisco to Napa Valley  
Special Guest – KFOG’s Dave Morey  
www.shanti-rides.org  
415/674.4720

**PRESENTING SPONSORS**

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<th>San Francisco</th>
<th>KFOG 104.5, 97.7</th>
<th>San Francisco Spectrum</th>
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<td>PNO PLANET OUT</td>
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<td>Internet Services</td>
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**Yes, Sign me up for the 3rd Annual Ride for Life to raise money and support people with HIV/AIDS**

Please Print:

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<th>name</th>
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<th>day phone</th>
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Enclosed is my check for $25.00 per person  
(make payable to “Shanti”)

I am interested in volunteering  
I may also register online at www.shanti-rides.org
RIDE FOR LIFE is a motorcycle ride to raise money and awareness in the fight against HIV disease and AIDS

MEET 9:00AM KILOWATT (3160 16th St. @ GUERRERO)
DEPART 10:00 A.M.

Tour San Francisco before crossing the Golden Gate Bridge
DESTINATION: CRANE PARK, ST. HELENA NAPA VALLEY

with a hearty buffet lunch and plenty of prize drawings

Ask family, friends and co-workers to sponsor you for a worthy cause.
A minimum $25 pledge is expected per rider.
Money raised will benefit Shanti and assist those living with HIV/AIDS.

Additional Sponsors: CityBike • Dolan Law Firm • Falcon Studios • Flamingo Hotel - Reno • Imperial Court of San Francisco • Levenberg Consulting Services • SF Bay Guardian • Sisters of Perpetual Indulgence, Inc. • Spotlight Promotions • World Bike Expo - Las Vegas •
with endorsement by the California Eagles Motorcycle Club

FOR MORE INFO. CALL 415-674-4720

PRIZE LEVELS BASED ON PLEDGES RAISED:

$25-$99 Participation in ride, Buffet Lunch & Commemorative Pin

$100-249 Ride for Life t-shirt, plus above

$250-$499 Ride for Life sweatshirt, plus above

$500-$999 Ride for Life Bag, plus above

$1000+ Leather vest, plus above
What’s Different About National Training Institute Programs?

- This model of volunteer training, supervision, and retention has been developed and field-tested over a twenty-five year period.

- **Consultation** before trainings and follow-up technical assistance enhance the impact of training and ensure effective implementation.

- NTI can customize trainings to address the specific needs of your agency.

- Training curricula are based on materials published nationally by Jossey-Bass, Inc.

- Institute staff bring an average of 15 years experience training and managing volunteers.

If you have questions about NTI programs or would like to register please contact Gary Shepard, Community Training Coordinator at **415-674-4712** or e-mail address **NTI@shanti.org**.
In The Spirit Of Service

An intensive workshop in the training and management of volunteers

Volunteers are a precious human resource. As volunteer managers you are the stewards of these resources. Excellent training and supervision are gifts you can give your volunteers. You can prepare them for personally rewarding, long-term involvement, and teach them the skills necessary to provide high-quality, compassionate service.

San Francisco’s Shanti is a non-profit organization with more than 25 years of experience training and supervising volunteers who support persons with chronic and life-threatening illness. Shanti has been invited to present trainings nationally and internationally and Shanti’s methods of volunteer management have been adapted by organizations around the world.

Shanti has applied its vast reservoir of knowledge to the development of The National Training Institute. The Institute is committed to offering the most comprehensive training available for volunteer management professionals. Trainings are based on current best practices, proven volunteer retention strategies, and extensive experience in program development.

NTI workshops offer you an opportunity to enrich relationships with volunteers, enhance volunteer management and training skills, and heighten personal satisfaction in your work as volunteer managers.

NTI workshops address the following questions of interest to volunteer managers:

- What concerns and challenges do you and other volunteer managers face?
- What motivates volunteers? Why is this information critical to your program design?
- What factors contribute to effective relationships with volunteers?
- How can every element of a volunteer program affect retention positively?
- What volunteer support and supervision strategies really work?
- How can you work most effectively with culturally diverse groups of volunteers?
- How do organizational factors affect your volunteer program?
- How can volunteer programs create community and benefit your entire organization?
- What are the factors to consider in screening and assessing volunteers?
- How can you customize a training your volunteers will never forget?

What benefits can your organization expect from NTI workshops?

A more skilled, professional volunteer management staff.

A more committed, highly-trained group of volunteers.

And

Clients who receive more effective services.

Thanks to a very generous grant from California Wellness Foundation, this workshop is offered free of charge to the first 20 persons who register for training in each city.

The training package includes:

- Two hours of consultation before training to assess the needs of your volunteer program.
- An intensive 16-hour volunteer management workshop.
- Participant’s manual.
- Six hours of follow-up technical assistance to help customize and implement volunteer training and program development strategies.

For those who register after the initial twenty persons, a registration fee of $925 will apply. This will include the entire training package as described above.
What's the highlight of your day?

For hundreds of San Franciscans living with HIV disease and AIDS, it's a visit from a Shanti volunteer. Whether lending a hand or lending an ear, it doesn't take much to make someone's day. How does yours look?

To volunteer your time, call 415.674.4700

Be a peer support volunteer, and help someone living with the challenges of HIV disease or AIDS. Got a couple of hours a week? Join the Shanti Laundry Teams, and clean up all over town. Like to throw parties? Plan and produce special events? Have we got a place for you! Do you like music, theater, sports? So do our clients. Join the Activities Program. Quiere ayudar a tu comunidad? Presta servicios a través de nuestro programa latino. Want a front-row seat at San Francisco's colorful street fairs? Work the Shanti booth. Want to help? We can use your skills and interests! Do what you most like to do—browse the Internet, design, cook, sew, you name it—and support people with HIV/AIDS at the same time.

You can volunteer now!
For an application, call, fax, mail this card or visit our website today!

Shanti is celebrating 25 years of caring!

Phone 415.674.4700 Fax 415.674.0373 E-mail shanti1@creative.net Web www.shanti.org

Yes! I want to be a part of Shanti and help support people who are living with HIV/AIDS.

Name
Address
City, State, Zip
Phone (Day)
Phone (Eve)
Fax
E-mail
WE need you...

...To Volunteer your time. Shanti has a list of clients who are waiting for emotional and practical support volunteers. We also offer a wide array of volunteer opportunities, including our Laundry Team, Activities, Outreach and Special Events, Fundraising, Graphic Design and Administration.

...To remember SHANTI when you make your charitable contributions. Private contributions can come in many forms, including memorials and tributes, securities, real property, goods and services, corporate sponsorship, and donor choice designations through the United Way and Local Independent Charities.

For more information, to volunteer or to make a donation, please call 415/674-4700.

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Shanti volunteers for life

730 Polk Street
San Francisco, CA 94109

www.shanti.org
415/674-4700
415/674-0371 fax

design donated by Infectious Designs
Infectious_Designs@pacbell.net

Shanti is dedicated to enhancing the quality of life, improving the well-being, and promoting the independence primarily of people living with HIV disease and AIDS.
Shanti provides the following vital services to thousands of people living with HIV disease and AIDS in San Francisco, using trained and experienced staff and volunteers.

Activities and Events Program
Distributes free tickets for local activities and events: concerts, opera, ballet, theater, sports; plus workshops, classes, day trips, movies and more.

Care Coordination Program
Helps people to plan, organize, connect to, and follow through with various HIV/AIDS services.
Provides registration for services, check-in support sessions, drop-in information & referral, practical assistance and emotional support.

The L.I.F.E. Program
Teaches people how to manage 19 psychological issues that medical research has shown can impact immune system functioning, decrease disease progression, and lengthen survival time.
Increases the psychological well-being and enhances the self-care skills of the people who participate.

The Lounge
A comfortable and safe “living room” drop-in center for clients to meet and talk with each other, allowing for informal peer support.

Peer Advocate Program
Provides outreach, basic assessment, information & referral, medication adherence counseling, workshops, practical assistance and emotional support to people using staff Peer Advocates.

Peer Support Volunteer Program
Provides people their own support volunteer who is comprehensively trained to give practical assistance (help with shopping, cleaning, laundry, petcare, transportation, and social outings) and emotional support in the form of active listening and peer counseling.

El Programa Latino
Provides Latinos with a Spanish speaking volunteer who is comprehensively trained to give practical assistance and emotional support.
Insures that Latinos, whether monolingual or bilingual in Spanish, have full access to Shanti services and can obtain materials in Spanish.

Transportation Program
Provides curb-to-curb van rides to and from medical appointments and the Project Open Hand Grocery Center.
Provides “light moving” of personal belongings.

Shanti also provides the following service:

Kairos Caregiver Program
Offers emotional support for caregivers or people dealing with grief.
Provides both private (individual, couple and family) and group counseling sessions.
We have audited the accompanying statement of financial position of Shanti Project ("Shanti") as of June 30, 1998, and the related statements of activities and changes in net assets, of functional expenses and of cash flows for the year then ended. These financial statements are the responsibility of Shanti's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards. Those require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, such financial statements present fairly, in all material respects, the financial position of Shanti as of June 30, 1998, and the results of its activities and changes in net assets and its cash flows for the year then ended in conformity with generally accepted accounting principles.

Deloitte & Touche, LLP
October 14, 1998
Fiscal Year 1997-1998 Expenses by Source

Client Services (47%) $1,013,894
Transportation (17%) $396,154
Development (16%) $374,785
Activities (14%) $319,272
Management and General (6%) $187,327

Fiscal Year 1997-1998 Revenue by Source

Government Contracts (50%) $973,462
Individual Donations (24%) $461,938
In-kind Donations (18%) $352,127
Special Events (7%) $136,928
Interest Income (1%) $14,110
Other (0%) $5,813
$25,000 & up
AIDS Walk San Francisco; BWB Charitable Trust; Estate of Wesley L. Cavett; Estate of Eric M. Hacker; Wells Fargo Bank

$10,000 - $24,999
Chevron; Deloitte & Touche; Rudolph W. Driscoll; Estate of Philip P. Berelson; George H. Sandy Foundation; James C. Hormel; The J.M. Long Foundation; Betty M. Novak; The San Francisco Foundation; The St. Paul Companies, Inc.; Van Loben Sels Foundation

$5,000 - $9,999
Charles S. Chapin; Community Thrift Store; Crisis at Home Intervention Center; Frank A. Campini Foundation; The Gap Foundation; Gilmore Foundation; Marsha and John Goldman; Joan and Ralph Lane, Jr.; Joanne Levin; Michael Levin; Macy's West, Inc.; Jose I. Pasalodos; Unbroken Chain; Wells Foundation

$1,000 - $4,999
Abbott Laboratories; Academy of Friends; Adobe Systems Incorporated; Ruth H. Bailey; Bank of America; Alvin H. Baum, Jr.; LCSW; Louis & Patricia Bellardo; Marc Benioff; Broadway Cares / Equity Fights AIDS; Linda L. Brownrigg; Campobello Development Corporation; Carl Gellett & Celia Bert Gellett Foundation; Castro Street Fair, Inc.; Derrick Chan, DDS; CHW West Bay; Thomas J. Cuttilo and Priscilla A. Myrick; Robert F. Darling; Julia F. Day; Dean Witter; Steven Dingo; Donation Services of America; Jeri I. Drew; Ted Easley; Elizabeth Taylor AIDS Foundation; Fiorentino-Grodin Lead Unlirtrust; The Foundation of Joseph; Genentech, Inc.; Dennis Gibbons and Lisa M. Erdberg; Rosa Hight; Hole In The Wall Saloon, Inc.; Craig W. Johnson and Maurice G. Demers; Deborah Jones; Ayse Manyas Kenmore; William H. King; Levi Strauss Foundation; Judd D. Malkin; Thaddeus K. Malfroy; John C. & Elinor S. McGuire; Steven Morris; Jay A. Morton; Ortho Biotech, Inc.; Gregory A. Ott; Pacific Gas & Electric Co.; Pacific Telesis; Michael Petru; Robert V. Lanci Trust; Roche Laboratories, Inc.; Gary Roof; Marc Russell; Tri Gamma Nursing Sorority; Under One Roof, Inc.; Margo Sensenbrenner; Kim J. Schmidling; Stoddard's Drug Distribution Co.; Morgan Stanley; George D. Tuttle and F. Bennett Cushman, II; Union Bank of California; Mr. & Mrs. Daniel G. Volkmann, Jr.; Charles Wilson

$500 - $999
Prentice Alexander; Clifford A. Bean; Margaret L. Block; Adrian Bontero; Robert & Lila Campbell; Castro Lions Club; Ruth M. Collins; Terecita L. Dean, DDS; Allen Dunn; Richard W. & Julie M. Eastwood; Paul E. Fey; David A. Friedman and Paulette J. Meyer; Richard K. Freedman; Glaxo Wellcome, Inc.; Golden Brands; Ken G. Goodwin; Hal Hansen; Peggy M. Jackson, DPA, CPCU; Robert F. Jeppesen; Robert & Roberta Johansen; Alan Kates; Alfred & Estelle Keran; David A. Lauer; David N. LeCheminant; Serenella Leoni; Marjorie Levin; Lifton Family Charitable Trust; Lisa and Douglas Goldman Fund; Joan Lucas and Bob Singsank; Viola Lucero; Christopher W. Meyer; Lynda C. Moehling; Dee Mosbacher, MD, PhD; Robert Newton; Paul Pedrazzas; Pamela Phillips and Robert C. Fournier, Henry A.J. Ramos; Walter S. Rask; Leocindo Salinas; Robert W. Sass; Gage A. Schubert; Sisters of Perpetual Indulgence, Inc.; David D. Slack; Camilla M. Smith; Gary B. Sokol; Thomas L. Tarnowski, MD; Unconditional Theatre; Kenneth Yang
We want to express our gratitude to each and every one of our major contributors listed here. Because of your generosity, Shanti staff and volunteers can continue to provide critically needed services for more than 1,700 men, women and children living with HIV/AIDS.

Major In-Kind Donors for 1998

$25,000 & up
American Airlines; Resource Marketing; San Francisco Opera

$10,000 - $24,999
AIDS Emergency Fund; Dr. Charles Garfield; Jossey-Bass, Inc. Publishers; Marines Memorial Theatre; Pear Transmedia; San Francisco Examiner

$5,000 - $9,999
Alcazar Theatre; El Latino; Etsuko Yoshida; LaOferta Review; San Francisco Ballet; Theater on the Square; UC Lending National Training

$1,000 - $4,999
Actor’s Theatre / Iron Horse Productions; American Conservatory Theater; Bed & Bath Superstore; Jim Brennan; Cal Performances / Zellerbach Hall; Carla Befera & Co.; Center For The Arts, Yerba Buena Gardens; Contra Costa Newspapers; Curve Magazine; Frameline; Frontiers News magazine; Gap Corporate Training; Christopher Hayes; I.M.G Bank of the West Tennis Tournament; KDFC 1220 AM & 102.1 FM; Dorian Kittrell, LCSW; KKSF 103.7 FM; KOIT 96.5 FM & 1260 AM; Angela Koon; KPST TV 66; KSOL 98.9FM - 99.1 FM; KZSF 92.7 FM/1370 AM; Lamplighters Musical Theatre; Lorraine Hansberry Theater; MCC - Theater; Alan McCord; Multicultural Training Resource Center; Maria Pendergast; Powerhouse; Q San Francisco; Juliette Ramirez, MPH; Patricia Ross; San Francisco Ballet; San Francisco Buton Festival; San Francisco Choral Society; San Francisco Convention Facility; San Francisco Gay Men’s Chorus; Shelton Theatre; Joe Siler; Smuin Ballets; Stan Teng’s Architectural Studio; State Farm Insurance; Theater Artaud; Theatre Factory; Theatre on the Square
To: Members of the Board of Directors

From: Ron Perri, Development Manager
Marc Frank, Executive Assistant

Date: September 23, 1999

Re: Board Meeting

The next Board meeting is scheduled for Tuesday, September 28, 1999 at 5:30 PM. Call to order 5:45pm.

Enclosed are:

- Agenda for the meeting
- Meeting minutes and/or reports as available from the various committees
- Bob Rybicki’s report
  - including new agency brochures and attachments
- Financial Statements

Additional minutes and reports (including new member resumes) will be at the Board Meeting.

**Annual Board Food Payment of $75 is due from all members. Checks, cash or credit cards accepted and will be collected at the meeting.**

Please also bring your Board Team Building Survey if you haven’t already submitted it to Ron.
ASSETS

Current Assets
Cash/Cash Equivalents 245,605
Accounts Receivable - contracts 148,172
Accounts Receivable - other 421,719
Other Assets - deposits 8,500
Prepaid Expenses 35,823
Inventory 34,036
Total Current Assets 893,855

Non-Current Assets
Pledges Receivable 2000-2001 51,389
Pledges Receivable 2001-2002 48,151
Property & Equipment 396,798
Accumulated Depreciation & Amortization (132,494)
Total Non-Current Assets 363,855

TOTAL ASSETS 1,257,709

LIABILITIES AND FUND BALANCE

Current Liabilities
Accrued Salaries & Wages 57,221
Accrued Vacation 44,614
Advances on Contracts 6,046
Benefits Payable 5,726
Accounts Payable 12,567
Accrued Expenses-other 5,732
Capital lease obligations -current 13,647
Subcontractor Liabilities 30,956
Total Current Liabilities 176,508

Non-Current Liabilities
Capital lease obligations 106,163
Total Non-Current Liabilities 106,163

TOTAL LIABILITIES 284,671

FUND BALANCE
Fund Balance @ 6/30/99 813,635
YTD Change to Fund Balance 159,403
Current Fund Balance 973,038

TOTAL LIABILITIES AND FUND BALANCE 1,257,709
## SHANTI

**STATEMENT OF ACTIVITIES FISCAL YEAR 1999-2000**

### Support & Revenues:

<table>
<thead>
<tr>
<th>Category</th>
<th>Jul-99 Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>Percent of Received</th>
<th>Percent of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donations</td>
<td>8,439</td>
<td>2,500</td>
<td>5,939</td>
<td>2.91%</td>
<td>8.33%</td>
</tr>
<tr>
<td>Grants</td>
<td>82,500</td>
<td>10,000</td>
<td>72,500</td>
<td>36.67%</td>
<td>8.33%</td>
</tr>
<tr>
<td>Interest Income</td>
<td>752</td>
<td>2,500</td>
<td>(1,748)</td>
<td>2.51%</td>
<td>8.33%</td>
</tr>
<tr>
<td>Misc. Income</td>
<td>160</td>
<td>1,667</td>
<td>(1,507)</td>
<td>0.80%</td>
<td>8.33%</td>
</tr>
<tr>
<td>NTU-Donations</td>
<td>91,000</td>
<td>29,167</td>
<td>61,833</td>
<td>26.00%</td>
<td>8.33%</td>
</tr>
<tr>
<td>Reimbursement Contracts</td>
<td>76,320</td>
<td>93,700</td>
<td>(17,380)</td>
<td>6.79%</td>
<td>8.33%</td>
</tr>
<tr>
<td>Sales-Under One Roof</td>
<td>1,988</td>
<td>833</td>
<td>1,155</td>
<td>19.88%</td>
<td>8.33%</td>
</tr>
<tr>
<td>Service Fees: KAIROS</td>
<td>210</td>
<td>500</td>
<td>(290)</td>
<td>3.50%</td>
<td>8.33%</td>
</tr>
<tr>
<td>Service Fees: Transportation</td>
<td>6,369</td>
<td>9,458</td>
<td>(3,089)</td>
<td>5.61%</td>
<td>8.33%</td>
</tr>
<tr>
<td>Special Events</td>
<td>66,757</td>
<td>15,000</td>
<td>51,757</td>
<td>38.15%</td>
<td>8.33%</td>
</tr>
<tr>
<td>Voucher/Scrip</td>
<td>28,410</td>
<td>2,167</td>
<td>26,243</td>
<td>109.27%</td>
<td>8.33%</td>
</tr>
<tr>
<td>Total Support Revenue (net)</td>
<td>382,908</td>
<td>196,659</td>
<td>166,247</td>
<td>13.34%</td>
<td>8.33%</td>
</tr>
</tbody>
</table>

### Donated In-Kind/Prof. Service

<table>
<thead>
<tr>
<th>Category</th>
<th>Jul-99 Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>Percent of Received</th>
<th>Percent of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual</td>
<td>16,809</td>
<td>41,667</td>
<td>(24,858)</td>
<td>3.36%</td>
<td>8.33%</td>
</tr>
<tr>
<td>Total Support Revenue</td>
<td>379,715</td>
<td>238,325</td>
<td>141,390</td>
<td>11.79%</td>
<td>8.33%</td>
</tr>
</tbody>
</table>

### Operating Expenses

<table>
<thead>
<tr>
<th>Category</th>
<th>Jul-99 Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>Percent of Received</th>
<th>Percent of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries and Benefits</td>
<td>138,613</td>
<td>136,869</td>
<td>(1,744)</td>
<td>0.84%</td>
<td>8.33%</td>
</tr>
<tr>
<td>Advertising/Media</td>
<td>1,360</td>
<td>1,250</td>
<td>(110)</td>
<td>9.06%</td>
<td>8.33%</td>
</tr>
<tr>
<td>Audit</td>
<td>11,000</td>
<td>11,000</td>
<td></td>
<td>33.33%</td>
<td>8.33%</td>
</tr>
<tr>
<td>Bank/Payroll Fees</td>
<td>422</td>
<td>917</td>
<td>495</td>
<td>3.84%</td>
<td>8.33%</td>
</tr>
<tr>
<td>Client Services-CIS</td>
<td>100</td>
<td>352</td>
<td>252</td>
<td>2.37%</td>
<td>8.33%</td>
</tr>
<tr>
<td>Client Services-Consultants</td>
<td>2,708</td>
<td>2,708</td>
<td></td>
<td>0.00%</td>
<td>32.50%</td>
</tr>
<tr>
<td>Contract Services-Sub-Contractors</td>
<td>14,587</td>
<td>19,500</td>
<td>4,913</td>
<td>6.23%</td>
<td>8.33%</td>
</tr>
<tr>
<td>Development</td>
<td>8,117</td>
<td>11,583</td>
<td>3,467</td>
<td>7.45%</td>
<td>8.33%</td>
</tr>
<tr>
<td>Direct Client Service</td>
<td>2,757</td>
<td>2,750</td>
<td>(7)</td>
<td>8.35%</td>
<td>8.33%</td>
</tr>
<tr>
<td>Discretionary -ED</td>
<td>6,625</td>
<td>11,339</td>
<td>2,714</td>
<td>8.02%</td>
<td>107,500</td>
</tr>
<tr>
<td>Educational Supplies</td>
<td>935</td>
<td>1,933</td>
<td>998</td>
<td>0.80%</td>
<td>8.33%</td>
</tr>
<tr>
<td>Insurance</td>
<td>1,491</td>
<td>2,667</td>
<td>1,175</td>
<td>12.92%</td>
<td>8.33%</td>
</tr>
<tr>
<td>Office Operations</td>
<td>493</td>
<td>3,333</td>
<td>2,840</td>
<td>1.64%</td>
<td>8.33%</td>
</tr>
<tr>
<td>Occupancy</td>
<td>241</td>
<td>917</td>
<td>1,158</td>
<td>4.83%</td>
<td>8.33%</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>20</td>
<td>2,167</td>
<td>2,147</td>
<td>0.08%</td>
<td>8.33%</td>
</tr>
<tr>
<td>Total Operating Expenses</td>
<td>188,605</td>
<td>214,785</td>
<td>26,180</td>
<td>7.61%</td>
<td>8.33%</td>
</tr>
<tr>
<td>Depreciation &amp; Amortization expense</td>
<td>14,698</td>
<td>5,165</td>
<td>(9,733)</td>
<td>24.03%</td>
<td>8.33%</td>
</tr>
<tr>
<td>Donated Prof. Services / In-Kind</td>
<td>220,311</td>
<td>261,618</td>
<td>41,307</td>
<td>7.35%</td>
<td>8.33%</td>
</tr>
<tr>
<td>Surplus (Deficit)</td>
<td>159,403</td>
<td>(23,283)</td>
<td>182,686</td>
<td>8.33%</td>
<td>176,488</td>
</tr>
</tbody>
</table>

### Operating Expenses

<table>
<thead>
<tr>
<th>Category</th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>Percent of Received</th>
<th>Percent of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surplus (Deficit)</td>
<td>159,403</td>
<td>(23,283)</td>
<td>182,686</td>
<td>8.33%</td>
<td>176,488</td>
</tr>
</tbody>
</table>

### Surplus (Deficit)

<table>
<thead>
<tr>
<th>Category</th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>Percent of Received</th>
<th>Percent of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surplus (Deficit)</td>
<td>159,403</td>
<td>(23,283)</td>
<td>182,686</td>
<td>8.33%</td>
<td>176,488</td>
</tr>
</tbody>
</table>
### Statement of Changes in Cash Position

<table>
<thead>
<tr>
<th>Date</th>
<th>Cash and Cash Equivalents</th>
<th>Short-term Receivables</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 30, 1999</td>
<td>250,207.00</td>
<td>482,509.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>732,716.00</strong></td>
<td></td>
</tr>
<tr>
<td>Days in reserve</td>
<td>126</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>cost per day of operation in FY 1998-1999, $5,800</td>
<td></td>
<td></td>
</tr>
<tr>
<td>July 31, 1999</td>
<td>245,605.00</td>
<td>569,891.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>815,496.00</strong></td>
<td></td>
</tr>
<tr>
<td>Days in reserve</td>
<td>122</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>cost per day of operation in FY 1999-2000, $6,700</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# SHANTI

## STATEMENT OF FINANCIAL POSITION for August 1999
(Unaudited)

### ASSETS

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Assets</strong></td>
<td></td>
</tr>
<tr>
<td>Cash/Cash Equivalents</td>
<td>214,259</td>
</tr>
<tr>
<td>Accounts Receivable - contracts</td>
<td>184,041</td>
</tr>
<tr>
<td>Accounts Receivable - grants</td>
<td>252,750</td>
</tr>
<tr>
<td>Accounts Receivable - other</td>
<td>200,266</td>
</tr>
<tr>
<td>Other Assets - deposits</td>
<td>8,500</td>
</tr>
<tr>
<td>Prepaid Expenses</td>
<td>32,745</td>
</tr>
<tr>
<td>Inventory</td>
<td>30,350</td>
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<tr>
<td><strong>Total Current Assets</strong></td>
<td>922,911</td>
</tr>
<tr>
<td><strong>Non-Current Assets</strong></td>
<td></td>
</tr>
<tr>
<td>Pledges Receivable 2000-2001</td>
<td>51,389</td>
</tr>
<tr>
<td>Pledges Receivable 2001-2002</td>
<td>46,161</td>
</tr>
<tr>
<td>Property &amp; Equipment</td>
<td>399,559</td>
</tr>
<tr>
<td>Accumulated Depreciation &amp; Amortization</td>
<td>(135,783)</td>
</tr>
<tr>
<td><strong>Total Non-Current Assets</strong></td>
<td>359,326</td>
</tr>
<tr>
<td><strong>TOTAL ASSETS</strong></td>
<td>1,282,237</td>
</tr>
</tbody>
</table>

### LIABILITIES AND FUND BALANCE

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Liabilities</strong></td>
<td></td>
</tr>
<tr>
<td>Accrued Salaries &amp; Wages</td>
<td>58,936</td>
</tr>
<tr>
<td>Accrued Vacation</td>
<td>44,614</td>
</tr>
<tr>
<td>Advances on Contracts</td>
<td>8,046</td>
</tr>
<tr>
<td>Benefits Payable</td>
<td>5,514</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>6,692</td>
</tr>
<tr>
<td>Accrued Expenses-other</td>
<td>5,600</td>
</tr>
<tr>
<td>Capital lease obligations -current</td>
<td>22,925</td>
</tr>
<tr>
<td>Subcontractor Liabilities</td>
<td>27,945</td>
</tr>
<tr>
<td><strong>Total Current Liabilities</strong></td>
<td>180,270</td>
</tr>
<tr>
<td><strong>Non-Current Liabilities</strong></td>
<td></td>
</tr>
<tr>
<td>Capital lease obligations</td>
<td>95,238</td>
</tr>
<tr>
<td><strong>Total Non-Current Liabilities</strong></td>
<td>95,238</td>
</tr>
<tr>
<td><strong>TOTAL LIABILITIES</strong></td>
<td>275,508</td>
</tr>
<tr>
<td><strong>FUND BALANCE</strong></td>
<td></td>
</tr>
<tr>
<td>Fund Balance @ 7/01/99</td>
<td>813,635</td>
</tr>
<tr>
<td>YTD Change to Fund Balance</td>
<td>193,094</td>
</tr>
<tr>
<td>Current Fund Balance</td>
<td>1,006,729</td>
</tr>
<tr>
<td><strong>TOTAL LIABILITIES AND FUND BALANCE</strong></td>
<td>1,282,237</td>
</tr>
</tbody>
</table>
### Support & Revenues:

<table>
<thead>
<tr>
<th></th>
<th>Current Month's</th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>% of year</th>
<th>Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donations</td>
<td>16,006</td>
<td>12,500</td>
<td>3,500</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants</td>
<td>67,500</td>
<td>12,500</td>
<td>75,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest Income</td>
<td>770</td>
<td>2,500</td>
<td>(1,730)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Misc. Income</td>
<td>2,000</td>
<td>1,667</td>
<td>333</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NTI-Donations</td>
<td>25,769</td>
<td>29,167</td>
<td>(3,397)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NTI-Grants</td>
<td>27,500</td>
<td>29,167</td>
<td>(1,667)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reimbursement Contracts</td>
<td>84,665</td>
<td>93,700</td>
<td>(9,035)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sales-Under One Roof</td>
<td>1,562</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service Fees: KAIROS</td>
<td>7,591</td>
<td>9,458</td>
<td>(1,869)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service Fees: Transportation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Events</td>
<td>(11,275)</td>
<td>15,500</td>
<td>(26,775)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Voucher/Scrip</td>
<td>-</td>
<td>2,167</td>
<td>(2,167)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Support and Revenue (net):**

<table>
<thead>
<tr>
<th></th>
<th>Aug-99</th>
<th>Month's</th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>% of year</th>
<th>Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>240,758</td>
<td>208,689</td>
<td>31,999</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Donated In-Kind/Prof. Service:**

|                          | 12,733 | 41,887 | (29,394)|        |          |           |          |

**Total Support and Revenue:**

|                          | 253,031| 251,325| 1,706  |        |          |           |          |

### Salaries and Benefits

<table>
<thead>
<tr>
<th></th>
<th>Current Month's</th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>% of year</th>
<th>Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries and Benefits</td>
<td>131,341</td>
<td>136,669</td>
<td>5,252</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advertising/Media</td>
<td>7,030</td>
<td>1,250</td>
<td>(5,780)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Audit</td>
<td>1,000</td>
<td>11,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bank/Payroll Fees</td>
<td>519</td>
<td>917</td>
<td>398</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Client Activities</td>
<td>138</td>
<td>352</td>
<td>214</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contract Services-CIS</td>
<td>2,693</td>
<td>3,167</td>
<td>473</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contract Services-Consultants</td>
<td></td>
<td>2,708</td>
<td>473</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contract Services-Sub-Contractors</td>
<td></td>
<td>13,358</td>
<td>19,500</td>
<td>6,143</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Development</td>
<td>9,437</td>
<td>11,583</td>
<td>2,147</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Direct Client Service</td>
<td>476</td>
<td>583</td>
<td>107</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discretionary -ED</td>
<td>477</td>
<td>1,292</td>
<td>815</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Educational Supplies</td>
<td>3,078</td>
<td>2,750</td>
<td>(328)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office Operations</td>
<td>13,685</td>
<td>11,339</td>
<td>(2,346)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Occupancy</td>
<td>1,688</td>
<td>1,933</td>
<td>245</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>6,879</td>
<td>2,667</td>
<td>(4,212)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training</td>
<td>3,734</td>
<td>3,333</td>
<td>(401)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td>1,562</td>
<td>917</td>
<td>(645)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Voucher/Scrip</td>
<td>3,686</td>
<td>2,167</td>
<td>(1,519)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Operating Expenses (net):**

<table>
<thead>
<tr>
<th></th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>% of year</th>
<th>Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>198,778</td>
<td>203,785</td>
<td>4,006</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Depreciation & Amortization expense:**

|                          | 7,289  | 5,167  | (2,123)|          |           |

**Donated Prof. Services / In-Kind:**

|                          | 12,273 | 41,657 | 29,384 |          |           |

**Total Operating Expenses:**

|                          | 219,540| 250,618| 31,278 |          |           |

**Surplus (Deficit):**

|                          | 35,980 | 707    | 32,283 |          |           |
### Statement of Changes in Cash Position

**June 30, 1999**  
Cash and Cash Equivalents 250,207.00  
Short-term Receivables 482,509.00  
Total 732,716.00  
Days in reserve 126  
Cost per day of operation in FY 1998-1999, $5,800

**July 31, 1999**  
Cash and Cash Equivalents 245,605.00  
Short-term Receivables 569,891.00  
Total 815,496.00  
Days in reserve 122  
Cost per day of operation in FY 1999-2000, $6,700

**August 31, 1999**  
Cash and Cash Equivalents 214,259.49  
Short-term Receivables 637,056.44  
Total 851,315.93  
Days in reserve 127  
Cost per day of operation in FY 1999-2000, $6,700
# Items Secured

as of Tuesday, September 28, 1999

<table>
<thead>
<tr>
<th>Item</th>
<th>Est. Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. First-Class Tickets, American Airlines, any destination</td>
<td>$15,000</td>
</tr>
<tr>
<td>2. Teeth Whitening, Dr. Terecita Dean</td>
<td>$ 500</td>
</tr>
<tr>
<td>3. Antique Mirror</td>
<td>$12,000</td>
</tr>
<tr>
<td>4. Website Design, Marilynn Fowler</td>
<td>$ 2,000</td>
</tr>
<tr>
<td>5. Morning Spa Treatment, Mister Lee</td>
<td>$ 250</td>
</tr>
<tr>
<td>6. 3-month membership (2), Bay Club, plus trainer</td>
<td>$ 1,000</td>
</tr>
<tr>
<td>7. Hotel Package, Mariott SF, Palamino ($250)</td>
<td>$ 500</td>
</tr>
<tr>
<td>8. Hotel Package, Stanford Court SF, Fournou’s Ovens ($250)</td>
<td>$ 550</td>
</tr>
<tr>
<td>9. Photography piece, Rhenton Aames</td>
<td>$ 500</td>
</tr>
<tr>
<td>10. Original Oil artwork, Ching Ching</td>
<td>$ 1,500</td>
</tr>
<tr>
<td>11. Lunch with Mayor Willie Brown at Le Central</td>
<td>$ 250</td>
</tr>
<tr>
<td>12. First-Class Class, Amtrak, to Seattle w/3 nights hotel</td>
<td>$ 3,000</td>
</tr>
<tr>
<td>13. Upholstered Chair, Mike Furniture</td>
<td>$ 1,000</td>
</tr>
<tr>
<td>14. Original Cuban Artwork, Duvall Durand Gallery</td>
<td>$ 1,000</td>
</tr>
<tr>
<td>15. Hotel Package, SF Warwick Regis (2 nights), ACT (2 tix)</td>
<td>$ 500</td>
</tr>
<tr>
<td>16. Hotel Package, SF Handlery (2 nights), Harris’ ($100)</td>
<td>$ 600</td>
</tr>
<tr>
<td>17. SF Ballet (4 tix), Moose’s ($250)</td>
<td>$ 390</td>
</tr>
<tr>
<td>19. Tommy Toy’s ($110)</td>
<td>$ 110</td>
</tr>
<tr>
<td>20. Twenty-five $25 gift certificates from Old Navy</td>
<td>$ 625</td>
</tr>
<tr>
<td>21. Trio of Clocks in Rosewood from Gump’s</td>
<td>$ 200</td>
</tr>
<tr>
<td>22. Lamp from Restoration Hardware</td>
<td>$ 100</td>
</tr>
<tr>
<td>23. Two nights in a Las Vegas hotel</td>
<td>$ 200</td>
</tr>
<tr>
<td>24. Keith Haring Nude Print</td>
<td>$ 200</td>
</tr>
</tbody>
</table>

Prospects:

- Olsen Cadillac
- Jewelry Item
- Fairmont Hotel SF
- Optometry
- Robin Williams item
- Wilkes Bashford
Our 6th Annual Gay Nite – Private Performance

STEVE SILVER'S BEACH BLANKET BABYLON

Saturday, Dec. 4, 1999
7pm & 10pm

Sponsored by...
Back Door Internet Services

Call now for reservations!
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Tickets are available only through the Back Door, not through Beach Blanket Babylon.

Benefits The Bay Area AIDS Charity Of Your Choice
BACK DOOR COMPUTER SERVICES
Presents our 6th Annual

Gay Night At
Beach Blanket Babylon
To Benefit the Bay Area AIDS
Charity of YOUR Choice

Saturday, December 4, 1999

<table>
<thead>
<tr>
<th></th>
<th>7PM</th>
<th>10PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Front Cabaret</td>
<td>$44</td>
<td></td>
</tr>
<tr>
<td>Rear Cabaret</td>
<td>$38</td>
<td></td>
</tr>
<tr>
<td>Center Balcony</td>
<td>$40</td>
<td></td>
</tr>
<tr>
<td>Rear Balcony</td>
<td>$35</td>
<td></td>
</tr>
<tr>
<td>Side Box</td>
<td>$51</td>
<td></td>
</tr>
<tr>
<td>Magnin Box</td>
<td>$61</td>
<td></td>
</tr>
</tbody>
</table>

Place the number of tickets you need in the appropriate column.
A $2 per ticket reservation fee will be added to the total.
You can also order online at http://www.backdoor.com/specinfo.html

Name
Address
City/Zip
Phone
Credit Card
Number
Expiration
Date
Your Name
on Card
Signature
Charity

The charge on your credit card will appear as Back Door

If paying by check, make checks payable to:

BACK DOOR COMPUTER SERVICES, INC.
PO Box 282720
San Francisco, CA 94128
Voice (650) 756-2906 Fax (650) 758-1764
http://www.bdcis.net
SHANTI BOARD OF DIRECTORS
September 28, 1999

Board Meeting Minutes

Present:

Members: Peter Balon, Derrick Chan, Terecita Dean, Paul Pedrazas, Michael Phillips, Claire Rappoport,
Stu Smith, Michael Tersigni, Safiya Umoja, Jim West

Staff: Scott Elsishans, Nolan Finn, Ron Perri

Public: Kevin Burns

I. Call to Order - 5:45pm

Call to order was called by Jim West
Minutes from the July Meeting were approved. Agenda for the September Meeting was accepted with
the addition by Jim West – Board Member request.

II. Public Comment - none

III. Report from the Chair

Jim West updated the members and the public about Shanti’s 25th Anniversary set for Thursday, Oct 21
at City Hall from 6pm to 9pm. He reported all was going well and the planning has been very exciting.
The initial goal of the event was $100,000 and we are already projected at $131,500. The ‘new’ goal is
set for $150,000 since the projection does not include the on-line auction, which runs from October 11
through the 22nd. Terecita Dean helped to get the 5 nights in the Bahamas trip. Also, 100 tickets have
been sponsored for volunteers to attend.

Nolan Finn distributed raffle tickets among the members to sell. Michael Phillips noted that this is an
‘easy’ sell, especially since we will max out at 500 tickets sold. Nolan also reminded members to send
out their packets of information and invitations. Jim went on to discuss some of the logistics for the
evening, including noting that 12 wineries and 12 restaurants will be participating.

An award was to be presented to Ted Easley, however he was in NJ on Red Cross business.

The Board BBQ is set for Derrick Chan’s house on Sunday, October 10. Please RSVP. Afterwards,
you are encouraged to attend the Shanti – Ride for Life beer bust at Daddy’s.

Jim reminded the Board that each member should submit their $75 for this fiscal year. The money goes
to pay for the food for Board meetings and the Retreat.

Happy Birthday to Deputy Director Scott Elsishans.

The Board members completed their check-in and updates on assignments. The Board Roster of
Contact Information was also distributed for updates.
IV. Executive Director Report

Scott Elsishans delivered the Executive Director report on behalf of Bob Rybicki. Scott reviewed the monthly report including updates on the agency brochures, web site, and bus shelters. He noted that the first cycle of the LIFE program has been getting very positive feedback from everyone and that attendance has been strong. Scott went on to further update the members on Shanti staff initiatives, business plans and the NTI.

Jim West reminded members that the next Strategic Planning meeting is October 12 to look at the staff’s business plans. Michael Tersigni asked how the plans are being tracked. Scott spoke about the realities of the budgets and having reasonable, attainable set of goals and implementation markers, as well as the use of performance plans. Scott further updated the Board on the growth and successes of the Transportation program and ‘thinking out of the box’ to extend the program. He expects next year for the program could actually turn a profit for the agency and congratulated Hosea and the drivers for their work.

Kevin Burns made a brief presentation regarding client feedback and the methodology of the survey of client satisfaction. Although overall Shanti held good ratings, it is necessary to get more responses and more specific survey results. Demographics of respondents were very close to our client base. In addition, each program at Shanti will conduct its own survey. Safiya Umoja suggested that we should include a question about how long a client has been with Shanti in order to get more perspective on responses.

V. Board Affairs Committee Report

Jim West presented resumes and member applications for a new candidates for the Board with recommendation by the Board Affairs Committee – Lisa Stephens. The board unanimously approved election.

Jim went on to announce that he is leaving the area and moving to Chicago for business. Although he will resign as Chair, he will also remain on the Board of Directors and return for meetings and events as often as possible. He went on to say a few words about the difficult choice. He made a recommendation to the Board that he would remain as Chair through December 31 and will continue to work closely with Bob Rybicki. He then recommended the election of Michael Phillips as Chair of the Shanti Board of Directors as of January 1 and spoke briefly about Michael and his work and preparedness for the job. Stu Smith then made the motion to elect Michael Phillips as Chair of the Board as of January 1, which was seconded by Safiya Umoja.

Derrick Chan felt that the Vice Chair would need to step down so that Michael could stand in that position until January 1. The members discussed at length the status of the current position and felt that Joe Pasalodos should vacate the Vice Chair position. Jim noted that Joe has offered to step down from that position and that a vote for acceptance is needed. Stu agreed to the compromise and withdrew is original motion. Derrick motioned that the board recognize that Joe Pasalodos offers to step down as Vice Chair, which was seconded by Stu Smith and approved by the whole board.

Stu then made the motion to elect Michael Phillips as Vice Chair, which as seconded by Derrick and Safiya and approved by the whole board.
The third needed motion was to approve Michael Phillips as Chair as of January 1, 2000. Safiya made a friendly amendment to accept Jim West’s resignation from Chair as of that date upon written notice. Stu confirmed the motion with acceptance. Claire Rappoport seconded the motion which was unanimously approved. Michael Phillips said a few words and is ready for the challenge.

Jim West will contact Joe about the updates and approved motions.

A recommendation was made to then accept Jim West’s resignation as Chair of the Board Affairs and Strategic Planning committees effective today and to elect Michael Tersigni. The motion was made by Safiya Umoja, seconded and approved unanimously.

After further discussion, Derrick motioned to accept the resignations of Michael Phillips and Michael Levin as chairs of the Development committee and elect Safiya Umoja. Stu seconded the motion, which was accepted by entire board.

Jim West then went on to present and briefly review sections on Board Responsibilities.

VI. Strategic Planning Committee Report

Jim West presented and reviewed the Shanti Mission Statement. After discussion over finer points and language, the following statement was approved.

"Shanti is dedicated to enhancing the quality of life, improving the well-being and promoting the independence of people with HIV/AIDS and other life-threatening illnesses, and their caregivers."

The new mission statement was unanimously approved by members of the Board.

VII. Finance Committee Report

Peter Balon presented updated financial statements. He reviewed significant line items and noted that grants and donations are up. Reimbursements are behind due to contract modifications and are expected to be made up later. Currently, there is a 127-day cash reserve, which is the highest we’ve had in two years. Scott Elshishans noted that the fund balance is over $1 million for the first time.

VIII. Executive Session

The Board excused the staff and entered into Executive Session to review the Board Team Building exercise from last month and to review Executive Director evaluations.

Adjournment
SHANTI
Board of Directors

JOB DESCRIPTION

I. PURPOSE OF POSITION

This is a volunteer leadership position; responsible for developing policy, establishing strategic direction and providing related guidance and support for the mission of Shanti.

This responsibility is fulfilled through participation in meetings of the Board and committees organized to focus on the specific functions supporting the organization’s goals and objectives.

II. ELECTION

A member of the Board is elected by the Board membership for a first term of three years. Board members may serve additional terms, but must be re-elected by the Board for each additional term. The second term and each consecutive term thereafter shall be for a period of one, two or three years as mutually agreed upon by the Board and the Director.

III. POSITION FUNCTIONS

A. Provide governance and oversight to ensure quality service and delivery to Shanti clients.
B. Provide financial development leadership, generate contributions and personal support to fund programs and services provided by Shanti.
C. Increase public awareness and support of Shanti services in the community.

IV. QUALIFICATIONS

Familiarity and experience with the communities served by Shanti. Expertise in area of interest to Shanti services or administration and the desire to help Shanti meet its goals and objectives. Ability to participate in a majority of Board and committee meetings held during a member’s term of office.

V. REQUIREMENTS

A. Sign a statement regarding Conflict of Interest on an annual basis.
B. Sign a statement outlining the requirements for attendance at Board and committee meetings.
C. Sign a Code of Ethics on an annual basis.
SHANTI
Board of Directors

STATEMENT OF POLICY REGARDING CONFLICTS OF INTEREST FOR BOARD MEMBERS AND ADMINISTRATIVE OFFICERS

I. GENERAL

It is the policy of the Board members of the Shanti Project that all Board members and corporate administrative officers of the corporation must fully disclose to the corporation the fact that he or she knows that the corporation is engaging in, or is planning to engage in, a transaction or transactions which might create a conflict of interest situation as described in this policy statement.

A conflict of interest transaction is one in which the corporation is a party and in which the trustee or officer is the other party, or in which the trustee or officer has a material financial interest such that it could influence his or her action on the matter while acting on behalf of the corporation.

Each Board member and corporate and administrative officer must execute a Conflict of Interest Disclosure Statement at least annually and must promptly report new situations which might create a conflict of interest to the Chief Executive Officer of the corporation as he or she becomes aware of them.

II. TYPES OF CONFLICTS OF INTEREST

The personal interests of a Board member or corporate or administrative officer may conflict with the interests of the corporation if he or she, or any immediate family member or his or her by blood, marriage or domestic partnership is a person:

A. Who solicits, bids, contracts, or supplies goods or services to the corporation;

B. From whom or to whom the corporation leases property or equipment;

C. With whom the corporation is dealing or is planning to deal with in connection with the purchase or sale of real property, investment securities or other property;

D. Who has ownership interest or management position in other organizations or entities which compete with the corporation;

E. Who has a material financial interest through ownership of stock or other type of equity interest in a person or company that is engaging in transactions with the corporation of the type listed in A through D above;

F. Who has a material financial interest as a creditor in a person or company that is engaging in transactions with the corporation of the type listed in A through D above;

Approved by Board of Directors 3/98
G. Who is an officer, serves on the board, participates in management, or is otherwise employed by a person, company or organization that is engaging in transactions with the corporation of the type listed in A through D above, other than this corporation’s own subsidiaries or affiliated corporations;

H. Accepts gifts or gratuities of any kind or unsecured loans from any person or company that is engaging in transactions with the corporation of the type listed in A through D above which are material in amount.

III. OTHER AREAS OF CONFLICTING INTEREST

The areas listed above which can create conflict of interest situations are examples only. It is not intended to be an exhaustive list of situations in which a trustee or officer may have a potential conflict of interest with the corporation. Each trustee or officer must recognize other analogous areas in which a conflict may arise and must bring these situations to the attention of the Chief Executive Officer of the corporation as soon as he or she becomes aware of them.

IV. ACTION BY THE BOARD OF DIRECTORS

The Board of Directors must approve or disapprove any transaction in which this corporation is a party and in which one or more of the corporation’s Board members or officers has a material financial interest. It is the duty of the interested person to make a full disclosure of the material facts of such a transaction and the detail of his or her interest in it which he or she becomes aware of the facts which give rise to the potential conflicts of interest. The Board must approve the transaction by a majority vote of the Board members, without counting the vote of a Board member who has an interest in the transaction.

The corporation will not engage in any transaction with another entity, which has one or more Board members in common with this corporation, unless, after the common Board member discloses the material facts of the transactions and the details of his or her affiliation with the other entity, the Board of Directors of this corporation approves the transaction in good faith by a majority vote without counting the vote of the common Board member or members.

V. LOANS TO THE BOARD MEMBERS AND OFFICERS

Approved by Board of Directors 3/98
Because the California Nonprofit Corporate Law ("the Law") forbids it, the corporation shall make no loan of money or property to a trustee or officer of the corporation, or guarantee any obligation of a Board member or officer of the corporation, except as otherwise expressly permitted by Law. Currently, the Law expressly permits advances for expenses which will ultimately be reimbursable by the corporation, payment of certain premiums on a life insurance policy which are secured by the proceed of the policy, and making a loan of money to or for the benefit of an officer in circumstances where the loan is necessary to provide financing for the purchase of a principal residence for the officer in order to secure the services or continued services of the officer and the loan is secured in real property.

VI. EXCEPTION TO POLICY

The disclosures and approval requirements of this policy do not apply to an action by the Board of Directors fixing the compensation of a trustee or officer of the corporation.

VII. DETERMINATION OF CONFLICTS BY EXECUTIVE COMMITTEE OF THE BOARD

If there is a difference of opinion between the Chief Executive Officer of the corporation and a Board member or officer as to whether the facts of a given circumstance constitute a potential conflict of interest within the meaning of the policy statement, the matter shall be submitted to the Executive Committee of the Board of Directors which shall make a final determination of whether a potential conflict of interest situations exists or not.

__________________________________________  ______________________________________
Board Member Signature                                      Date
SHANTI
Board of Directors

BOARD AFFAIRS COMMITTEE

This committee is a standing committee and oversees ongoing Board recruitment, Board policies, Board member orientation and development, develop and recommend Board committees and responsibilities, develop Code of Conduct and Conflict of Interest Statements.

- Nominating candidates for formal election to the Board at its regularly scheduled meeting and filling vacancies on an as needed basis.
- Evaluating involvement and participation of Board members eligible for re-election each year and making recommendations for re-election no later than the Board meeting that the members term expires.
- Making recommendations for appointment of Board members to the Executive Committee.
- Making recommendations for a slate of officers for election at the first Board meeting of the fiscal year.
- Development of policies, procedures and responsibilities for Board members and committees of the Board.
SHANTI
Board of Directors.

DEVELOPMENT COMMITTEE

This committee is a standing committee that is responsible for recommending or developing programs to assist in moving Shanti forward financially. Responsibilities include:

- Assist staff in generating fundraising ideas and, where appropriate, assist in fundraising. Keep fully informed on fundraising progress.
- Coordinate and support involvement by Board members in fundraising.
- Oversee special events, e.g. Annual Dinner, etc..
- Review existing fund raising and communications efforts for effectiveness.
- Provide written reports to the Board of Directors regarding Development activities in order to gain support and to foster broader awareness of Development efforts.

Development Committee oversees the following areas:

- Financial Development
- Public Affairs

The Development Committee meets on an as needed basis, not to exceed ___ months.
SHANTI
Board of Directors

FINANCE COMMITTEE

This standing committee is responsible for developing, recommending and monitoring all financial matters, budgets and policies reporting on the status of these activities to the Board of Directors. The committee serves as a link between the independent auditors and the Board of Directors, providing a forum for open discussion and comments on any significant financial accounting and control matters noted during the regularly scheduled audit or during the course of the fiscal year. Responsibilities include:

- Reviewing and recommending to the Board approval of the annual budget and periodic budget modifications, and reviewing periodic budget variances.
- Monitoring material financial activities, including investments, restricted accounts and reserves.
- Reviewing and approving recommendations related to the leasing, operating, improvements, maintenance or sale of facilities (if applicable).
- Reviewing and approving all policies related to financial matters.
- Reviewing budgetary and other financial aspects of proposed affiliations or mergers with other organizations.
- Reviewing with independent auditors the scope of their examinations.
- Reviewing the auditors’ recommendations regarding internal controls and other matters and taking appropriate action to implement improvements in procedures as deemed appropriate.
- Investigating and reviewing such procedures and practices related to the organization’s external and internal auditing, financial records and accounting principles as the committee deems appropriate.

The Finance Committee shall meet once a month.
SHANTI
Board of Directors

PERSONNEL COMMITTEE

This committee is a standing committee and exists to provide support, guidance, leadership and oversight regarding paid staff issues, while ensuring commitment to diversity and multiculturalism, consistency with community practices, labor laws, organizational needs and available resources. Specific responsibilities include:

• Ensuring that paid staff are provided optimum support and opportunities to perform their duties as well as to develop their individual talents.

• Overseeing the formulation of the organization’s personnel policies and procedures to ensure that they are responsive to the mutual interest of the organization and its staff.

• Be available for consultation on employee benefit packages.

• On an individual or collective basis, committee members serve as consultants or subject-matter experts to the staff and board regarding personnel issues.

The Personnel Committee meets as needed, typically quarterly. Subcommittees and task forces meet as needed.
SHANTI  
Board of Directors  

STRATEGIC PLANNING COMMITTEE

This committee is a standing committee and develops long term strategic directions. It is responsible for assuring the strategic and tactical integration of all aspects of Shanti’s activities. This committee ensures the development, implementation, and delivery of programs that contain quality assurance, consistent delivery, accountability and efficiency, enhanced capacity and management support. The responsibilities include:

- Assuring the strategic integration of prioritization of services and the location of service delivery centers.
- Ensuring compliance with contract objectives.
- Establishing mission and goals for the delivery of programs.
- Reviewing programs to ensure quality and consistency.
- Evaluating programs.
- Scheduling and planning Board retreats (at least one annually).

The Personnel Committee meets once a month and subcommittees and task forces meet as needed.
Lisa J. Stevens  
1940 Sacramento St #4  
San Francisco, CA 94109

Work Experience

Banking Service Representative/ Personal Banking Officer, November 1, 1989 to September 30, 1992  
Responsible for the retention and growth of a portfolio consisting of 400 to 500 high balance households. Includes complete portfolio management, servicing, maximizing cross-selling opportunities, updating, creating and completing in-depth customer profiles. The primary focus is to ensure that each customer receives the maximum benefit from Wells Fargo products and services.

Business Banking Officer/ Sales Manager October 1, 1992- July 1, 1993  
Responsible for sales performance at the branch level. Includes tracking, coaching, and mentoring staff to exceed sales expectations. Position also included acquiring new business customers, business lending (up to 1mm), cross selling to business customers and growing business account deposits.

Vice President, Branch Manager July 1, 1993- October 31, 1995  
Responsible for overall management of two San Francisco branches and 26 team members. Ensure optimal branch performances by providing superior customer service, meeting product and service goals of the customers and minimizing operational risk. Develop and maintain partnerships with various business groups to maximize sales opportunities and customer service. Ensure staff scheduling and employee mix is appropriate in order to maximize customer service and sales goals. Consistently ranked in to 10 percent in California every quarter in overall performance.

Region Manager November 1, 1995- December 31, 1998  
Overall management responsibilities for full service Instore locations, traditional locations and business centers within an assigned market area including sales, customer service, operations, and risk management. Also responsible for driving sales results through branch managers and insuring quality customer service standards. Manage and allocate resources within established budget.

Market President January 1, 1999- current  
Accountable for effective, profitable management of multiply business channels: business centers, Instore, and traditional store outlets, banking centers, destination outlets and Premier Banking. Responsible for the profitability of the business including impact of partner relationships. Provide high profile leadership in the community demonstrated by visibility, networking and extensive involvement including board memberships. As a leader, manage a senior level staff, give strategic guidance, motivate and develop team members, adhere to a core set of values, possess a profound sense of ethics and integrity, and be accountable for and drive results. Provide effective modeling of sales culture; strategies to deliver a superior customer service; leadership to team members; risk management; effective partnering across all major lines of business, particularly business banking; commercial lending; community involvement; execution and implementation of the company’s policies, practices and programs. Also responsible for overall management of prescribed security control to protect the market area against criminals/fraudulent operations unnecessary risk/exposure.

Activities/ Organizations
Leukemia Society, volunteer  
AIDS Emergency Fund, volunteer  
Cancer Society, volunteer  
Marathon Participant