

NonProfit Financial Managers

A Resource for the areas of Finance, IT, Human Resources, and Office/Facilities Management

Volume Seventeen, Number Seven

April 2010

For information, go to npfm.org, or contact Mitzi Fennel at 617-547-1063 x235 or Jessica Zander at 617-850-1752.

Mark Your Calendars

All of our meetings take place on the **last Tuesday** of each month. No pre-registration required. Upcoming dates:

- **April 27, Mergers 101: What a non-profit CFO needs to know**
- **May 25, Dashboard Reporting for boards and staff: what do we need to report**

NPFM Membership Information

The annual membership fee of \$100 covers monthly mailings and other operating expenses. The membership period is from September to August. A part-year membership for \$60 is offered for those joining after January 1, which covers membership through August. Full-time students are welcome to join at any time without paying a fee.

In addition to attendance at monthly meetings, members receive a monthly newsletter and access to the NPFM e-mail forum. Lunch is provided for all attendees at meetings. There is a \$12 meeting fee for non-members, and since membership is by organization, there is no limit of individuals from any one organization who may attend the meetings.

R.S.V.P.s for the meetings are not required.

For renewals or new membership fees, please make your check out to:

NonProfit Financial Managers
C/O Child Care Resource Center
130 Bishop Allen Drive
Cambridge, MA 02139

Contact Mitzi Fennel at 617-547-1063, x235 for more information.

The Next Meeting

Topic: Mergers 101: What a nonprofit CFO needs to know

Date: April 27, 2010

**Location: United South End Settlements
566 Columbus Ave., Boston**

Time: 12:00 PM – 1:30 PM

Mergers 101: What a nonprofit CFO needs to know

Why do I need to know about mergers? We know this is what you are thinking. Mergers involve profit-making entities, and large ones at that, right? You work for a small nonprofit organization that is minding its own business, so why would you need to know about mergers?

It turns out that many times mergers occur when you least expect it. Given the current economic pressures, mergers between nonprofit organizations are occurring more frequently. Maybe an organization with a similar mission approaches your organization to propose that you combine forces to make a bigger better organization to meet your clients' needs. Maybe the fundraising pipeline has run dry for a small nonprofit, but its services can be absorbed by a larger entity. Maybe the long-time executive director of an organization has taken ill and died, and the board cannot pull the pieces together. There are many scenarios one can imagine.

The CFO of a nonprofit has a key role to play in a merger, and Anthony E. Hubbard, a partner with Mintz, Levin, Cohn, Ferris, Glovsky and Popeo, will help us figure out what we need to know. Anthony has practiced corporate law for more than 20 years and has spent the past five years working with nonprofit organizations focusing on corporate governance, mergers and other strategic transactions. He plans to give us a glimpse into the process of mergers, how non-profit mergers differ from the for-profit sector, and what may be required of the CFO in the preparation for a merger.

Recap of March Meeting

Title: Employee Wellness

Bryce Williams, Senior Director of Health and Wellness at Blue Cross Blue Shield of MA presented several ways that we as CFOs with HR responsibility can encourage employee wellness and healthy behaviors. Tight budgets do not necessarily need to mean that there is nothing we can do to improve wellness at our organizations.

First, a stat: 75% of all healthcare spending is on chronic conditions, most of which are behaviorally based. This suggests on a macro level that if we modify our behavior, for example, quit smoking, we could be a lot more healthy and save a lot of money on health care.

And then a reality check: most of us know what to do to be or become more healthy; we just don't necessarily choose the behavior that will support this way of life. The challenge is to try to shift behavior to result in better health. How do we do that and what is our responsibility with respect to our employees?

Healthy employees are at work more and are likely more productive than those who are less healthy. This is something all of us can appreciate. It is important to consider ideas that expand employee benefits and encourage wellness and healthy behavior of employees.

The presentation focused a lot on how to successfully improve employee health. This effort hinges on the ability to ENGAGE people. There are three key components to this:

- Aligning incentives to motivate employees
- Accessibility of services/programs
- Messaging

Incentives are when you provide some sort of monetary reward for employee behavior. An example of this is paying people to quit smoking. Messaging of this information and types of initiatives is important and no one should feel singled out.

Here are some ways to engage employees. Some of these cost money, and others are free:

1. Active trackers (to track your activity on line through your health insurer, or some other web-based tool)
2. Fitness challenges
3. Health assessments
4. Cash rewards/contribution differentials
5. Waiving co-pays for certain types of visits (reimbursable)
6. Flu shots
7. Preventive screenings
8. Lunch time walks and/or organization participation in walk-a-thons

While our organizations are likely under the threshold to qualify for discounts in premiums by changing our behavior (100 employees is usually the minimum), it is worth considering implementing a wellness program because overall health of employees is ultimately related to productivity.

Job Openings...

The NPFM group has a section on their website for job postings. Check out our website at www.npfm.org for a complete list of jobs. Contact David Richardson at dr44@verizon.net with questions or postings.

NPFM E-mail Forum

One of the benefits of membership in NPFM is a subscription to our e-mail listserv. We encourage members to post questions, announcements and new developments in finance and administration. All new members who provide e-mail addresses are automatically subscribed. To post messages send to npfm@topica.com

NPFM Steering Committee

The Steering Committee consists of several members who are responsible for the meeting topics, speakers, and other details surrounding the group. If you are interested in joining the steering committee, or in submitting ideas for future sessions, please contact any of the existing members, by e-mail or in person at a meeting.