

NonProfit Financial Managers

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

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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:

- **March 30: Employee Wellness**
- **April 27: Mergers 101: What a non-profit CFO needs to know**

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: Employee Wellness Programs

Date: March 30, 2010

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

Time: 12:00 PM – 1:30 PM

Title: Employee Wellness

Bryce Williams, Senior Director of Health and Wellness at Blue Cross Blue Shield of MA will join us to discuss ways that we as CFOs with HR responsibility can encourage employee wellness and healthy behaviors. The presentation will include an overview of a wellness philosophy, ways to inform staff, and include practical, cost effective ideas for expanding employee benefits that encourage wellness and healthy behavior of employees. As a former nonprofit CFO, Bryce comes to this topic with direct, relevant experience working with a tight budget to address HR matters in his organization. He promises to deliver practical solutions for us to consider. He will discuss these issues and others.

Recap of February Meeting

Title: Green Office/Sustainability

Chris Mackin, Sales Manager for Everon, an IT management and consulting company, and Rosemarie Boardman, CFO for the nonprofit Health Care/Community Catalyst for All, gave a presentation on the following: How can you operate a green office? What kind of recycling can you do? What kind of conservation policies can you adopt? Are they cost effective?

Chris presented first. He stated that the most important factor in having a good “green” office is to get your IT person on board and have that person trained on the latest technology in order to make the organization more efficient and to cut down on expenses like energy, paper, and travel. The first area to focus on is your IT hardware needs. The cost of hardware and Internet access have dropped dramatically. You can now put multiple servers in a single box while increasing your computing capacity and reducing your energy costs. Just a simple task like shutting off your computer at the end of the workday will save on electricity expense (approximately \$144 per computer per year). Also, you should shut off your printer and monitor at the end of the day. Everything uses energy when left on, even in standby mode. However, you do need to leave your server on at all times. Consolidate your printers to cut paper, toner, ink, and energy costs. Companies can use webcams and Skype instead of in person meetings between staff from different sites, saving on travel expense. Allowing staff to telecommunicate from home will save on that person’s travel expense and possible on the company’s office space expense. Most new equipment uses less energy than that which it replaces – especially monitors. Proper disposal of IT hardware is very important – old monitors contain as much as 6 – 8 pounds of lead. Staples and Best Buy will take old computers. Good recycling websites are Re-cycles.org and Reconnectpartnership.com. Both company management and the IT department are interested improving efficiency while realizing cost savings. Both of these goals can be enhanced by recognition of the link to being environmentally friendly and a commitment to operating a “green” office.

Rosemarie presented the plan adopted by the organization Community Catalyst. The staff of Community Catalyst formed a “Green Team” to work on the following problems: to reduce the energy and resource imprint of the office; to improve kitchen stewardship and cleanliness; to cut operational costs; to build awareness of personal/company resource usage; and finally, to create green “parity” between staff home and work lives. They held an initial meeting, formed a green team, and then sought buy-in from administrative staff. The plan that evolved focused on three main areas: paper

and printing habits; kitchen area maintenance; and reduction of energy use at work stations and conference rooms. The keys to the success of the program were to include everyone, prioritize and fix problems, make it fun and relatively easy, create accountability and shared responsibility (and thus, community), and demonstrate results. They also recognized the need to reassess the goals of the program regularly.

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.