

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:

- **Dec 1: (due to Thanksgiving) Using volunteers in the current economy**
- **Jan 26: Communicating compensation practices**

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: Using Volunteers in the Current Economy

Date: December 1, 2009

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

Time: 12:00 PM – 1:30 PM

Kyle Ingrid Johnson is an independent consultant providing on-site counseling and outsourced services for volunteer and intern management and human resources (www.thenonprofitgenie.com). Kyle has over 20 years of experience in managing nonprofits in the Boston area and has extensive experience in recruiting and placing volunteers and interns. She will give a presentation about using volunteers in the current economy. She will cover the following topics: How to Find volunteers and interns for your organization; What to expect from them; What agencies need to think about before recruiting; What to look for in the interview; management of volunteers; and retention & recognition. The creative and effective use of volunteers and interns is especially important during hard economic times when many nonprofits are experiencing staff reductions.

Recap of October Meeting

Bob Gaines and Connor Durlinger from the company All Covered, Inc. gave a presentation about the technical requirements of the new Privacy Law which will take effect on 3/1/2010. The law is designed to prevent identity theft by regulating how companies are permitted to store personal/private information and how they are required to monitor the security of that information. All Covered Inc. provides support

for companies' computing, networking, and security needs.

According to Connor Durlinger, the new law is not just an anti-hacker, security regulation. It is designed to prevent identity theft and to provide accountability for personal information gathered in the course of doing business. It covers anyone who handles and processes information about residents in Massachusetts. It is about a company's security process and policies: how personal information enters the company, where it resides, and how it exits the company. The first step for complying with the law is to carry out a survey of what personal information exists at your organization, how it enters your system, where it resides, who handles it and has access to it, and what steps are currently in place to protect it. Personal information includes: a person's first and last name, their social security number, credit card numbers, and bank routing numbers. You should do a flowchart to trace the route of personal information through your company. It is very important to identify where the personal information resides in your organization: in emails, in physical or computer files, in databases, or in hosted applications with offsite partners, such as an outside payroll company.

When you complete the personal information survey, you can come to one of two conclusions: you either know exactly where personal information resides within your company or you do not. If you know where, then you can apply the appropriate security measures up to and including data encryption procedures to that segment of your operation. If you do not know, then you have to develop and adopt company-wide data security procedures. A comprehensive security policy contains the best practices for protecting the personal information in your company. All Covered or other vendors can provide you with a policy template which will provide a guide for what needs to be done. You need to decide what applies to your organization and what needs to be implemented.

The three main principles of a good security policy are 1) transparency; 2) integrity; and 3) accountability. Transparency refers to the need to fully document how and why personal information is acquired, where and how it is stored, and how long you need to keep it. You may

have to categorize different levels of personal information and then apply a security policy, depending on the level. You need to document the whole process, develop a security program or process that is simple and easy to follow, educate the users about the process, and then enforce adherence to the process. If you do not have to put the security of personal information at risk (for example, extensive use of wireless technology or laptops), then don't do it. If you allow remote access, it has to be secure. The generally accepted encryption process is a two factor authentication system. The second principle of a good security program is to maintain the integrity of your system. You need to identify and document gaps in your information security process and develop a policy that will lead to action steps to correct those gaps. You need to both track the implementation of your policies and programs and also secure the actual physical network (computer and otherwise). The third principle of a good security policy is accountability. You need to record log-ins to the system, assign and regularly update passwords, and make sure antivirus and anti-spyware programs are up to date. If you are sending personal information to an outside vendor such as a payroll company, it should be from one secure computer station. Finally, keep in mind, good security is a process, not just an end product.

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.