

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:

- ♦ **Sept. 29** Legal Issues related to the new privacy law requirements
- ♦ **Oct 27** Technical aspects of the same law (note: the implementation for this law has been moved to 3/1/10)

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 1st, 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: Legal aspects of the Privacy law, presented by Foley Hoag

Date: Sept. 29, 2009

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

Time: 12:00 PM – 1:30 PM

Personal Information Privacy Law, effective 3/1/2010: A presentation about Massachusetts' new regulations governing Standards for the Protection of Personal Information, and what you need to be aware of with respect to compliance and exposure. Almost all businesses in Massachusetts are required to develop and maintain a comprehensive, written information security program to protect personal information by March 1, 2010. Make sure you know the requirements of the law and what your organization needs to do to comply and reduce its exposure. Sam Hudson, counsel with Boston business law firm Foley Hoag, will present.

Recap of June Meeting

David Orlinoff, principal of the Concord Financial Organization, and Amy Scannell, an HR consultant with the company Insight Performance in Dedham, led a discussion about the changing role of the nonprofit CFO during difficult economic times. David is a fiscal consultant to nonprofit organizations and serves as an interim CFO for organizations which struggle to cope with internal and external challenges.

According to David, management often focuses more on expense reduction than on revenue management and enhancement during economic downturns. The stress level within the organization increases exponentially during a deep recession and the first casualty can often be

teamwork. Effective communication between the CFO and the rest of the senior staff is very important. David often discovers that the prior CFO did not communicate well when he comes in to replace him or her. Sometimes, the CFO has to manage up. You need to know what the expectations from the Chief Executive Officer are. The job of being the most senior financial manager is a very difficult one; you have to know a lot about a lot of things and you are pretty much on your own. We mostly deal with revenue and expenses, but the big picture financial strategy is becoming more and more important. Very careful management of cash flow during these times is imperative.

Audience members listed some sources of increased stress: key positions often go unfilled during hard times; some people are asked to take on more responsibilities to take up the slack and it is difficult, if not impossible, to say no to such requests; everyone is paying more attention to the financials and CFOs are asked to do additional financial forecasting.

CFOs of nonprofits tend to be mission-driven. You have to guard against letting your work become all-consuming. Health benefits often cost more for nonprofits because we use them more. Often we suffer from “trying to save the world” syndrome.

Layoffs are inevitable for most organizations during this recession. You can expect to layoff up to 20% of your staff. You should anticipate that ultimately any layoffs will come as a surprise to staff. Do not make the mistake of announcing layoffs and promising that it will not happen again. Use this as an opportunity to get rid of “deadwood” in your department or agency.

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.