

## Summary of Changes for Policy 3.04 – Cathie McFarlane

The title of this document was revised from Donor Recognition and Engagement to "Donor Recognition". Sherri made excellent points that the current policy didn't speak to the "Engagement" piece in its explanation and the subject needed more depth than just amending the explanation. See the revised Strategic Plan to develop a separate policy for Donor Engagement.

- Due to the original formatting, we did not have the option to use Track changes on this document. Changes have been highlighted in yellow or otherwise explained in this Summary of Changes document.

- Under "Purpose" an introductory statement: "The purpose ... donor" as added in keeping with other governance policy changes the committee commenced in 2022.

- References to the Foundation were changed to CFPD throughout the policy. This again is in keeping with 2022 governance policy changes.

- Under "electronic annual report in "Donations in General", it is correct anyone could see the electronic annual report on the CFPD web site? If so, revised this area to say Annual Report - available at CFPD web site electronic or printed copy, then add in the \* with the note about in limited supply.

- Under "Newly created Funds", "with permission" was clarified to say "With donor permission"

- Under "Existing Funds" the phrase "with permission" was deleted from "highlighting" section

- Consistent with other revised policies in 2022, the procedures were deleted from the policies. There is a procedures manual for use, updating, etc by the Executive Director and administrative staff which is consistent with the governance direction provided by the corresponding policy. We are wanting to reduce duplication.

- The Responsibility area was revised to our standard wording for revised policies we began in 2022.