

CURRICULUM COMMITTEE



U.S. CHAMBER OF COMMERCE FOUNDATION
Institute for Organization Management

MEETING MINUTES OCTOBER 5, 2017 9:00 AM. - 12:00 P.M. EDT U. S. CHAMBER OF COMMERCE WASHINGTON, DC

In attendance: Megan Lucas, IOM, CCE, CEcD; Jeremy Arthur, IOM; Brian Baker; Christin Berry, CAE; Bryan Daniels, IOM, CCE, CEcD; Catherine Dority, IOM; Dawn Johnson, IOM; Nick Kieffer, IOM, CP; Brad Lacy, IOM, CCE; Kellie Lowery, IOM, CAE, CPA; Matt McCormick, IOM, CCE; Tim McKee, IOM; Crystal Moore, CAE; Carrie Stuart, IOM; Steve Swafford, IOM, Ed.D; Bob Thomas, IOM, CAE, CMP; Morri Yancy, IOM

Observers: Tony Felker, IOM, CCE; Chris Wallace, IOM, CCE; Angie Whitcomb, IOM; Kelle Marsalis, IOM, CCE

Staff in attendance: Raymond P. Towle, IOM, CAE; Shelby Parish, IOM, CMP, CAE; Andrew Y. Weller, IOM; Caitlin Gayles, Alyssa Kobernick.

Not in attendance: Bob Foulks, IOM, CAE, CPA, CGMA; Robert Medler, IOM; Jackie Rakers, IOM, PFMM;

I. Welcome and Introductions

Megan A. Lucas, IOM, CCE, CEcD welcomed everyone to the meeting and thanked them for attending.

II. Approval of Minutes

The minutes from September 29, 2016 were unanimously approved.

III. Curriculum Overview

A. Benchmarking Documents

- The committee reviewed the contents of the tabs in the curriculum binder.

B. 2017 Updates

- **New Faculty:** It is our goal to attract and engage in the program new faculty members to keep our curriculum current with fresh perspectives. 15 new faculty members taught during 2017. This is 23 percent of the total number of 2017 faculty members. Tab 9 has the course grids from 2017. The new faculty members are indicated on the grid by a yellow colored box.
- **Course Audits:** 52 audits were conducted in 2017. The course audit process over the past six years has been instrumental in gathering course feedback. The audit feedback plays a role in the curriculum review process for this meeting. Thank those who participated in the course audit process. A sample course audit form can be found on Page 1 in Tab 8.

C. Class Updates

- **Course Changes**

After being approved for the curriculum during the 2016 meeting, the following courses had changed implemented in 2016: C230 Managers Who Motivate; C261 Events: Strategy and Operations; C380 Volunteer Development; C470 Advocacy and Alliances; C490

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Organization Leadership for the Future; E161 Business Communication Technology Trends; E250 PACs and Political Endorsements.

- Absence Response Plan
For the fourth year in a row, Institute utilized a formal, uniform Absence Response Plan at all five sites. There were 23 individuals needing to complete make-up work in 2016. The Absence Response Plan was updated to remove the seminar requirement, change the word count requirements and add a deadline for attendees.

D. Curriculum Changes for 2017

- Course Changes
The following changes were approved for the current curriculum and will go into effect in 2018

C110 Financial Fitness

Old Course Objective 2: Implementing strong internal financial controls and internal control building blocks.

New Course Objective 2: Gaining a better understanding of key compliance issues of Federal Form 990 impacting your organization and learn how to tell “Your Good Story.”

E210 Executive Finance

Old Course Objective 2: Recognizing how audits have changed in recent years and how to be better prepared to meet the new standards.

New Course Objective 2: Recognizing how audits have become more challenging and expensive in recent years and how to be better prepared to meet these new challenges.

Old Course Objective 3: Understanding the impact of the Form 990 on your organization.

New Course Objective 3: Implementing strong internal accounting controls and internal control building blocks.

New Course Objective 4: Exploring how to better communicate important financial information to your board and members.

E340 501(C)(3) Foundations

Old Course Description:

Whether you currently are paired with a Foundation or are thinking about adding a Foundation in the near future, you need to be fully cognizant of how to make this powerful arrangement work. Learn how to avoid the potential pitfalls often associated with compliance issues related to the IRS and governance, as well as accounting and audit rules impacted by receiving restricted funds from contributions and grants.

New Course Description: Whether you currently are paired with a Foundation or are thinking about adding a Foundation in the near future, you need to be fully cognizant of how to make this powerful arrangement work.

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Explore the issues associated with compliance issues related to the IRS and governance, as well as accounting and audit rules impacted by receiving restricted funds from contributions and grants.

Old Course Objective 3: Understanding contributions and how to honor donors by correctly recording, managing, and recognizing donors for their gifts.

New Course Objective 3: Understanding contributions, distributions and how to honor donors by correctly recording, managing, and recognizing donors for their gifts.

Changes made to sub-bullets

C185 Recruit, Engage, and Retain Your Members

Changes were made to sub-bullets only.

C341 Win-Win Partnerships

Changes were made to sub-bullets only.

C380 Volunteer Development

Changes were made to sub-bullets only.

C441 Industry Forecast

Changes were made to sub-bullets only.

IV. Chairman's Report

Megan Lucas thanked everyone for a great year and their participation as well as recognizing those who were rolling off.

IV. Additional Business

Jeremy Arthur thanked everyone for their participation and presented Megan Lucas with a glass plaque thanking her for her service on the board.

VI. Adjourn

The next meeting will take place on October 4, 2018 in Washington, DC.

There being no other business the meeting was adjourned.