**Triskeles Foundation**

**Asset Management Committee**

**COVER PAGE**

Due Diligence – Private Placement/Direct Investments &

Review/Update/Incorporation into IPS, IG, & Hold Harmless Agreement

Background:

The AMC held a call with Sidney Wigfall (compliance attorney) on January 29, 2019 to discuss questions/issues relating to direct investments/private placements, donor directed investments, and the AMC’s role in their process and review.

The AMC held a meeting on January 30, 2019 which included a discussion of the call with Sidney. From the minutes:

1. Overall, the AMC viewed the call favorably and noted their gratitude for Sidney’s time, opinions, and guidance.
2. After Sidney has the opportunity review the existing HHA, IPS, IG, and respond with comments/suggestions, the AMC will discuss next actions. The consensus is that the documents will be updated by the AMC to reflect a focus on acceptance policy as opposed to recommendation/approval policy.
3. Michael commented that the discussion should include a review to ensure any investment meets Triskeles’ social/ESG/values-alignment standards.

NEXT ACTIONS:

1) TF Staff to review existing IPS, IG, & HHA, and highlight areas relevant to discussed topics, insert commentary, and editorial suggestions

2) AMC subcommittee to review and (if necessary) make additional commentary and editorial suggestions

 -Subcommittee (Mark, Dave, Jeremy), Joyce and Michael also expressed interest.

3) Sidney to review documents and suggestions, and provide further guidance/suggestions.

4) AMC to review documents, finalize, and make motion to present to Board for approval/adoption.

ATTACHED:

1) NEXT ACTIONS: STEP 1 p. 2

2) Notes from Sidney Call p. 3

3) IPS p. 4

4) IG p. 11

5) Hold Harmless p. 21

AMC

**NEXT ACTIONS: STEP 1** - Staff (Jeff’s Notes)

KEY REVIEW AREAS

**1) Acceptance vs Recommendation**

**2) Conflicts**

**3) Procedures (and Adherence to Procedures)**

**4) Compliance and Limiting Liability**

**5) Direct Investments**

**1) Acceptance vs Recommendation**

Consensus is that the documents will be updated by the AMC to reflect a focus on acceptance policy as opposed to recommendation/approval policy.

(example: the IPS/IG could state that a particular investment is something that the IP would allow into a fund, not something that is recommended – language would not need to be elaborate.) [Donor is presenting that the investment is in-line/in sync with donor’s wishes/values (values-aligned) and is in alignment with the mission of TF.

HHA– be utilized and that could be expanded to include factors similar to an application and be constituted as moderate due-diligence. HHA viewed as acceptance issue as opposed to an investment recommendation.

**2) Conflicts**

Having an IPS/IG/HHA that sets standards to which the AMC will reference- should specifically address self-dealings, arms-length transactions, conflicts, and interested third party related transactions. Stating procedures as to how Donor Directed Investments would be approved (ex. For ‘x’ investment, ‘y’ is acceptable)

**3) Procedures (and Adherence to Procedures)**

Documentation (in writing…IPS/IG/HHA), specifically noting any conflict(s), as well as well-defined policy and adherence to the policy.

*Having an IPS/IG that sets standards to which the AMC will reference- should specifically address self-dealings, arms-length transactions, conflicts, and interested third party relate3d transactions. Stating procedures as to how Donor Directed Investments would be approved (ex. For ‘x’ investment, ‘y’ is acceptable*

**4) Compliance and limiting liability**

The question as to whether the specified procedures were followed is paramount. AMC’s view could be that of its adherence to the procedures of acceptance as opposed to its investment viability.

**5) Direct Investments**

Addressed via 1)-4)

Editorial comments and suggestions highlighted throughout attached (existing) IPS, IG, HHA.

**TF\_AMC\_PP-DI\_Call 2019\_01\_29**

Triskeles Foundation

Asset Management Committee – Call (unofficial meeting)

January 29, 2019, 5:30 pm

Conference Call

**Present:** AMC members, Triskeles Foundation staff, Jerry Schwartz

**Guest:** Sidney Wigfall

**Topic: Discussion about Private Placements/Direct Investments**

Background:

The AMC held a call with Sidney Wigfall (compliance attorney) on January 29, 2019 to discuss questions/issues relating to direct investments/private placements, donor directed investments, and the AMC’s role in their process and review.

Call Notes:

Sidney suggested that documentation (in writing), specifically noting any conflict(s), as well as a well-defined policy and adherence to the policy, were keys to limiting liability. He noted that the policy should address arms-length transactions. He also suggested ensuring a hold harmless agreement (HHA) be utilized and that it could be expanded to include factors similar to an application and be constituted as moderate due-diligence.

Regarding policy, Sidney stated that having an investment policy (IP) that sets standards to which the AMC will reference, is important. He provided an example in which the IP could state that a particular investment is something that the IP would allow into a fund, not something that is recommended. He noted that this language would not need to be elaborate. Specifically, Sidney stated that the IP could include language that indicated that the donor is presenting that the investment is in-line/in sync with donor’s wishes, values (values-aligned), and is in alignment with the mission of Triskeles Foundation. Sidney also noted that both the HHA and IP should specifically address self-dealings, conflicts, and interested third party related transactions. He noted that donor directed investments could be viewed as an acceptance issue as opposed to an investment recommendation.

Sidney commented that the IP and Investment Guidelines (IG) will set the tone and dictate procedures as to how donor directed investments are to be approved. He provided an example, stating that the IP/IG could state that for “x” investment, “y” is acceptable (regarding due diligence (DD)), providing examples for “y” including: 3rd party DD (including investment already made by another reputable organization, in-house DD, other). He noted that in regard to compliance and limiting liability, the question as to whether the specified procedures were followed is paramount. Sidney commented that the AMC’s review of the investment could be that of its adherence to the procedures of acceptance as opposed to its investment viability.

During the call, Jerry asked a question regarding valuations for direct investments. Sidney noted that he will review existing IPS samples and respond with suggestions. He also commented that he would be willing to review Triskeles’ existing HHA, IPS, and IG.

**ACTION ITEM**: Send Sidney HHA, IPS, IG for review following input from a small AMC committee

(Mark, Dave, Jeremy)



**INVESTMENT POLICY STATEMENT**

Triskeles Foundation is an independent 501(c)(3) public foundation that encourages and supports charitable giving through our Donor Advised Fund program and other philanthropic services. Our highly customized approach allows clients to align their investments with their philanthropic values. This thematic interest of ours is unique in the industry. Our strategy emphasizes socially responsible and impact investments with the client’s philanthropic interests at heart.

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**I. STATEMENT OF INVESTMENT PHILOSOPHY**

Triskeles Foundation (the “Foundation”/“TF”) supports efforts to address issues of social justice, to promote peace, mitigate environmental degradation, eradicate poverty, and foster healthy communities. The Foundation supports making investments where environmental, social and governance objectives have significant importance but do not supersede overall risk return objectives. Contracted asset managers and consultants must consider these factors in making investment decisions for Triskeles Foundation’s assets.

**II. INVESTMENT APPROACH & SCREENING**

We encourage managers to invest in public or private equities, partnerships, fixed income securities, and other alternative investments that support products and services that positively address issues of health, peace, equity, the environment, and human and social rights. This may include, but is not limited to:

* clean technology
* renewable energy
* green real estate
* natural and organic products
* community development and social benefit
* poverty eradication
* provide commercial solutions to major social and environmental problems
* provide environmentally friendly products and services
* support social entrepreneurs
* companies that implement an environmental policy statement supporting public environmental policies which demonstrate a record of regulatory compliance and reductions of toxic and general waste emissions
* sustainable use of natural resources in the production of products and delivery of services
* practice sustainable agriculture
* maintenance of healthy ,safe, and just workplaces
* diversity of board, management and workforce that reflects nondiscrimination
* respect for the reproductive rights of women
* accountability to all stakeholders

Managers will avoid investments that generate more than 5% of total revenues from the following products and services:

* conventional or nuclear weapons
* conventional use of nuclear power
* synthetic pesticides, herbicides or other agricultural chemicals
* manufacturing, processing, distribution of tobacco products
* sweatshop or child labor
* clear cutting/factory farms
* patenting plants, animal and individual parts of DNA
* gambling
* pornography

**Venture Capital, Real Estate, and Alternative Investments**

Allocations to venture capital, private equity investments, real estate and other alternative investments can generate positive risk adjusted returns through the realization of long-term capital gains and provide further diversification to the portfolio.

In addition to TF’s investment approach and screening, investments in this classification will be sought which provide premiums over public market returns sufficient to compensate for the risk and illiquidity of private investments. Early stage investments and investments that have particularly higher mission related potential will be balanced with later stage private equity investments which usually do not afford opportunities for either screening or shareholder involvement.

**III. SHAREHOLDER ACTIVITIES AND PROXY VOTING**

The Foundation believes that shareholder activism is an important component of its efforts. Where applicable, the Foundation will retain the authority to vote all proxies unless otherwise delegated in writing to managers.

The President of the Foundation, VP of Operations, Treasurer and/or the Chair of the Asset Management Committee are responsible for reviewing and voting proxies according to the following general principles:

* + When program interests are directly involved, proxies are voted in a manner consistent with them.
	+ Ratify auditors and approve board members of investment holdings – unless otherwise advised.

**IV. DELEGATION OF RESPONSIBILITIES**

**Relationship between Board and Asset Management Committee**

The Board is responsible for making the decisions that govern all aspects of the Foundation’s investments. The Board has created the Asset Management Committee, a working committee of the Board, to coordinate the activities of Investment Managers, Investment Consultants and the Custodian. The Committee shall make recommendations to the Board and the President.

**Asset Management Committee of the Board**

The Asset Management Committee (AMC) is comprised of members nominated by the President or other officers of the Board. Committee members require Board approval for their participation on the committee. The Board may remove a committee member by a 2/3 vote. The AMC is comprised of experienced, knowledgeable industry professionals with the appropriate background in aggregate to execute fiduciary responsibility under the “prudent man rule.” The Foundation’s President has the authority to consider and act on all matters relating to the TF's investment portfolios in conjunction with the Board as necessary.

The AMC’s authority and responsibilities include but is not limited to:

1. Asset management related duties:
	1. Understanding the Triskeles Foundations’ mission, investment policy, and their client’s investments goals and how these objectives support the objectives of the Foundation.
	2. Adopting, periodically reviewing, and revising an Investment Policy Statement.
	3. Duly investigating to verify facts pertaining to the investment management and the investment managers, through reasonable efforts.
	4. Monitoring the performance of investment funds and investment managers in accordance with the Investment Policy Statement.
	5. Making recommendations to the Board regarding the retention, replacing, and vetting of investment managers.
	6. Reviewing the backgrounds of Investment Committee members to ensure no conflicts of interest exist. Any conflicts must be documented.
	7. Encouraged to actively promote the mission of the Foundation and be actively involved in fund raising efforts where practical.
2. Administrative duties:
	1. Resolving all questions of interpretation of the Investment Policy Statement.
	2. Furnish notices and reports to AMC members and others affiliated with the Triskeles Foundation.
	3. Reviewing of all fees incurred by or on behalf of the Triskeles Foundation’s and their client’s funds for reasonableness.
	4. Reviewing as necessary the staff’s maintenance of records for the administration of the Foundations’ and their client’s funds and the actions of the AMC.
	5. Preparing for recommendation to the Board the selecting, monitoring, and replacing of third-party advisors of the Foundations and their client’s funds, such as consultants and other providers of portfolio and investment services.
	6. Ensuring investment managers and financial advisors are adhering to policy, making adjustments, rebalancing, or correcting potential oversights of the Foundations’ and their client’s funds in a uniform and nondiscriminatory manner.

**Consultant**

The Committee may recommend the engagement of an independent investment consulting firm to assist the Foundation in the attainment of portfolio objectives and to monitor compliance with the stated investment policies.

**Investment Managers**

Investment managers are expected to pursue investment strategies within the guidelines created for individual managers in accordance with the Foundation’s selection criteria. Coordination of the guidelines for the individual managers assures the Statement of Investment Policy combined efforts of the managers will be consistent with the overall investment objectives of Triskeles.

The Investment Managers’ responsibilities are as follows:

Invest assets under their management in accordance with the Foundation selection criteria of the IPS, portfolio specific Investment Guidelines, and also expressed in separate written agreements when deviations is deemed prudent and desirable.

Exercise discretionary authority over the assets entrusted to them, subject to these guidelines and restrictions.

Provide statements of portfolio activity, portfolio valuations, performance data, and portfolio characteristics on a monthly basis in addition to other information as requested by the AMC or consultant(s).

Provide the following supporting documentation on an annual basis: Form ADV Part II (SEC required disclosure document), a copy of the investment company’s annual report, and/or a copy of the fund’s updated prospectus (SEC requirement at the end of the fiscal year).

Promptly informing the AMC and the Board in writing regarding all significant and/or material matters and changes pertaining to the investment of Fund assets, including, but not limited to:

* + Investment strategy
	+ Portfolio structure
	+ Tactical approaches
	+ Ownership
	+ Organizational structure
	+ Financial condition
	+ Professional staff
	+ Recommendations for guideline changes
	+ All legal material, SEC and other regulatory agency proceedings affecting the firm

6. Acknowledge and agree in writing to their fiduciary responsibility to fully comply with the entire IPS set forth herein, and as modified in the future.

**The Account Custodian’s responsibilities are as follows:**

Provide to the Foundation and consultant monthly reports on timely basis detailing investment holdings and account transactions. .

The custodian will be a separate legal entity from the investment manager where possible.

Provide an annual summary on a timely basis to the Foundation and the consultant. The report will include the following:

Statement of all property on hand,

Statement of all property received representing contributions to the account,

Statement of all sales, redemptions, and principal payments,

Statement of all spending from the account,

Statement of all expenses paid,

Statement of all purchases, and

Statement of all income.

Establish and maintain accounts for the respective investment managers,

Provide normal custodial functions including security safekeeping, collection of income, settlement of trades, collection of proceeds of maturing securities, and daily investment of cash.

Prepare additional accounting reports as requested by the Foundation Board and Asset Management Committee, or consultant(s).

The custodian will be a separate legal entity from the investment manager where possible.

**V. ASSET ALLOCATION & DIVERSIFICATION**

Allocation: The TF incorporates different asset classes in order to reduce portfolio volatility and to manage risk. Allocations within the equity, fixed income, alternatives and cash portfolios are determined by the investment managers of the various TF funds. Policy guidelines are set by the Asset Management Committee as specified in the Investment Guidelines. Investment portfolios, including allocation ranges will be reviewed at least semiannually.

 **Rebalancing Policy**

During investment portfolio review, allocations outside ranges are to be re-balanced back to the target allocation, unless portfolio specific circumstances arise or exist.

In the event of a significant portfolio addition or withdrawal, the portfolio should be rebalanced within a timely manner.

**VI. ASSET MANAGER SELECTION REQUIREMENTS AND MONITORING POLICY**

**Manager Selection**

Active managers should add value when compared to passive benchmarks. Multiple factors are considered in selecting managers, including:

* Values alignment
* Commitment to impact/sustainable investing
* Clearly defined investment philosophy or thesis
* Sound investment process
* Clear risk management process
* Strong defense in down markets
* Portfolio turnover and number of holdings
* Stability and experience of portfolio management team
* Disciplined portfolio strategy
* Strong track record relative to peers and benchmarks
* Investment style relative to other managers

**Selection of Investment Managers**

The AMC will select appropriate Investment Managers to manage the assets.

Managers should meet the following minimum criteria:

SEC registered investment advisor as defined by the Registered Investment Advisers Act of 1940.

Provide detailed information on the history of the firm, key personnel, fee schedule and support personnel.

Provide historical performance and if available, provide evaluation reports prepared by an objective third party illustrating the risk/return profile of the manager relative to other managers of like investment style.

Have no outstanding legal judgments or past judgments which may reflect negatively upon the firm.

Investment Managers who select mutual funds should confirm that the mutual funds used meet the following criteria:

The fund’s manager must have been in place for a minimum of one year.

The funds must have been following the same investment strategy since inception.

The fund must have sufficient assets under management so that any single client does not represent more than 15% of the fund.

Any/all exceptions to investment manager and/or mutual fund selection must be approved by the AMC prior to use.

**Evaluation**

Managers are evaluated by the AMC on a regular basis relative to relevant criteria. If service and/or management performance is not satisfactorily achieved, the manager may be placed on a "watch" list or may be terminated.

**Administrative Costs, Manager Compensation and other Fees**

Investment managers should abide by the following:

* + Submit a written document detailing a complete Fee Schedule including all asset management; consulting and custody related fees.
	+ Provide all transaction costs for the purchase and sale of securities which are managed at the discretion of the investment managers.
	+ Investment managers are to seek best execution for the benefit of the Foundation and clients.
	+ Additional analysis on all custodial costs should be provided to the Foundation during regular review.

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***INVESTMENT GUIDELINES***

Triskeles Foundation is an independent 501(c)(3) public foundation that encourages and supports charitable giving through our Donor Advised Fund program and other philanthropic services. Our highly customized approach allows clients to align their investments with their philanthropic values. This thematic interest of ours is unique in the industry. Our strategy emphasizes socially responsible and impact investments with the client’s philanthropic interests at heart.

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**I. STATEMENT OF PURPOSE**

The intent of the Investment Guidelines is, in addition to the Investment Policy Statement, to establish procedures that will govern the investment activities of Triskeles Foundation, the ‘Foundation’/’TF’ and any Investment Manager/Advisor/Consultant or other retained by TF to manage TF’s assets and/or to provide investment advice regarding assets stewarded by TF. The guidelines contained herein are intended to be sufficiently specific to be meaningful, but also provide flexibility to permit the Asset Management Committee (AMC) to exercise informed discretion necessary to achieve TF’s investment objectives and satisfy unique requirements of TF’s Charitable Programs.

**II. PORTFOLIO INVESTMENT GUIDELINES**

**A. Asset Allocation**

TF incorporates different asset classes in order to reduce portfolio volatility and to manage risk.Allocations within equity, fixed income, alternatives and cash portfolios are determined by the investment managers of the various TF funds. Policy guidelines are set by the Asset Management Committee as specified in the Investment Policy Guidelines.

**i) Allocation Policy Ranges**: The guidelines asset allocation is managed with the minimum and maximum allocations as in ***Schedule A***. These bands provide flexibility to adjust allocations to changing market conditions while also recognizing the difficulty in precisely controlling weightings to illiquid asset classes (i.e., private equity, real assets). Actual allocation may vary from guideline ranges given the difficulty in making tactical market decisions.

**B. General Guidelines:** The following general guidelines apply to all asset classes. Any investment in a particular asset class must conform to the guidelines associated with that class.

**Limitations:**

There shall be no purchases of letter stock.

There shall be no: purchases on margin, securities lending, non-collateralized and/or non-delivered repurchase agreements, use of financial futures, options, or derivatives. Covered calls will be allowed with AMC approval.

Direct investment in equity or debt private placements or leasebacks or any other specialized investment activity may only occur with the prior consent of the AMC.

If a Manager’s portfolio includes 5% or more of the voting stock of a single issuer, the Manager must advise the AMC immediately.

The AMC and Managers should consider the following when evaluating investments:

Fund Overview

Test # 1 ESG, SR, & Impact considerations

Test # 2 Intentionality of investment

Test # 3 Investment horizon

Test # 4 Preservation of capital

Test # 5 Asset allocation

Test # 6 Risk aversion – diversification of issuers

Test # 7 Liquidity & marketability

Test # 8 Allowable assets

Test # 9 Prohibited assets and transactions

**III. PORTFOLIO SPECIFIC GUIDELLINES**

**A. Equity Guidelines**

**Objective**: In general, equity holdings should seek long-term capital appreciation with moderate volatility.

**Risk:** Historically, equity investments have had higher volatility than other asset classes. TF attempts to mitigate risks by investing for the long-term and diversifying among different asset classes, investment styles, asset managers, geographical regions, company capitalizations, industries, and impact/sustainability factors.

**Social Responsibility**: TF applies, through its managers, positive impact, supportive and avoidance screens to its equity investments.

**Time Horizon:** Equities are generally invested over the long-term, with a five to ten year time horizon; shorter holding may be necessary.

**Restrictions:** Equities shall be managed in line with the following constraints, subject to exceptions approved by the AMC:

* Equity investments in any major sector classification shall not exceed more than 2x the sector composition in the relevant benchmarks;
* Equity investments in any single issue shall not exceed five (5) percent of the portfolio at market value of a specific account;
* Private equity investments shall not exceed fifty five (55) percent of the portfolio at market value of a specific account ;
* Real asset investments shall not exceed twenty (20) percent of the portfolio at market value of a specific account;
* Absolute return investments shall not exceed twenty (20) percent of the portfolio at market value of a specific account;

**B. Cash Equivalent** **Guidelines**

**Objectives:** General cash equivalent holdings are (1) to maintain liquidity for cash disbursements and (2) preservation of principal.

**Issue and Issuer Guidelines:** Permissible investments include certificates of deposit, money market funds, U.S. Treasuries, U.S. Agencies, commercial paper, and short-term social debt securities as well as short term (one year or less) debt notes and other fixed income short term private placements.

**Restrictions:** General cash equivalent holdings shall be managed in line with the following constraints:

The maximum maturity for any individual issue will be one (1) year. Any bank in which cash is deposited must be rated "A" or better.

**C. Fixed Income Guidelines**

**Objectives:** Fixed income holdings are intended for (1) preservation of principal, (2) income generation, and (3) to maintain liquidity for cash disbursements by investing in fixed income securities.

**Income:** Income will be paid out on an as-needed basis.

**Duration/Maturity**: General fixed income holdings shall be managed using the following duration/maturity guidelines:

* The duration of the holdings shall be targeted in accordance with the stated objective, spending policy model constraints, and the specific needs of an account. However, at the discretion of investment managers, this duration can be adjusted to reflect manager's economic and market views.
* The maximum maturity or average life for any individual issue will be ten (10) years. The average life measure will be used for securities with embedded prepayments or coupon rate resets.

**Issue and Issuer**: Permissible investments include U.S. Treasuries, U.S. Agencies, the debt of U.S. Government Enterprises (GSEs), corporate bonds, mortgage-backed securities, asset-backed securities, certificates of deposits, commercial paper, bank notes, and community development and microfinance securities. General fixed income holdings shall be diversified at the issue and issuer level according to the following guidelines:

* Individual issues will comprise no more than twenty five (25) percent of the market value of a specific account. U.S. Treasuries, U.S. Agencies, fixed income mutual funds and GSEs are excluded from this requirement.
* An issuer will comprise no more than twenty five (25) percent of the market value of the portfolio. U.S. Treasuries, U.S. Agencies, and GSEs, are excluded from this requirement.
* Sector allocation will be managed at the discretion of investment managers.

**Credit Rating**: The credit ratings of S&P, Moody's and Fitch, where relevant, will be used according to the guidelines below. In the event investment managers wish to invest in securities not rated by these credit rating agencies, they must receive approval from the AMC prior to executing the purchase:

* For the debt of corporations, foreign governments and supra-nationals, the credit rating must be in the "A" range or better.
* Asset-backed securities (ABS) must be in the "BBB" range or better.
* Mortgage-backed securities (MBS) must be rated "AAA". A concerted effort must be made to avoid non-conforming and private label MBS products.
* A rating is not required for social enterprise, community development, and microfinance securities although indicative ratings indications must be provided and minimum quality guidelines may apply.

**Restrictions:** General fixed income holdings shall be managed in line with the following constraints:

* Investment managers may not purchase any derivative securities that will introduce leverage into the portfolio.
* Social enterprise, community development, and/or microfinance securities shall not exceed fifty (50) percent of the portfolio at market value of a specific account given the illiquid and non-rated nature of these securities. Securities will be "actively traded" only in an effort to maintain duration within guidelines and to defend against credit quality deterioration.

**D. Real Estate Guidelines:**

Real estate holdings may not exceed fifteen (15) percent of the market value of a specific account and may be held in the form of a REIT.

**F. Alternative Investments:**

**Objectives**: Alternative investments should be utilized to allow for focused values alignment, focused impact results, enable greater diversification of portfolio, and allow for investment managers to produce higher returns.

**Restrictions:** Alternative holdings may not exceed fifty five (55) percent of the market value of a specific account.

**IV. PROCESS & REPORTING**

The AMC generally meets at least once per quarter. All investment recommendations and decisions are included in recorded minutes of these meetings.

 ***SCHEDULE A***

The policy allocations will be reviewed by the AMC on a regular basis. The Committee will review the policy targets regularly. Exceptions to the policy weights may be implemented with AMC, manager, and donor input.

***POLICY ASSET ALLOCATION***

All efforts will be made to reflect asset class investments that are impact/sustainable investments.

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | Asset Class | Minimum Weights | Policy Weights | Maximum Weights |
|  |  |  |  |  |
|  | CASH \* | 0 | 10 | 25 |
|  | FIXED INCOME | 10 | 30 | 50 |
|  | EQUITY | 30 | 45 | 70 |
|  | ALTERNATIVES | 0 | 15 | 55 |
|  |  |  |  |  |
|  | \* 100% cash is permissible for accounts under $10,000 and/or in larger accounts in the case of extraordinary circumstances as determined by either investment manager or AMC. |

***PERMISSIBLE ASSET CLASSES***

|  |  |  |
| --- | --- | --- |
| CASH | FIXED INCOME | EQUITY |
| Cash Alternatives | Alternative Fixed Income | American Depository Receipts |
| CD's | ABS | Commodities |
| Commercial Paper | CDs | Common Stock |
| FDIC Bank Accounts | CDFI notes | ETFs |
| Money Market Instruments | Commercial Paper | Global Funds |
| NCUA Bank Accounts | Community Loan Funds | Index Funds |
| US Agencies | Corporate Bonds | International Funds |
| US Treasuries | GSEs | Mutual Funds |
| Short Term Debt Notes | High Yield Securities |  |
| Short Term Social Debt Securities | International Securities |  |
|  | MBS | ALTERNATIVES |
|  | Microfinance Securities | Absolute Return |
|  | Short Term Private Placements | Direct Investments |
|  | Short Term Social Debt Securities | Hedge Funds |
|  | Social Enterprise Securities | Private Equity |
|  | US Agencies | Real Estate |
|  | US Treasuries | Venture Capital |

**SCHEDULE B**

***FUND SPECIFIC INTENTIONALITY***

**A) Special/Conforming Investment Instructions**

In conformity and addition to Triskeles Foundations’ policies and guidelines contained within the Investment Policy Statement (IPS) & Investment Guidelines (IG), certain funds may require more specific investment guidelines outlined herein or from a third party document(s), as noted below if applicable:

\_\_\_ Check if applicable

 \_\_\_ Check if outlined within Schedule B

 \_\_\_ Check if outlined within third party document(s) (attach document(s))

\_\_\_ Check if NOT applicable

**FUND NAME** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DATE** \_\_\_\_\_\_\_\_\_\_\_\_

**PHILANTHROPIC INTERESTS**

**FUND INVESTMENT INTENTIONALITY**

**RISK TOLERANCE**

\_\_ Low (conservative) \_\_ Medium (moderate) \_\_ High (aggressive) \_\_ Primary focus on high

 impact/values alignment

**FUND TIMELINE**

\_\_\_ 1-3 years \_\_\_ 3-7 years \_\_\_7+ years \_\_\_in perpetuity/legacy creation

**STARTING FUND VALUE $\_\_\_\_\_\_\_\_**

**INTENDED FUTURE CONTRIBUTIONS $\_\_\_\_\_\_\_ FREQUENCY \_\_\_\_\_\_\_\_**

**INTENDED FUTURE GRANTS/DISTRIBUTIONS $\_\_\_\_\_\_\_ FREQUENCY \_\_\_\_\_\_\_\_**

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**B) Donor Directed Variance(s)**

As an exception, if any portion of the fund is to be invested in any manner outside of policy/guidelines, prior AMC and manager approval must first be obtained. Also, certain investments will require donor/fund owner acknowledgement via a signed and completed Investment Indemnity & Hold Harmless Agreement prior to investment.

\_\_\_\_Check if variance with IPS/IG

 \_\_\_\_Check if prior AMC and manager approval has been obtained

 \_\_\_\_Check if Investment Indemnity & Hold Harmless Agreement (IIHHA) required

 \_\_\_\_ Check if IIHHA has been signed and completed (attach copy)

\_\_\_\_Check if NOT applicable

 **Donor Directed Investment(s)**

 **Name of investment Date of Investment**

1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Additional Comments:**

**INTERNAL REVIEW**

If applicable, Schedule B has been reviewed on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by:

 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**DONOR RECOMMENDED INVESTMENT INDEMNITY & HOLD HARMLESS AGREEMENT**

**INVESTMENT INFORMATION: CLIENT INFORMATION:**

**Name of Investment/Company/Entity: Donor Advised Fund Name:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Type of Investment: Donor Advisor:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Purchase Amount of Investment:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Additional Investment Information (if applicable):**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**AFFILIATION DISCLOSURE:**

**With the above named Investment/Company/Entity, I personally am (select one):**

**\_\_\_Manager, managing member, general partner, officer, director, trustee, or a person with similar duties**

**\_\_\_Member, shareholder, limited partner, or beneficiary (with no management duties)**

**\_\_\_None of the above**

**This agreement applies to Triskeles Foundation, its affiliates, directors, officers, shareholders, employees, committee members and investment managers (collectively and referred to, the “Organization” herein).**

• ASSET PERFORMANCE: The performance of this investment selection, any gain, loss or income, will also be your sole responsibility.  The Organization is in no way responsible for, or liable for the performance or results of your recommended investments.

• NON‐ENDORSEMENT: The Organization does not endorse any investment recommended by you, or provide any investment advice to you about your recommended investments. The Organization’s review of investments is for the sole benefit of the Organization for the purpose of determination of administrative and legal feasibility of the investment and should not be construed as an endorsement or opinion of any investment, investment company, or investment strategy. The Organization does not endorse any broker, financial advisor, investment advisor, or other party involved with the investments recommended by you. You understand it is your duty to perform proper and full due diligence with regard to any such broker, financial advisor, investment advisor or other party.

 • NO DUTY TO INVESTIGATE INVESTMENTS: The Organization holds no duty or obligation to investigate any investment recommended by you. The Organization is under no duty or obligation to examine, observe, verify title to or otherwise evaluate any potential investment recommended by you, nor is it the duty of the Organization to obtain or maintain any insurance coverage with respect to any asset or investment recommended by you. The Organization is under no obligation or responsibility to take action should there be any default regarding the investment in the fund.

 • NON‐FDIC‐INSURED INVESTMENTS Your recommended investments are non‐FDIC‐insured and subject to loss in value. Your investments may involve a substantial risk, may lack liquidity, and may result in a total loss of the investment. You acknowledge and confirm that all risk and loss sustained resulting from your investment recommendation are your sole responsibility.

I hereby agree to indemnify, protect and hold harmless the Organization from and against all claims, suits, actions, costs, losses, penalties, taxes and liabilities, including court costs and attorneys' fees, arising from or relating to investment(s) named above.

Neither the Organization its employees or agents, nor any affiliate of the Organization has recommended or directed this specific investment for my consideration. Neither the Organization, its employees or agents, nor any affiliate of the Organization has acted in the capacity as an investment advisor or broker‐dealer of any purchase or sale of an investment of a security for me.

**I certify that the information on this agreement is correct and complete.**

**Donor Advisor:**

Signature X**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Print Name  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**