



## THE VANNO VOICE

**Virginia Network of Nonprofit Organizations (VANNO)**  
*Providing affordable information, resources and advocacy for  
nonprofit organizations throughout Virginia.*

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**November/December 2007**

**Dear Deborah,**

We are pleased to bring you the November/December edition of the VANNO Voice -- your link to news and resources for Virginia's nonprofit sector! We encourage you to forward this valuable information to your colleagues, both inside your organization and throughout your community. You can also read past issues on the VANNO website at [www.vanno.org](http://www.vanno.org).

**Nonprofit Congress 2008 - Convene · Connect · Commit**

On **June 1-4, 2008**, hundreds of nonprofit professionals will converge on our nation's capital to act collectively for positive change in our sector and in our communities. Early bird registration is now open until **February 14, 2008**. For more information and to register, go to [www.nonprofitcongress.org](http://www.nonprofitcongress.org).

VANNO is serving as Virginia's State Coordinator of all Nonprofit Congress activities leading up to the event in June, including convening Town Hall meetings and coordinating a group registration from Virginia. Please contact VANNO at [info@VANNO.org](mailto:info@VANNO.org) or at 804-565-9871 if your organization is interested in co-convening a Town Hall meeting or if you are interested in joining

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the Virginia delegation to the Nonprofit Congress.

An important aspect of this meeting will be a series of educational sessions for attendees. The goals of the sessions are to share effective and innovative approaches that will advance the nonprofit sector. Your expertise and innovative ideas in areas of nonprofit operations, from communications to fundraising to advocacy to governance, can help advance the sector. You are invited to submit a proposal to share your knowledge and vision with attendees at this groundbreaking event. Deadline for submissions is **January 15, 2008**. Visit [www.nonprofitcongress.org/?q=2008cfs](http://www.nonprofitcongress.org/?q=2008cfs) for more information on the sessions and proposal guidelines.

## Training Opportunities

### VSCPA Offers Free Workplace Financial Education Program for Virginia Employers

The Virginia Society of Certified Public Accountants (VSCPA) is pleased to launch Financial Fitness University - a free workplace education and training program designed to help employees improve their personal finances. To request a CPA instructor, please contact VSCPA Media & Public Relations Specialist Shawnte Reynolds at [sreynolds@vscpa.com](mailto:sreynolds@vscpa.com) or (800) 733-8272.

### January Webinars from Idealware

#### Tools to Manage a Website Without Technical Skills: Introduction to Content Management Systems

**Wednesday, January 16th, 1:00 - 2:30 EST**

<http://tinyurl.com/3cn59t>

If you need a way to update your website, but you're not sure where to start, this is the session for you. Learn about content management systems and look at various affordable options for updating your website text and images, including using What-You-See-Is-What-You-Get software like DreamWeaver and Contribute, website-in-a-box tools like Homesite, blog tools like WordPress, open source tools like Joomla and Drupal, and more.

#### Getting Started with Online Donations

**Thursday, January 17th, 1:00 - 2:30 EST**

<http://tinyurl.com/38pap2>

What online donation tools are available? How do they work? How do you know which one is right for your organization? Learn answers to these questions, and discuss some of the specific tools that are available, such as Network for Good, PayPay, Click & Pledge, Groundspring DonateNow, eTapestry, MemberClicks, AuctionPay, and more.

## **VANNO and NCNA Group Purchasing Power Yields Additional Discounts**

Thanks to the group purchasing power VANNO gains through its affiliation with the National Council of Nonprofit Associations (NCNA), Virginia nonprofits can now access technology resources at a significant discount.

### **15% Discount on Idealware Webinars**

VANNO members can access webinars from Idealware at 15% off. Idealware is the recognized leader in Consumer Reports-style technology information for nonprofits. As a supplement to their top-quality reports, Idealware offers 3-4 webinars each month to go even further in depth on choosing e-newsletter tools, online donation tools, constituent databases, website content management systems, and more. Contact [info@vanno.org](mailto:info@vanno.org) to learn how to access this benefit.

### **Discounted Membership to Nonprofit Technology Network (NTEN)**

Through December 31, VANNO members can receive 50% off NTEN membership. Beginning January 1, 2008 the discount will be 25%. NTEN members receive discounts on webinars, registration to the Nonprofit Technology Conference, networking through local 501Tech Clubs, the latest news on nonprofit technology, and more. Contact [info@vanno.org](mailto:info@vanno.org) to receive the promotional code.

## VANNO-SNPO Partnership Produces GrantStation Benefit for VANNO Members

VANNO members receive an automatic membership in the Society of Nonprofit Organizations (SNPO) and access the following benefits:

*Nonprofit World* (bi-monthly magazine)  
*Funding Alert* (monthly electronic newsletter)  
Free job listings at NonprofitCareers.Org

We are happy to inform you about an exciting new member benefit available through this partnership. VANNO members will now receive free membership in GrantStation (a \$599 retail value). All VANNO members should have been contacted by GrantStation with a username and password.

GrantStation provides VANNO member organizations with access to an interactive website that allows grantseekers to identify potential funding sources, and mentors you through the grantseeking process. To learn more about GrantStation, take a 20-minute automated tour by watching the video at [www.grantstation.com/tour/Tours.asp](http://www.grantstation.com/tour/Tours.asp).

## 990-N Requirements and Opportunities for Comment



### **New Electronic Filing Requirements for Small Tax-Exempt Organizations - Annual Electronic Notice - e-Postcard (Form 990-N)**

Small tax-exempt organizations, whose gross receipts are normally \$25,000 or less, are not required to file Form 990 or Form 990-EZ. Beginning in 2008, small tax-exempt organizations that previously were not required to file returns may be required to file an annual electronic notice, Form 990-N, *Electronic Notice (e-Postcard) for Tax-Exempt Organizations not Required To File Form 990 or 990-EZ*. This filing requirement applies to tax periods beginning after December 31, 2006.

## **Opportunity to Comment on IRS and Treasury Regulations for 990-N**

The IRS and Treasury Department [propose](#) to adopt [temporary regulations](#) on the electronic notice requirement for certain small tax-exempt organizations as final regulations. The temporary regulations describe the time and manner in which certain small organizations not currently required to file annual returns are required to provide an annual electronic notice.

Comments must be submitted by February 15, 2008, to:

CC:PA:LPD:PRP (REG-104942-07), Room 5203  
Internal Revenue Service  
P.O. Box 7604, Ben Franklin Station  
Washington, DC 20044

Submissions may be hand delivered to the Courier's Desk, Internal Revenue Service, 1111 Constitution Ave., N.W., Washington, DC, or sent electronically via the [Federal eRulemaking Portal](#). In either case, the submission should reference REG-104942-07.

## **Amendments to Virginia's Uniform Management of Institutional Funds Act (UMIFA) Possible During 2008 General Assembly**

UMIFA provides uniform and fundamental rules for the investment of funds held by charitable institutions and the expenditure of funds donated as "endowments" to those institutions. Virginia adopted UMIFA in 1973. The National Conference of Commissioners on Uniform State Laws (NCCUSL) has proposed amending the uniform act, renaming it the Uniform Prudent Management of Institutional Funds Act. A bill to amend Virginia's law is expected to be introduced during the 2008 General Assembly. That bill will incorporate many of the changes suggested by NCCUSL, including expanding the scope of the law to include trusts, providing stronger guidance for investment management and enumerating a more exact set of rules for investing in a prudent manner, eliminating the need for a floor on spending (based on 7 criteria), allowing for delegation of the management of investments, expanding the allowable justification for releases of restrictions, and allowing for release of restrictions without court approval for smaller, older funds. For more information on these changes and how to participate in

the amendment process, contact VANNO at [info@VANNO.org](mailto:info@VANNO.org).

## Your Input Needed: Survey of Nonprofit Staffing Needs

The National Association of Schools of Public Affairs and Administration (NASPAA) and the National Council of Nonprofit Associations (NCNA) want to learn more about the staffing needs and future employment considerations of nonprofits across the country. The goal of the survey is to improve the quality of the public affairs schools so their graduates better match nonprofits' needs as employers. The results will be posted on both NASPAA ([www.naspaa.org](http://www.naspaa.org)) and NCNA ([www.ncna.org](http://www.ncna.org)) web sites for your review and use.

Visit the following link to fill out the survey; it takes less than 10 minutes to complete: [www.surveymonkey.com/s.aspx?sm=FIASStI1Cvja\\_2b\\_2bes3VsGoHA\\_3d\\_3d](http://www.surveymonkey.com/s.aspx?sm=FIASStI1Cvja_2b_2bes3VsGoHA_3d_3d)

## Resources

- In an effort to provide Virginia's nonprofits with relevant, practical tools to help them build capacity, VANNO has developed a pocket-sized tri-fold brochure to aid in board member recruitment. You can download the brochure from VANNO's website at [www.vanno.org](http://www.vanno.org). The production of this brochure is made possible by a grant from the ALCOA Foundation.
- Free Management Library, developed by Authenticity Consulting, LLC., offers articles and templates on variety of aspects of nonprofit management and governance. Access the Library at [www.managementhelp.org](http://www.managementhelp.org).
- New Compliance Guides for 501(c)(3) Public Charities and Private Foundations have been issued by the IRS. These specialized publications for public charities and private foundations provide an overview of activities that could jeopardize exempt status as well as information on recordkeeping, reporting and disclosure compliance requirements. To access the guides, visit [www.irs.gov/pub/irs-pdf/p4221pc.pdf](http://www.irs.gov/pub/irs-pdf/p4221pc.pdf) and [www.irs.gov/pub/irs-pdf/p4221pf.pdf](http://www.irs.gov/pub/irs-pdf/p4221pf.pdf).

[pdf](#).

- The Panel on the Nonprofit Sector, a group of foundation and nonprofit officials convened by Independent Sector, has released its report *Principles for Good Governance and Ethical Practice: A Guide for Charities and Foundations*. This guide is organized into four categories - legal compliance and public disclosure, effective governance, strong financial oversight, and responsible fundraising - and is designed as a practical tool for charitable groups to examine their operations and pinpoint areas in need of improvement. Access the Guide at [www.nonprofitpanel.org/report/principles/Principles\\_Guide.pdf](http://www.nonprofitpanel.org/report/principles/Principles_Guide.pdf).
- The Leadership Working Group of the Nonprofit Congress has released its initial report, *Nonprofit Leadership: A Sampler of Networks, Fellowships, and Workshops*. It includes reviews of 12 leadership programs throughout the country. To view the contents of the full report, please visit [www.nonprofitcongress.org/files/Nonprofit%20Leadership%20Sampler%20FINAL.pdf](http://www.nonprofitcongress.org/files/Nonprofit%20Leadership%20Sampler%20FINAL.pdf).

## VANNO Member Rx Partnership Wins National Prize

VANNO member Rx Partnership (RxP) was recently awarded the \$7,500 first runner-up prize (out of 343 applicants) for the national 2007 Peter F. Drucker Award for Nonprofit Innovation. The award, given annually since 1991, recognizes existing programs that have made a real difference in the lives of the people they serve.

Rx Partnership exemplifies this definition of innovation in its unique approach to accessing free prescription medication for Virginia's eligible uninsured. The organization acts as a broker, obtaining free bulk medication from pharmaceutical companies (GlaxoSmithKline, Merck, Novartis and Abbott) and then arranging for its distribution to 20 affiliated free clinics in Virginia. This unique model has proven highly successful; in just over three years, RxP has arranged for the distribution of almost \$15 million retail value of medication to uninsured Virginians through free clinics and community health centers across Virginia. Most importantly, over 12,000 Virginians have been able to access the prescription medication they need immediately, without the 6 to 12 week waiting period common in most individual patient assistance programs.

For more information about Rx Partnership, call 804-377-1057 or visit [www.RxPartnership.org](http://www.RxPartnership.org).

## Submitted Article:

### ***Stable and Secure [Technology] Assessments: 12 Key Benchmarks, by NPower Seattle & NPower Indiana***

#### **Benchmark 1 Minimum PC configurations**

Every workstation computer that is used on a regular basis should be no more than 4 years old. Every laptop computer that is used on a regular basis should be no more than 3 years old.

#### **Benchmark 2 Standard OS for workstations and server**

All workstation computers should be using the same operating system, and that operating system must be a recent version.

#### **Benchmark 3 Appropriate network environment**

Any organization with 5 to 9 computers in one office must, at a minimum, have a peer-to-peer network. Any organization with 10 or more computers in one office must have a client/server network.

#### **Benchmark 4 Reliable Internet connection, broadband connection if available**

Any organization must have a reliable connection to the Internet with an accountable and dependable Internet Service Provider (ISP).

#### **Benchmark 5 Hardware Firewall Installed**

Any organization that has a persistent connection to the Internet must have a hardware-based firewall in place to protect from unauthorized users gaining access.

#### **Benchmark 6 Wireless Networks Secured**

Any administrative network using a WLAN (wireless network) must have security implemented to limit access.

#### **Benchmark 7 Backup and recovery process for mission critical data**

Any organization must have adequate backup systems.

#### **Benchmark 8 Email Protection**

All email must be protected against viruses and phishing attacks.

#### **Benchmark 9 Secure Internet Browsing**

All workstation computers and laptops should be using current Browser software that has been patched to protect against pop-ups and malware.

#### **Benchmark 10 Strong Password Policies**

Any organization must enforce strong password policies.

#### **Benchmark 11 Documentation**

Any organization must have adequate documentation about its technology, in print and electronic form where it can be easily found to maintain or modify the system.

**Benchmark 12 Know How/Tech Support**

Any organization must have someone who regularly administers its network and attends to its technology needs.

## Publicize Your Training Events Here

Remember to use VANNO's website calendar and monthly newsletter as a way to publicize training events you are offering. Many nonprofit staff and volunteers are willing to travel 1-2 hours in search of high quality professional development, so you may very well attract attendees from beyond your local community. Send your announcements to [info@vanno.org](mailto:info@vanno.org), or call 804-565-9871.

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**Email:** [info@vanno.org](mailto:info@vanno.org)

**Phone:** 804-565-9871

**Web:** [www.vanno.org](http://www.vanno.org)