COMMUNITY FOUNDATION OF BOONE COUNTY

INVESTMENT POLICY STATEMENT

NOVEMBER 16, 2016

PURPOSE

The purpose of this Investment Policy Statement (IPS) is to (1) assist the Investment Committee (Committee) of the Community Foundation of Boone County, Inc. (Foundation) in effectively supervising, monitoring and evaluating the investment performance of the assets of the Foundation and (2) to provide a clear statement of the committee’s expectations to all other parties involved in managing the Foundation’s investments.

The Foundation’s investment program is defined in the various sections of this IPS by:

1. *Stating the objectives in a written document.*

   The objectives are desired results, reflecting the Committee’s attitudes, risk tolerances, expectations and guidelines for the investment of all assets.

2. *Setting forth an investment structure.*

   This structure includes various asset classes and investment management styles that, in total, are expected to produce a satisfactory level of overall diversification and total investment return over the long term.

   The Committee will determine the allocation of assets with the assistance of the investment consultant(s).


   These guidelines are designed to control the level of overall risk and liquidity assumed in the portfolio. Through effective monitoring of the policy, the Committee hopes to optimize the likelihood of meeting return and risk objectives and ensure that the assets of the Foundation are managed in accordance with stated objectives.
4. Encouraging effective communication.

A continuing review process involving the Committee, the investment consultants, and the investment managers is intended to assist the Foundation in achieving the stated objectives.

5. Complying with all fiduciary, prudence and due diligence requirements that experienced investment professionals would utilize.

This IPS has been arrived at upon consideration by the Committee of the financial implications of the current and prospective asset allocation policy, and describes the prudent investment process deemed appropriate.
BACKGROUND

SECTION I: GENERAL INFORMATION

The Foundation was founded in 1992 by a group of civic-minded Boone County citizens. Its purpose, as a publicly supported community foundation is to ensure on a long-term basis funding from permanent endowments for projects and one-time needs so that our community can continue to flourish now and into the future.

The mission of the Foundation is: The Community Foundation of Boone County unites people, organizations, and philanthropy to create a thriving community for all.

All endowments (unless specifically restricted by the donor or the Committee) will be pooled for investment purposes in a fund titled Pooled Endowment Fund. The Board of Directors of the Community Foundation of Boone County, (hereinafter referred to as the "Directors") are charged with the responsibility to prudently and properly manage the general funds of the Community Foundation of Boone County ("Foundation"). The following investment policy ("Investment Policy" or "IPS") addresses the procedures and practices which must be exercised to ensure effective fiscal management and compliance with the Directors' duties of good faith, loyalty and prudence.

Management responsibility for the investment program is hereby delegated to the Investment Committee of the Board of Directors ("Committee"). The Committee shall establish procedures for the operation of the investment program, consistent with this Investment Policy. The Investment Committee and the President/CEO have the responsibility to select and monitor the performance of any and all investment managers. It is expected that the assets of all funds will be invested with the care, prudence and diligence that a prudent person acting in a like capacity and familiar with such matters would use in the investment of assets of institutions of like character and aims.

SECTION II: KEY INFORMATION/OTHER ADVISORS

TAX IDENTIFICATION NUMBER:
35-1829585
CURRENT CUSTODIAN:
Charles Schwab & Company
CURRENT INVESTMENT CONSULTANT:
Hartland, formerly known as Lancaster Pollard Investment Advisory Group
FISCAL YEAR:
January 1 – December 31
GENERAL INVESTMENT OBJECTIVES

The general investment objectives for the Foundation are:

- To achieve an annualized total return, net of the Foundation’s spending rate, fees and expenses, so as to maintain the purchasing power of the endowment over the long term.

- To maintain broad diversification so as to limit large losses and to, as much as possible consistent with the targeted asset allocation, limit volatility.

- To maximize the return of the portfolio within reasonable and prudent levels of risk.

SPENDING POLICY

ENDOWMENT FUNDS
Up to five percent (5%) of the average net fund balance is available for granting beginning in the first quarter of the following year, if the average net fund balance exceeds the fund's historic gift value. The average net fund balance is determined by a trailing 12 quarters ending September 30. If the average net fund balance is below the fund's historic gift value, the fund may distribute up to 2% of the average net fund balance, provided that the fund will not go below 80% of its historic gift value or the $5,000 minimum fund balance.

NON-PERMANENT ENDOWED FUNDS
These funds are temporarily a part of the Foundation; however, invested per the Community Foundations Investment Policy. There are no restrictions on the amount per year that can be disbursed from a non-permanent endowment fund, consistent with the fund agreement.

NON-PERMANENT FUNDS/SPECIAL PROJECT FUNDS
These funds are temporarily a part of the Foundation. There are no restrictions on the amount per year that can be disbursed from a non-permanent fund, consistent with the fund agreement. The entire fund can be disbursed.
ROLES AND RESPONSIBILITIES

Investment Consultant – The Committee may delegate certain responsibilities to an Investment Consultant who will be expected to assist the committee in the following functions:

- Accept and acknowledge in writing their responsibility as a fiduciary.

- Assist in developing the Foundation’s overall investment strategy to achieve the highest probability of achieving its investment goals.

- Assist in developing an Investment Policy Statement that clearly outlines the Foundation’s goals and objectives, along with the roles and responsibilities of all parties.

- The Investment Consultant will be allowed discretion to perform all their duties, in keeping with the guidelines set forth in this IPS, including performing initial and ongoing due diligence; hiring, monitoring and reporting on the investment progress of all money managers; and when necessary, terminating investment managers who are failing to meet the Committee’s or the Investment Consultant’s expectations for investment performance and/or policy guidelines.

- Communicate regularly with the committee, providing on at least a quarterly basis custodial statements and performance reports for the Foundation’s assets, and meeting in person with the Committee no less that twice annually.

- Ensure that the overall asset allocation of the investment portfolio complies with the Asset Allocation Guidelines set forth in this Investment Policy Statement, regularly rebalancing the portfolio as is deemed necessary to maintain compliance.

GIFTS OF COMMON STOCK

The Foundation’s brokerage account will be used to accept all gifts of common stock. The current broker of the account has standing instructions to liquidate all shares that come into the account and remit the proceeds to the Foundation. If an individual donor chooses to use a specific broker, this liquidation policy shall also apply.
ASSET ALLOCATION GUIDELINES

The major component of the Foundation’s IPS is the allocation of assets among various asset classes.

For example, studies have indicated that anywhere from 85% to 93% of a portfolio’s variability of returns over longer periods of time can be attributed to how assets are allocated among various security classes, not how asset managers add value through their security selection or timing decisions.

The Committee has reviewed the forecasted returns and historical volatility associated with different asset classes. Also, the Committee has reviewed the importance of asset diversification and its impact on portfolio volatility and returns.

SECTION I: GENERAL ASSET ALLOCATION GUIDELINES

The Asset Allocation shall be monitored on a quarterly basis and reviewed annually by the Committee. The following asset allocation guide shall apply in aggregate to investment assets over which the Foundation has discretion.

<table>
<thead>
<tr>
<th></th>
<th>Strategic Allocation</th>
<th>Allocation Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equity</td>
<td>59%</td>
<td>50-70%</td>
</tr>
<tr>
<td>U.S. Equity</td>
<td>35%</td>
<td>25-45%</td>
</tr>
<tr>
<td>International Equity: Developed Markets</td>
<td>16%</td>
<td>8-24%</td>
</tr>
<tr>
<td>International Equity: Emerging Markets</td>
<td>8%</td>
<td>5-15%</td>
</tr>
<tr>
<td>Alternatives</td>
<td>10%</td>
<td>0-15%</td>
</tr>
<tr>
<td>Alternative Strategies</td>
<td>6%</td>
<td>0-10%</td>
</tr>
<tr>
<td>REITs</td>
<td>4%</td>
<td>0-10%</td>
</tr>
<tr>
<td>Commodities</td>
<td>0%</td>
<td>0-5%</td>
</tr>
<tr>
<td>Fixed Income</td>
<td>31%</td>
<td>20-40%</td>
</tr>
<tr>
<td>Fixed Income: Investment Grade</td>
<td>26%</td>
<td>15-35%</td>
</tr>
<tr>
<td>Fixed Income: Non-Investment Grade</td>
<td>5%</td>
<td>0-10%</td>
</tr>
<tr>
<td>TIPS</td>
<td>0%</td>
<td>0-10%</td>
</tr>
</tbody>
</table>
**Benchmarks**

U.S. Equity  
International Equity: Developed Markets  
International Equity: Emerging Markets  
Alternatives  
Real Estate Investment Trusts (REITs)  
Fixed Income: Investment Grade  
Fixed Income: Non-Investment Grade  
TIPS

Russell 3000 Index  
MSCI EAFE Index (net)  
MSCI Emerging Markets Index (net)  
HFRI Hedge Fund of Funds Composite Index  
Dow Jones US Select REIT Index  
Bloomberg Barclays Aggregate Bond Index  
BofA ML US High Yield BB-B Index  
Bloomberg Barclays US TIPS Index

**Policy Benchmark**

It is the goal of the aggregate Fund assets to meet or exceed a blended index over a full market cycle (number of years that comprises the total return indexes weighted as follows):

**Strategic Benchmark:**

<table>
<thead>
<tr>
<th>Asset Class</th>
<th>Benchmark</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. Equity</td>
<td>Russell 3000 Index</td>
<td>35%</td>
</tr>
<tr>
<td>International Equity: Developed Markets</td>
<td>MSCI EAFE Index (net)</td>
<td>16%</td>
</tr>
<tr>
<td>International Equity: Emerging Markets</td>
<td>MSCI Emerging Markets Index (net)</td>
<td>8%</td>
</tr>
<tr>
<td>Alternative Strategies</td>
<td>HFRI Hedge Fund of Funds Composite Index</td>
<td>6%</td>
</tr>
<tr>
<td>REITs</td>
<td>Dow Jones US Select REIT Index</td>
<td>4%</td>
</tr>
<tr>
<td>Fixed Income: Investment Grade</td>
<td>Bloomberg Barclays Aggregate Bond Index</td>
<td>26%</td>
</tr>
<tr>
<td>Fixed Income: Non-Investment Grade</td>
<td>BofA ML US High Yield BB-B Index</td>
<td>5%</td>
</tr>
</tbody>
</table>

For the purpose of this document, a full market cycle will be considered an appropriate measurement period. The total return goal will be reviewed by the investment committee annually in order to evaluate the goal relative to market and economic conditions.
The above investment goals are the objectives of the aggregate Fund and are not meant to be imposed on each investment account. The goal of each investment Fund Manager shall be to:

- Meet or exceed the blended index

- Display an overall level of risk in the portfolio that is consistent with the risk associated with the benchmark specified above.

- The greatest weight of performance evaluation will be given to performance over a full investment cycle. If the return objective is not achieved over any short-term measurement period, the shortfall would be explainable in terms of general economic and financial conditions. A temporary shortfall will not necessarily indicate failure to achieve the long-term objective.

SECTION II: ASSET CLASS/ALLOCATION

Eligible Investments and Transactions

Assets are to be managed with a view toward achieving the specific investment objectives previously described. Any bank, custodian, investment manager, broker/dealer, consultant or insurance company providing services which is appointed by the Committee shall be governed by these investment policy guidelines.

To the extent that at any time and from time to time the Committee has designated two (2) or more investment managers, each investment manager shall be governed by these investment policy guidelines. Provided, however, that each investment manager shall be responsible for compliance with the guidelines and for the attainment of the objectives only to the extent of the funds which have been transferred to it and which are subject to its management and control.

Equity Assets

U.S. Equity

Eligible Securities: Publicly-traded U.S. equity securities, regardless of market capitalization or style, including common stocks and convertible preferred stocks, as well as mutual funds and exchange-traded funds that invest primarily in U.S. equities. The portfolio should be well-diversified by geography, sector, and industry, and a single position, at market value, should not exceed 5% of the total asset class portfolio.
International Equity: Developed Markets

Eligible Securities: Publicly-traded equity securities of non-U.S. companies domiciled in developed markets, as defined by Morgan Stanley Capital International (MSCI), regardless of market capitalization or style, including common stocks and convertible preferred stocks. The portfolio can also invest in mutual funds and exchange-traded funds that invest primarily in these securities. The portfolio should be well-diversified by geography, sector, and industry, and a single position, at market value, should not exceed 5% of the total asset class portfolio.

International Equity: Emerging Markets

Eligible Securities: Publicly-traded equity securities of non-U.S. companies domiciled in emerging markets, as defined by Morgan Stanley Capital International (MSCI), regardless of market capitalization or style, including common stocks and convertible preferred stocks. The portfolio can also invest in mutual funds and exchange-traded funds that invest primarily in these securities. The portfolio should be well-diversified by geography, sector, and industry, and a single position, at market value, should not exceed 5% of the total asset class portfolio.

Fixed Income Assets

The primary objective of the fixed-income portion of the Assets shall be to provide a secure stream of income (i.e. income in excess of U.S. Treasury Bill rates) and to provide a relatively stable market value base. The following directions are intended to apply to all fixed-income Managers:

Fixed-income investments may include issues of U.S. and foreign Government and Agency obligations, corporate bonds, mortgage or asset backed bonds, collateralized mortgage obligations, REIT debt, high yield bonds, emerging markets bonds, Treasury Inflation Protected Securities (TIPS) and preferred stocks with sinking funds as deemed prudent by the Managers.

Fixed-income portfolio maturity, as measured by portfolio duration, should not exceed 120%, nor should it be less than 80% of the appropriate fixed income benchmark.

No more than 5% of the fixed income investments, at market, shall be invested in securities of any one issuer, except Government and Agency obligations, including federally sponsored entities such as FNMA and GNMA without the Committee's prior approval.
Cash equivalent investments (maturities less than one year) are permitted, up to 10% of the total market value of the account, when the Managers' investment policies discourage longer-term commitments. However, the Committee must be consulted in the event that the Manager chooses to increase its cash equivalent position beyond 10% of the assets under its supervision.

**Alternative Investments**

The objective of the alternative investment allocation is to provide the Foundation diversification, as well as enhance the performance of the asset pool. Alternative investments are defined as strategies and assets such as private market investments in venture capital, distressed debt, mezzanine debt, and buyouts. Additionally, alternative investment strategies may include public market investments in real estate investment trusts (REIT’s), market-neutral, long/short, risk arbitrage, convertible arbitrage hedge funds or a combination of some or all strategies. All alternative strategies must be accessed through vehicles that provide daily liquidity.

**Cash Equivalent Investments**

Such investments should be prudently diversified and would include:

- any instrument issued by, guaranteed by, or insured by the U.S. Government, agencies, or other full faith instruments;

- commercial paper issued by domestic corporations which is rated both "P-1" and "A-1" by Moody's and Standard & Poor's, respectively;

- certificates of deposit, bankers acceptances, or other such irrevocable primary obligations from a list of approved banks provided by the Managers; and

- comingled, short-term cash reserve funds managed generally in accordance with the principles set forth above.

**SECTION III: REBALANCING**

The Committee, with assistance from the investment consultant, will be responsible for monitoring asset class exposures and ensuring investment strategies are within acceptable ranges as defined.
SECTION IV: TIME HORIZON

The Committee views investment portfolio performance with a long-term perspective. This IPS is based upon an investment time horizon of a complete market cycle, typically three to five years (or longer). Interim or shorter term fluctuations in Foundation results will be viewed with appropriate perspective.

SECTION V: RESTRICTIONS

The following securities and transactions are not authorized for use by outside professional asset managers unless in a diversified mutual fund or exchange traded fund:

- Venture capital, private placements, unregistered or restricted stock, or limited partnerships,
- Letter stock and other unregistered securities,
- Commodities or other commodity contracts,
- Short sales and margin transactions,
- Securities lending,
- Option writing (such as covered calls) and futures trading activities are restricted to bona fide hedge purposes only...not for speculative transactions, and
- Use of derivatives for speculative purposes.

If any of the above securities and transactions is received as gifts, the Committee reserves the right to reject the gift. However, if accepted as a gift, all efforts will be made to liquidate promptly so the funds can be reinvested per policy.
STANDARDS FOR EVALUATION OF EACH INVESTMENT CLASS

SECTION I: INVESTMENT PERFORMANCE EVALUATION

The following standards will be used to evaluate the investment managers for the Foundation. Several important comments about these standards are noted below.

- *The time period for assessment will generally be rolling three and five year periods.* Interim or shorter term fluctuations in results will be viewed with appropriate perspective.

- The Committee understands that at varying points in time, individual investment managers may not generate a performance that achieves all three standards stated below concurrently.

- *No individual standard is more important than another.* Instead, all standards will be considered in aggregate.

- *Evaluation of investment managers will not be limited to the standards set forth below.* Organizational stability and adherence to investment style/process will also be key points of consideration. These standards are further outlined in the control procedures of this IPS.
SECTION II: REVIEW AND ANALYSIS

The Committee is aware that the ongoing review and analysis of investment managers is just as important as the due diligence implemented during the manager selection process.

Therefore, the Investment Consultant will conduct a **review** of an investment manager if:

- Performance, net of fees, does not meet market indices over 3 and 5 years.

- A manager performs in the bottom quartile (75th percentile) of his or her peer group over an annual period.

- A manager falls in the southeast quadrant of the risk/return scattergram for three- and/or five-year periods.

- A manager consistently performs below the median (50th percentile) of his or her peer group over rolling three-year periods.

- A manager consistently performs below the median (50th percentile) of his or her peer group over a five-year period.

- A manager fails to adhere to the investment style for which they were employed.

- **Major organizational changes occur** including:
  - Change in professionals.
  - Significant account losses.
  - Significant growth of new business.
  - Change in ownership.

Investment managers will be monitored on an ongoing basis. The Committee has the discretion to replace a manager at any time if they deem it appropriate.
SELECTION OF INVESTMENT MANAGERS

The investment consultant will select appropriate investment firms to manage Foundation assets. Managers are required to meet the following criteria:

- The investment manager must be a bank, insurance company, mutual fund or investment advisor as defined by the Registered Investment Advisors Act of 1940.

- The investment manager must provide to the consultant historical quarterly performance information calculated on a time-weighted basis, based on a composite of all fully discretionary accounts of similar investment style, and reported net and gross of fees.

- The investment manager must provide detailed information for the consultant on the history of the firm, key personnel, key clients, fee schedule, and support personnel.

- The investment manager must clearly articulate the investment strategy that will be followed and document that the strategy has been successfully adhered to over time.

- The consultant must prepare performance evaluation reports for the Committee that illustrates the risk/return profile of the investment manager relative to other managers of like investment style.
CONTROL PROCEDURES

SECTION I: DUTIES AND RESPONSIBILITIES OF THE INVESTMENT MANAGERS

The duties and responsibilities of each investment manager retained by the Foundation shall include the following:

- Managing the portfolio assets under its care, custody and/or control in accordance with the investment objectives, policies and guidelines set forth herein, and also expressed in separate written amendments when deviation is deemed prudent and desirable by the Foundation.

- Exercising investment discretion (including holding cash equivalents as an alternative) within the investment objectives, policies and guidelines set forth herein.

- Promptly voting all proxies and related actions in a manner consistent with the long-term interests and objectives of the Foundation set forth herein. Each manager shall keep detailed records of said voting of proxies and related action and will comply with all regulatory obligations related thereto. These records would be made available upon request by the Foundation.

- Each manager shall utilize the same care, skill, prudence and due diligence that experienced investment professionals, acting in a like capacity and fully familiar with such matters, would use.

SECTION II: GENERAL REVIEW OF INVESTMENT OBJECTIVES

This IPS and its guidelines will be reviewed annually to determine whether existing policy remains effective and appropriate. Reviews will be conducted more frequently, if necessary.

*It is not expected that this IPS will change frequently.* In particular, short term changes in the financial markets should not require adjustments to the IPS.

SECTION III: MONITORING OF INVESTMENT MANAGERS

The Committee intends to monitor the performance of the investment managers through its investment consultant. Performance monitoring will be completed quarterly and reviewed with the Committee. Annual reviews will be conducted with the Committee. These reports will focus upon various topics, including:

- The economic environment during the various periods being evaluated;
• Each manager's adherence to the IPS guidelines;

• Material changes in each manager's organization, investment philosophy and/or personnel;

• Performance of each asset class and the total fund;

• Comparison of each manager's results to the appropriate standards, as specified in this IPS.

• Manager's performance in peer group universe;

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

  • Changes in investment strategy, portfolio structure, tactical approaches and significant market value declines of managed assets;

  • Changes in ownership, organizational structure, financial condition, and/or professional staff of the firm; and

  • All material legal, SEC and other regulatory agency proceedings affecting the firm.

SECTION IV: OUTSIDE ADVISORS

The Community Foundation of Boone County allows investment advisors to manage investments outside the pooled investments of the organization for clients who wish to make endowed/permanent gifts for the benefit of the Foundation. The minimum amount to establish an account managed by outside advisors is $1 million. The investment advisor is required to invest according to the Investment Policy Statement of the Foundation as set forth by the Investment Committee.

SECTION V: TENURE

While the relationship with each investment manager is expected to be ongoing, the Committee reserves the right to terminate its relationship with any retained investment manager at any time it deems appropriate to do so.
SECTION VI: CONCLUSION

This IPS expresses the Committee’s attitude and/or philosophy, which will guide the investment managers toward the performance desired. These objectives are meant to be sufficiently specific to be meaningful, but sufficiently flexible to be practical.

The Committee believes that these limitations and guidelines will not prevent the investment managers from achieving the stated objectives.

The Committee expects the Consultant to monitor the investment managers relative to their personnel, organizational structure, investment style and compliance with this IPS. The Consultant shall report to the Committee any findings that may prevent the Foundation from meeting the objectives of this IPS.

Adopted on: 11/16/2010

Signature: [Signature]

Revised November 16, 2016