



[Robina Foundation](#)

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ROBINA FOUNDATION

Director and Officer Conflicts of Interest Policies & Procedures

Definitions

As used in these policies and procedures, the following capitalized terms shall have the meanings indicated.

Board: the Foundation's Board of Directors.

Contract or Transaction: any agreement or relationship involving the sale or purchase of goods, services, or rights of any kind, the providing or receipt of a grant or loan, or the establishment of any other type of pecuniary relationship with the Foundation.

Responsible Person: any person serving as a member of the Board of Directors, member of a committee, or officer, of the Foundation.

Family Member: a Responsible Person's spouse, parent, child, stepchild, brother, or sister; or the spouse of any of the foregoing.

Material Financial Interest: a financial interest of any kind, which, in view of all the circumstances, is substantial enough that it would affect a Responsible Person's ability to act solely in the best interests of the Foundation. For purposes of these policies and procedures, a financial interest with respect to a Contract or Transaction shall constitute a Material Financial Interest only if an ordinarily prudent person in a like position would reasonably conclude that such interest would affect his or her judgment with respect to the Contract or Transaction.

Conflict of Interest: A Conflict of Interest exists when there is an actual or proposed Contract or Transaction between the Foundation and --

(a) a Responsible Person or Family Member; or

(b) an entity in which a Responsible Person or Family Member has a Material Financial Interest or of which such person is a compensated or uncompensated director, officer, employee, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator or other legal representative.

Policies

Robina Foundation (the "Foundation") is committed to ensuring that each of its directors and officers carries out his or her responsibilities in good faith and in a manner he or she reasonably believes is in the best interests of the Foundation. The Foundation also recognizes that directors and officers have relationships that may appropriately assist the Foundation in pursuing its mission.

Contracts and Transactions

A director or officer whose ability to comply with the foregoing standard may be compromised by a Conflict of Interest relating to a Contract or Transaction shall report the Conflict of Interest in accordance with the procedures set forth below.

Gifts and Entertainment

A Responsible Person shall not accept gifts, entertainment or other favors from any individual or entity that does or is seeking to do business with the Foundation, under circumstances where it might be inferred that such action was intended to influence or possibly would influence the Responsible Person in the performance of his or her duties. This does not preclude the acceptance of items or entertainment of nominal or insignificant value (up to \$50.00) which are not related to any particular transaction or activity of the Foundation.

Confidentiality

Each Responsible Person shall exercise care not to disclose confidential information acquired as a Responsible Person or information the disclosure of which might be adverse to the interests of the Foundation. Furthermore, a Responsible Person shall not disclose or use information relating to the business of the Foundation for the personal profit or advantage of the Responsible Person or a Family Member.

Procedures

The procedures set forth below are designed to help directors and officers of the Foundation identify situations that present potential conflicts of interest and to provide the Foundation with a procedure for independent review and, when appropriate, approval of a transaction in which a director or officer has or may have a Conflict of Interest. The policy is intended to comply with the procedure prescribed in Minnesota Statutes, Section 317A.255, governing conflicts of interest for directors of nonprofit corporations. In the event there is an inconsistency between the requirements and procedures prescribed herein and those in section 317A.255, the statute shall control. Capitalized terms are defined in paragraph 2.

Reporting Conflicts of Interest

Prior to Board action on a Contract or Transaction involving a Conflict of Interest, a director who knows he or she has a Conflict of Interest and who is in attendance at the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting.

A director who does not plan to attend a meeting at which he or she has reason to believe that the Board will act on a matter in which the person knows he or she has a Conflict of Interest shall disclose to the President all facts material to the Conflict of Interest. The President shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting. If the director having the Conflict of Interest is the President, then the required disclosure shall be made to, and the required report to the Board shall be made by, the Vice President, or if there is no Vice President, the Treasurer.

Responsible Persons who are not directors of the Foundation, or who have a Conflict of Interest with respect to a Contract or Transaction that is not the subject of Board action, shall disclose to the President any Conflict of Interest that such Responsible Person knows he or she has with respect to such Contract or Transaction. Such disclosure shall be made as soon as the Conflict of Interest is known to the Responsible Person. The Responsible Person shall refrain from any action that may affect the Foundation's participation in such Contract or Transaction. The President shall determine whether the Conflict of Interest should be reported to or acted on by the Board, and shall make a written record of the disclosure and the decision on whether to bring the matter to the Board.

If it is not entirely clear whether or not a Conflict of Interest exists, then the individual with the potential conflict shall disclose the circumstances to the President, who shall determine whether there exists a Conflict of Interest that is subject to these policies and procedures.

Review of Conflicted Transactions

The Board shall review each Conflict of Interest that is reported to it, and may approved the affected Contract or Transaction if the material facts as to the Contract or Transaction and the Conflict of Interest are fully disclosed or known to the Board and the Board approves the Contract or Transaction in good faith by the affirmative vote (without counting the interested director) of a majority of the entire Board at a meeting at which there is a quorum present, again without counting the interested director.

A person who knows he or she has a Conflict of Interest shall not participate in the Board's discussion of the matter except to disclose material facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting. The chair of the meeting shall provide an opportunity for the Board to discuss the matter without the person who has the Conflict of Interest present.

A person who is known to have a Conflict of Interest with respect to a Contract or Transaction that will be voted on at a meeting shall not be counted in determining the presence of a quorum for purposes of the vote. The person known to have a Conflict of Interest may not vote on the Contract or Transaction and shall not be present when the vote is taken. Such person's ineligibility to vote and absence from the meeting during the vote shall be reflected in the minutes of the meeting.

Noncompliance

A director or officer's failure to comply with the requirements of these policies and procedures shall be grounds for the immediate removal from office of such director or officer, upon the approval of a majority of the other members of the Board.

Review of Policies and Procedures; Annual Disclosure

Each new Responsible Person shall be required to review a copy of these policies and procedures and to acknowledge in writing that he or she has done so.

These policies and procedures shall be reviewed annually by each member of the Board. Any changes to the policies or procedures shall be communicated immediately to all Responsible Persons.

Adopted by the Board of Directors on August 28, 2007

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ROBINA FOUNDATION

**Conflict of Interest Acknowledgment
(2007)**

I hereby certify that I have reviewed, and agree to abide by, Robina Foundation's Director and Officer Conflict of Interest Policies and Procedures as currently in effect. I acknowledge that failure to comply with the Director and Officer Conflict of Interest Policies and Procedures is grounds for my removal as an officer or director of the Foundation.

Signature: _____ *Date:* _____

Print Name: _____

ROBINA FOUNDATION

Guiding Principles for Robina Grantmaking

principle: a fundamental truth or proposition that serves as the foundation for a system of belief or behavior or for a chain of reasoning.

The Robina Foundation will:

- 1) work closely with Robina Grantees to hear their ideas and ensure a full partnership with them
- 2) fund programs that fill an important niche with the possibility of substantial achievement, with particular emphasis on impacting people's lives rather than producing abstract ideas
- 3) be willing to go through trial and error processes to get things right and be ready to persist despite criticism
- 4) seek to influence the larger environment in which programs operate and increase the chances of impact and sustainability through partnerships with other funders and substantial matching funds raised by Robina Grantees
- 5) invest in leadership of institutions and individuals
- 6) strive to establish a Robina legacy of impact in areas of need

Programs involving several Robina Grantees are desirable, but will not be required.

In addition to programs that address the Foundation's guiding principles, the Robina Board is interested in programs, whether joint or individual, that:

Advance human rights, justice, fairness and equality
Make U.S diversity an asset, not a liability
Ease human suffering
Prepare the next generation of leaders
Foster artistic / cultural creativity

November 2014

ROBINA FOUNDATION

GENERAL PRINCIPLES FOR GRANTMAKING FOR THE ROBINA FOUNDATION

1. **Ethics and Law Principle**

To sustain public trust by adhering to the highest ethical principles and practices and abiding by all state and federal laws that govern philanthropy.

2. **Effective Governance Principle**

To achieve effective governance by ensuring performance in the areas of stewardship of assets, founder's intent, fiduciary responsibility and sound decision-making.

3. **Mission and Goals Principle**

To be purposeful in our philanthropy by having a clearly stated mission and explicit goals as stated in our Bylaws.

4. **Engaged Learning Principle**

To foster continuous learning and reflection by engaging board members, consultants, and grantees in thoughtful dialogue and education.

5. **Respectful Relationship Principle**

To build constructive relationships with grantees by ensuring mutual respect, candor, confidentiality and understanding, and by being clear, consistent, and timely in our communications with them.

6. **Self-Assessment and Commitment Principle**

To uphold the highest standards by regularly assessing ourselves against these principles and committing to implement them.

ROBINA FOUNDATION

Robina Foundation Grantee Overhead Expense Policy

At its meeting on February 17, 2009 the Board of Directors of the Robina Foundation adopted the following policy:

As a general rule, the Foundation will allow grant applicants to request that up to 10% of their total grant award be used to cover routine institutional infrastructure expenses, commonly known as "overhead." *Note: These types of expenses generally include the costs of administrative support staff, financial systems, facilities, insurance, etc.*

The Board agreed that staff should provide grant applicants with clear guidance regarding this policy prior to the development of their proposal and budget.

The Board further agreed that it will consider exceptions to this policy on a case by case basis.

Note: This policy will not be retroactively applied to grants made prior to February 2009.

The Private Client Reserve of U.S. Bank

INVESTMENT POLICY STATEMENT

For

Robina Foundation

Prepared by

Jerry Anderson, Senior Vice President
Jon Gennaro, Senior Portfolio Manager
(With consultation of Mike Sullivan, Indigo Consulting, Inc.)

August 2015



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I. Foundation Mandate and Investment Management

A. Foundation Mandate

The Robina Foundation (“the foundation”) was created out of the of James H. Binger Estate on June 9, 2004 and under the bylaws of the foundation, it was established primarily to provide for the following non-profit institutions: (a) Abbott Northwestern Hospital; (b) the Council on Foreign Relations; (c) the University of Minnesota Law School; and (d) Yale University. When making distributions in support of the foundation’s charitable objectives, the board is asked to consider the following principles: (a) encouragement of innovation and creativity; (b) emphasis on forward-thinking projects and initiatives; (c) emphasis on major projects and initiatives; and (d) methods of proceeding. James H. Binger believed that the board would be able to achieve the foundation’s charitable goals within approximately 20 years of his death (November 3, 2004), the year 2024.

The Robina board of directors (“the board”) has named U.S. Bank (“the manager”) as their agent to provide investment management and certain administrative services to the foundation. The directors also hired Michael Sullivan (“the consultant”) as investment consultant to assist with the development of investment strategy. After consultation with the board, the manager and consultant developed an investment plan to distribute all of the foundation assets to the beneficiaries as directed by the board by 2025, just slightly beyond the time horizon set forth by the founder. That investment policy was approved in August of 2011.

The board is implementing this 2015 investment policy for the following reasons: (1) Since 2008, the board has made distributions that averaged \$11,720,000/year, including an \$18,000,000 gift to Yale University in 2012; (2) this revised investment strategy is based upon a target date of 12/31/2022; and (3) the interest rate on U.S. Treasury obligations remain far below long-term historical averages.

This investment policy statement was developed with deliberate consideration of the standards set forth in the Prudent Investor Act (“the Act”). Essentially, this Act requires that the board invest and manage the foundation portfolio as a prudent investor would, by considering the purposes, terms, distribution requirements and other circumstances of the foundation. In satisfying this standard, the board shall exercise reasonable care, skill and caution.

B. Investment Management

Investment Strategy

The investment strategy is designed to fulfill the unique philanthropic vision of James H. Binger by maximizing the distributions to the named non-profit organizations and other charities over the expected remaining 8 year life of the foundation, without taking excessive risk. The strategy is based on a portfolio segregation concept that aligns distribution objectives and time horizon with the investment risks of the portfolio.

The foundation’s portfolio includes three distinct investment pools: (1) cash and cash equivalents; (2) fixed income; and (3) equity and market risk portfolio. The first pool will fund the foundation’s current year distribution and operating expenses over a rolling one year investment horizon. As a result, investment risks will be minimized through cash and cash equivalent investments. The second pool is also designed to meet distribution and operating expense needs beyond the next year, on a rolling four year basis. Given the short to medium term horizon and need for capital stability, this pool will be conservatively managed through a diversified portfolio of fixed income securities, including investment grade, high yield, and alternative strategies. The final pool will be managed for medium to longer term distribution objectives and is expected to deliver modest growth to the collective foundation portfolio and be invested in a diversified equity portfolio, including alternative strategies.

Management of the three investment pools will be dynamic and integrated as assets are completely distributed over the 8 year expected remaining term of the foundation. As time passes and the investment horizon dissipates, risk tolerance will also decline and investment risk exposures in the portfolio will be reduced. These changes will be reflected in the foundation's overall asset allocation plan which (in 2015) is characterized as conservatively balanced. As the foundation approaches expected final distribution and termination at or near the end of 2022, the equity component will gradually be reduced until in 2018, the fixed income and cash equivalent components are expected to comprise the entire portfolio.

From a rebalancing perspective, the three pool design provides flexibility in terms of managing market risks and smoothing the impact of volatility on the foundation's portfolio value and associated distributions. During years with normal market performance, components of the equity portfolio will be strategically liquidated to make grants and pay operating expenses of the foundation. In such years, cash from maturing bonds will be reinvested in the fixed income portfolio. However, in years when the market portfolio has significantly declined in value and/or is subject to higher than normal market volatility, grants and operating expenses may be made from the fixed income portfolio - if deemed prudent given market conditions. In severe markets, the manager and consultant may recommend no re-allocations from the equity portfolio in order to allow additional time for recovery in asset values.

Investment Philosophy

Capital Markets – Over long time horizons, capital markets are generally efficient and economic developments are the primary determinants of long-term investment returns. However, over shorter time periods, markets may be influenced by investor psychology and exogenous factors (e.g., natural disasters, wars, political upheaval).

Asset Allocation – Asset allocation is the single largest contributor to long-term investment returns. Because it is very difficult to predict with any certainty the short-term return of a given asset class, more effort will be devoted to managing the long-term (“strategic”) allocation, than the short-term (“tactical”) allocation of the portfolio. Given the foundation's finite investment horizon and the natural decline in risk appetite over time, the foundation's strategic allocation plan will be adjusted accordingly.

Portfolio Construction – Efficient markets imply that active management has a low probability to add value after management expenses and other costs. More efficient markets call for passive styles of investments. Efficiency varies by market and where attractive opportunities to add value through active management exist, active styles should be employed.

Market Timing – Market timing involves moving in and out of various asset classes (e.g., stocks and cash). Such attempts at timing typically decrease the likelihood of achieving the return objective. Thus the portfolio will generally remain fully invested in a manner consistent with the target strategic asset allocation for the foundation.

Tax Efficiency – Given that the foundation is expected to be subject only to relatively low excise taxes on its net investment income, tax efficiency of investments will not be a major consideration.

II. Investment Objectives

A. Investment Return

Investment Objective - Across all three investment pools including cash equivalents, the fixed income and market portfolios, the collective investment objective in 2015 can be described as conservative balanced managed for modest longer term growth of capital with modest current income. This objective is expected to change to all fixed income in 2018 and all cash equivalents (zero volatility) in 2021.

Annual Return Expectations – The return expectations for the current 2015 investment allocation are based upon risk premiums for the respective asset classes above the current risk free rate over a ten year market cycle. As the investment strategy approaches foundation approaches final target date of 12/31/2022, the annual aggregate return is expected to gradually decrease as a larger portion of the total portfolio will be invested in the fixed income and cash equivalent portfolios vs. the market portfolio. For the portfolio as allocated in 2015, the target pre-tax annualized return is 4.5%, as set forth in the summary provided at Section VI (page 9). By comparison, the actual annualized return for the three years ending 12/31/2014 (since the current strategy was implemented) was 7.54%.

B. Risk

Investment Risk Tolerance – As stated above, the board has a conservative balanced investment objective for the foundation in 2015 which will evolve into an all fixed income allocation in 2018. The board has below average risk tolerance, consistent with the foundation's 8-year time horizon, expected distributions and the board's desire to maximize such distributions without taking on a very high level of risk. As the investment horizon dissipates, risk tolerance will also decline and investment risk exposures in the portfolio will be reduced.

Portfolio Volatility – As of 2015, the board is aware of and comfortable with the moderate volatility associated with a conservative balanced investment objective for the foundation portfolio. Although, the plan is to reduce the portfolio risk during the remaining term of the foundation, more volatile equity markets and/or rising interest rates could result in a higher standard deviation going forward. Consequently, our expected going forward standard deviation is 5.5% (Section VI - page 9), which the manager believes represents reasonable risk in exchange for modest appreciation potential during the expected term of the foundation. By comparison, the actual standard deviation for the three years ending 12/31/2015 (since the current investment strategy was implemented) was 4.29%.

III. Investment Constraints

A. Investment Horizon

As explained in Section I above, the foundation is expected to continue for approximately 8 years until 2022 or until the foundation assets are depleted by distributions made consistent with its charitable mission.

B. Liquidity Requirements

Distribution Funding – The foundation will target one year cash reserve for distributions and operating expenses in the cash pool on a rolling one year basis. Beyond initial funding, the cash pool will be funded from the periodic and strategic liquidation of investments in the fixed income and equity components of the portfolio. It is anticipated that beneficiary distributions will range between \$10 million to \$14 million annually and that other cash needs for operating expenses and excise taxes will total approximately 2% of foundation assets annually.

The board has discretion to distribute foundation income and/or principal to the primary beneficiaries, but may also make distributions to other non-profit organizations consistent with the mission of the foundation. As a private foundation, it is required to distribute annually five percent of the foundation's net investment assets. It is anticipated that the \$10 million to \$14 million of targeted annual distributions will be substantially higher than those required by federal tax law.

Illiquid Investments – The board recognizes that some alternative strategies which are appropriate for the foundation have liquidity restrictions. However, the board does not want the foundation to make investments with expected lock up periods of more than one year. In 2015, the foundation portfolio does include private equity funds (managed by Flag & Pfingsten) transferred into the portfolio from the estate of Mr. Binger. Although these funds have undefined time horizons, they are expected to be fully liquidated within 6 years. Further, at this time such funds may be liquidated (if at all) only at deep discounts from their estimated fair market value. Consequently, the foundation is retaining the private equity funds until either maturity or a liquidation option that provides more adequate recovery of fair market value is available.

C. Legal & Regulatory

As noted in Section I above, the foundation is a Minnesota non-profit corporation governed by an independent board of directors. Investment activity is subject to the standards set forth in the Prudent Investor Act. Essentially, this Act requires that the board invest and manage the foundation portfolio as a prudent investor would, by considering the purposes, terms, distribution requirements and other circumstances of the foundation. In satisfying this standard, the board shall exercise reasonable care, skill and caution.

D. Taxes

The foundation is a Section 501(c)(3) non-profit corporation taxed as a private foundation for federal and state income tax purposes. Consequently, the foundation is subject to excise taxes on its net investment income and may be subject to additional taxes for failure to make minimum required distributions, for self-dealing transactions or other restricted activities. Such additional taxes are not expected to have a material impact on the portfolio or the investment strategy.

IV. Other Investment Guidelines

A. Strategic Portfolio Allocation

Section VI (at page 9) of this policy statement summarizes the target strategic asset allocation, together with the permissible allocation ranges for each asset class. The allocation is intended to achieve the board's long-term investment objectives for the foundation that are set forth in Sections I, II and III above.

B. Asset Class Considerations and Portfolio Construction

1. **Cash** – Cash reserves will be maintained to support operating expenses and near term distributions.
2. **Fixed Income** – These investments are intended to provide some current income and/or reduce portfolio volatility. Such investments may include corporate, U.S. government, foreign and high yield bonds, invested in separately managed accounts, mutual funds or exchange traded funds.
3. **Alternative Fixed Income Strategies** – We will engage absolute return and long/short fixed income managers with established high quality personnel, consistent and competitive risk-adjusted returns and stability of management style.
4. **Equity** - For actively managed equities (stocks) we will seek separately managed accounts or mutual funds with consistent, competitive risk-adjusted returns and stability of management style. For some equity components we may use exchange traded funds.
5. **Alternative Equity** – We will engage long/short equity managers with established high quality personnel, consistent and competitive risk-adjusted returns and stability of management style.
6. **Real estate** – We will engage active commercial real estate managers with established high quality personnel, consistent and competitive risk-adjusted returns and stability of management style. Such investments may include private placement or publicly traded funds. The manager is including real estate in the equity component of the portfolio.
7. **Commodities** – We will invest in commodity strategies intended to gain broad exposure to different types of commodities while managing the volatility of this asset class. Given the volatility of this asset class and the relatively short investment time horizon, the manager does not expect to include commodities in the portfolio unless there are major changes to the board's objectives and/or market conditions.

V. Performance Evaluation

A. Frequency

The portfolio performance shall be reviewed quarterly, while the investment policy, asset allocation and overall investment strategy shall be reviewed annually.

B. Performance Data

The quarterly reports shall include market value and trailing investment returns for each major component of the portfolio. The respective manager's performance shall be compared to relevant benchmark indices and a suitable peer universe. For some alternative investment strategies, reporting of investment performance may substantially lag that provided by long only investment solutions.

C. Manager Performance

Generally managers shall be given sufficient time (typically a full market cycle) to determine whether they meet the expectations established by the board and U.S. Bank as investment advisor. However, managers who substantially under perform their benchmarks or their peers for a full year may be placed under review if there is no reasonable explanation for the underperformance.

VI. Asset Allocation Summary

Total Foundation Assets ⁽¹⁾	74,000,000
Absolute Return Objective	4.5% Annually ⁽⁴⁾
Annual Standard Deviation ⁽²⁾	5.5% Annually ⁽⁵⁾
Investment Horizon ⁽³⁾	8 Years

Asset Class	Strategic Asset Allocation		
	Min	Target	Max
Cash or Cash Equivalents			
Money Market or Short Fixed Income		10%	
Total Cash	10%	10%	100%
Fixed Income			
Core Fixed Income		25%	
Floating Rate Bonds		10%	
High Yield Bonds		3%	
Foreign Bonds		2%	
Hedged Fixed Income		10%	
Total Fixed Income	30%	50%	80%
Equity			
U.S. Large Cap Equity		12%	
U.S. Mid Cap Equity		3%	
U.S. Small Cap Equity		2%	
Developed Foreign		8%	
Emerging Foreign		3%	
Private Equity		3%	
Hedged Equity		5%	
Real Estate		4%	
Total Equity	0%	40%	60%
Portfolio Total		100%	

Notes:

- ⁽¹⁾ The estimated total foundation portfolio of \$78 million includes all three primary investment pools: (a) short-term cash reserves; (b) fixed income portfolio; and (c) the equity market portfolio. Please note that the asset allocation, absolute return, standard deviation and time horizon parameters summarized on this page reflect only the diversified market component of the total foundation portfolio.
- ⁽²⁾ Standard deviation is a common measure of risk and represents the variability of returns around a mean (average) outcome. The higher the level of standard deviation, the more variability there is in the band of possible investment outcomes. Using this statistic as a measure of risk, two-thirds of the time the annual investment returns from the above asset allocation will be the absolute return target, plus or minus the standard deviation.

- (3) The eight year time horizon reflects the expectation that the diversified market portfolio will be depleted four years before the expected termination of the foundation in 2022.
- (4) As the foundation approaches anticipated termination in 2022, the expected return will decline as the portfolio is re-allocated toward fixed income and cash.
- (5) As the foundation approaches anticipated termination in 2022, the expected standard deviation will decline as the portfolio is re-allocated toward fixed income and cash.

VII. Board & U.S. Bank Approval

The current Board of Directors of the Robina Foundation and U.S. Bank (as investment agent) hereby approve of this investment policy statement, which we understand is based upon the objectives of the foundation set forth in its bylaws and relevant fiduciary investment standards.

Signed: Kathleen A. Blatz

Printed Name/Title: Kathleen Blatz, Chair

Dated: September 1, 2015

Signed: Jerry Anderson

Printed Name/Title: Jerry Anderson, Senior Vice President

Dated: September 10, 2016

The Private Client Reserve of U.S. Bank

INVESTMENT POLICY STATEMENT

For

Robina Foundation

Prepared by

Jerry Anderson, Senior Vice President
Jon Gennaro, Senior Portfolio Manager
Joe Hinderer, Senior Vice President
Tim Towle, Vice President

August 23, 2011



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I. Foundation Mandate and Investment Management

A. Foundation Mandate

The Robina Foundation (“the Foundation”) was created by James H. Binger Estate on June 9, 2004 and funded as a result of his death in November of that year. Under the bylaws of the Foundation, it was established primarily to provide for the following non-profit institutions: (a) Abbott Northwestern Hospital; (b) the Council on Foreign Relations; (c) the University of Minnesota Law School; and (d) Yale University. When making distributions in support of the Foundation’s charitable objectives, the board is asked to consider the following principles: (a) encouragement of innovation and creativity; (b) emphasis on forward-thinking projects and initiatives; (c) emphasis on major projects and initiatives; and (d) methods of proceeding. James H. Binger believed that the board would be able to achieve the Foundation’s charitable goals within approximately 20 years of his death.

The directors have named U.S. Bank (“the manager”) as their agent to provide investment management and certain administrative services to the trust. U.S. Bank also provides banking services to the Foundation. The directors also hired Michael Sullivan (“the consultant”) as investment consultant to assist with the development of investment strategy. After consultation with the board, the manager and consultant developed an investment plan to distribute all of the Foundation assets to the beneficiaries as directed by the board by 2025, just slightly beyond the time horizon set forth by the founder.

This investment policy statement was developed with deliberate consideration of the standards set forth in the Prudent Investor Act. Essentially, this Act requires that the board invest and manage the Foundation portfolio as a prudent investor would, by considering the purposes, terms, distribution requirements and other circumstances of the Foundation. In satisfying this standard, the board shall exercise reasonable care, skill and caution.

B. Investment Management

Investment Strategy

The investment strategy is designed to fulfill the unique philanthropic vision of James H. Binger by maximizing the distributions to the named non-profit organizations and other charities over the approximate 15 year life of the Foundation, without taking excessive risk. The strategy is based on a portfolio segregation concept that aligns distribution objectives and time horizon with the investment risks of the segregated portfolio.

The Foundation’s portfolio will initially be organized in three distinct investment pools that have different investment guidelines in terms of their objectives, time horizon and risk allocations. The first pool will be dedicated to funding the Foundation’s current year distribution and operating expenses over a rolling one year investment horizon. As a result, investment risks will be minimized through cash and cash equivalent investments. The second pool is also designed to meet distribution and operating expense needs beyond the next year, on a rolling four year basis. Given the short to medium term horizon and need for capital stability, this pool will be conservatively managed through a four year U.S. Treasury bond ladder. The final pool or “market portfolio” will be managed for medium to longer term distribution objectives and is expected to deliver modest growth to the collective Foundation portfolio.

Management of the three investment pools will be dynamic and very tightly integrated as assets are completely distributed over the 15 year life of the Foundation. As time passes and the investment horizon dissipates, risk tolerance will also decay and investment risk exposures in the portfolio will be reduced. These changes will be reflected in the Foundation's overall asset allocation plan which is initially characterized as a conservatively balanced approach. As the Foundation approaches expected final distribution and termination in 2025, the market portfolio will decrease in proportion to the Treasury ladder until the ladder eventually comprises the entire portfolio.

From a rebalancing perspective, the three pool design provides flexibility in terms of managing market risks and smoothing the impact of volatility on the Foundation's portfolio value and associated distributions. During years with normal market performance, components of the market portfolio will be strategically liquidated to make grants and pay operating expenses of the Foundation. In such years, cash from maturing bonds in the Treasury ladder will be reinvested in the Treasury ladder. However, in years when the market portfolio has significantly declined in value and/or is subject to higher than normal market volatility, grants and operating expenses will be made from the Treasury ladder as obligations mature or are liquidated - if deemed prudent given market conditions. In severe markets, the manager and consultant may recommend no re-allocations from the market portfolio in order to allow additional time for recovery in asset values.

Investment Philosophy

Capital Markets – Over long time horizons, capital markets are generally efficient and economic developments are the primary determinants of long-term investment returns. However, over shorter time periods, markets may be influenced by investor psychology and exogenous factors (e.g., natural disasters, wars, political upheaval).

Asset Allocation – Asset allocation is the single largest contributor to long-term investment returns. Because it is very difficult to predict with any certainty the short-term return of a given asset class, more effort will be devoted to managing the long-term ("strategic") allocation, than the short-term ("tactical") allocation of the portfolio. Given the Foundation's finite investment horizon and the natural decline in risk appetite over time, the Foundation's strategic allocation plan will be adjusted accordingly.

Portfolio Construction – Efficient markets imply that active management has a low probability to add value after management expenses and other costs. More efficient markets call for passive styles of investments. Efficiency varies by market and where attractive opportunities to add value through active management exist, active styles should be employed.

Market Timing – Market timing involves moving in and out of various asset classes (e.g., stocks and cash). Such attempts at timing typically decrease the likelihood of achieving the return objective. Thus the portfolio will generally remain fully invested in a manner consistent with the target strategic asset allocation for the Foundation.

Tax Efficiency – Given that the Foundation is expected to be subject only to relatively low excise taxes on its net investment income, tax efficiency of investments will not be a major consideration.

II. Investment Objectives

A. Investment Return

Investment Objective - Across all three investment pools including cash, the Treasury ladder and market portfolio, the collective investment objective can be described as conservative balanced managed for modest longer term growth of capital with modest current income. The return expectations are based upon risk premiums for the respective asset classes above the current risk free rate over a ten year market cycle.

Annual Return Expectations – The initial pre-tax annualized returns of 6.8% are expected as set forth in the summary provided at Section VII (page 10). As the foundation approaches expected final distribution and termination in 2025, the expected annual aggregate return is expected to gradually decrease as a larger portion of the total portfolio will be invested in U.S. Treasury obligations vs. the diversified market portfolio.

B. Risk

Investment Risk Tolerance – As stated above, the board has a conservative balanced investment objective for the Foundation. The board has a slightly below average risk tolerance, consistent with the Foundation's 15-year time horizon, expected charitable distributions and the board's desire to maximize such distributions without taking on a very high level of risk. As the investment horizon dissipates, risk tolerance will also decline and investment risk exposures in the portfolio will be reduced.

Portfolio Volatility – The board is aware of and comfortable with the moderate volatility associated with a conservative balanced investment objective for the Foundation portfolio. Specifically, the trustees are willing to accept the expected annualized standard deviation of 10.9% (Section VII - page 10) in exchange for modest long-term appreciation potential.

III. Investment Constraints

A. Investment Horizon

As explained in Section I above, the Foundation is expected to continue for approximately 15 years until 2025 or until the Foundation assets are depleted by distributions made consistent with its charitable mission.

B. Liquidity Requirements

Distribution Funding – The Foundation will reserve one year of distributions and operating expenses in the cash pool on a rolling one year basis. Beyond initial funding, the cash pool will be funded with principal from maturing bonds of the Treasury ladder. It is anticipated that beneficiary distributions will range between \$8-\$12 million per annum and that other annual cash needs for operating expenses and excise taxes will total approximately 2% of Foundation assets.

The board has discretion to distribute trust income and/or principal to the primary beneficiaries, but may also make distributions to other non-profit organizations consistent with the mission of the Foundation. As a private foundation, it is required to distribute annually its minimum investment return for each tax year, which generally equals five percent of the Foundation's net investment assets. It is anticipated that the \$8-\$12 million of targeted annual distributions will be substantially higher than required by federal tax law.

Illiquid Investments - Given the Foundation's approximately 15 year time horizon, the board does not want private equity funds or other investments with long and/or undefined investment and liquidity time horizons. The board recognizes that some alternative strategies which are appropriate for the Foundation have liquidity restrictions. However, the board does not want the Foundation to make investments with expected lock up periods of more than one year.

C. Legal & Regulatory

As noted in Section I above, the Foundation is a Minnesota non-profit corporation governed by an independent board of directors. Investment activity is subject to the standards set forth in the Prudent Investor Act. Essentially, this Act requires that the board invest and manage the Foundation portfolio as a prudent investor would, by considering the purposes, terms, distribution requirements and other circumstances of the Foundation. In satisfying this standard, the board shall exercise reasonable care, skill and caution.

D. Taxes

The Foundation is a Section 501(c)(3) non-profit corporation taxed as a private foundation for federal and state income tax purposes. Consequently, the Foundation is subject to excise taxes on its net investment income and may be subject to additional taxes for failure to make minimum required distributions, for self-dealing transactions or other restricted activities. Such additional taxes are not expected to have a material impact on the portfolio or the investment strategy.

IV. Other Investment Guidelines

A. Strategic Portfolio Allocation

Section VII (at page 10) of this policy statement summarizes the target strategic asset allocation, together with the permissible allocation ranges for each asset class. The allocation is intended to achieve the board's long-term investment objectives for the Foundation that are set forth in Sections I, II and III above.

B. Asset Class Considerations and Portfolio Construction

1. **Cash** – Cash reserves will be maintained to support operating expenses and near term distributions in an amount up to one year of anticipated cash needs.
2. **U.S. Treasury Obligations** – The portfolio will include an allocation to U.S. Treasuries that is intended to add stability and safety to the portfolio and to provide a source of distribution funding in times when it would not be prudent to liquidate some or all of the market portfolio. A passive ladder of U.S. Treasury obligations will be used to fulfill this allocation.
3. **Other Bonds** – In addition to the Treasury ladder, the market portfolio will include other types of bonds. These investments are intended to enhance diversification and return potential while reducing portfolio volatility. Such long only bond investments may include, but are not limited to foreign bonds, investment grade and high yield corporate and mortgage backed bonds. These bond investments could be actively or passively managed through exchange traded funds or mutual funds.
4. **Domestic and International Developed Large Cap Equities** – Large cap equity markets, both domestic and foreign developed are highly efficient and long only active management is unlikely to add value after fees. As a result, the portfolio will invest passively in domestic and other developed market large cap equities using index mutual funds or exchange traded funds.
5. **Small Cap and Emerging Market Equities** – Domestic and international small cap equity markets, as well as emerging equity markets, are less efficient and offer attractive opportunities to add value through long only active management. The Foundation will invest through mutual funds that offer consistent, competitive risk-adjusted returns and stability of management style.
6. **Real Estate** – Real assets like real estate or commodities can add attractive diversification and inflation hedge benefits to the Foundation portfolio. The Foundation may invest in public and private commercial real estate in both domestic and/or international markets. Investments will likely be active based on core styles that may be accessed through mutual funds or private placements.
7. **Commodities** – A blend of enhanced index and more active styles of commodity investments will be employed. All styles are intended to deliver broad exposure to the entire commodity complex. The active styles will include elements of long/short styles in order to enhance diversification and mitigate commodity market risk.
8. **Alternative Equity and Fixed Income Strategies** – Long/short and access based fixed income and equity managers will be utilized to enhance portfolio diversification and to add an important source of return potential from highly active investment management.

V. Performance Evaluation

A. Frequency

The portfolio performance shall be reviewed quarterly, while the investment policy, asset allocation and overall investment strategy shall be reviewed annually.

B. Performance Data

The quarterly reports shall include market value and trailing investment returns for each major component of the portfolio. The respective manager's performance shall be compared to relevant benchmark indices and a suitable peer universe. For some alternative investment strategies, reporting of investment performance may substantially lag that provided by long only investment solutions.

C. Manager Performance

Generally managers shall be given sufficient time (typically a full market cycle) to determine whether they meet the expectations established by the board and U.S. Bank as investment advisor. However, managers who substantially under perform their benchmarks or their peers for a full year may be placed under review if there is no reasonable explanation for the underperformance.

VI. Strategic Asset Allocation

A. Strategic vs. Tactical Allocation

The long-term or “strategic” allocation is the most significant factor in long-term investment performance. Strategic allocation is based upon long-term (10 years or more) capital market expectations for the various asset classes in the portfolio.

The strategic asset allocation is not expected to change dramatically over any short-term period. From an investment perspective, there must be a substantial change in return expectations between asset classes before recommending a strategic policy shift. However, occasionally, “tactical” (short term) changes may be an appropriate response to certain market conditions or exogenous events.

B. Changes to Strategic Allocation

As noted in Section V (page 8), we will review the investment policy each year. Upon review, the following circumstances will warrant reconsideration of the investment policy and the strategic investment asset allocation.

1. **Different Risk Tolerance** – The policy now assumes that, consistent with the board’s current conservative balanced investment objective for the Foundation, the board has moderate tolerance for portfolio volatility. If this tolerance changes, it may require a revised long-term allocation strategy.
2. **Different Return Objective** – The board currently has a conservative balanced objective and seeks substantial modest appreciation with modest volatility. Changes in anticipated Foundation distribution requirements or desire for capital appreciation may require a revised long-term allocation strategy.
3. **Different Capital Market Expectations** – Long-term (10 or more years) capital market expectations underlie the strategic asset allocation. Significant changes in projected asset class return, volatility or correlation expectations may require a revised long-term allocation strategy.

VII. Asset Allocation Summary

Total Foundation Assets ⁽¹⁾	\$125,000,000
Absolute Return Objective (Pre-Tax)	6.82% Annually
Annual Standard Deviation ⁽²⁾	10.91% Annually
Investment Horizon ⁽³⁾	10 Years

Asset Class	Strategic Asset Allocation		
	Min	Target	Max
Cash or Cash Equivalents			
Money Market or Short Fixed Income		7%	
Total Cash	0%	7%	20%
Fixed Income			
Core Fixed Income		33%	
High Yield Bonds		4%	
Foreign Sovereign		2%	
Hedged Fixed Income		9%	
Total Fixed Income	30%	48%	80%
Equity			
U.S. Large Cap Equity		13%	
U.S. Mid Cap Equity		4%	
U.S. Small Cap Equity		2%	
Developed Foreign		12%	
Emerging Foreign		4%	
Private Equity		0%	
Hedged Equity		4%	
Total Equity	34%	39%	64%
Real Estate			
U.S. Listed		0%	
Foreign Listed		3%	
Direct		3%	
Total Real Estate	0%	6%	12%
Commodities			
Commodities		0%	
Total Commodities	0%	0%	10%
Portfolio Total		100%	

Notes:

- ⁽¹⁾ The estimated total Foundation portfolio of \$125 million includes all three primary investment pools: (a) short-term cash reserves; (b) Treasury ladder; and (c) the diversified market portfolio. Please note that the asset allocation, absolute return, standard deviation and time horizon parameters summarized on this page reflect only the diversified market component of the total Foundation portfolio.
- ⁽²⁾ Standard deviation is a common measure of risk and represents the variability of returns around a mean (average) outcome. The higher the level of standard deviation, the more variability there is in the band of possible investment outcomes. Using this statistic as a measure of risk, two-thirds of the time the annual investment returns from the above asset allocation will be the absolute return target, plus or minus the standard deviation.
- ⁽³⁾ The ten year time horizon reflects the expectation that the diversified market portfolio will be depleted four years before the expected termination of the Foundation in 2025.

VIII. Board Approval

The current Board members of the Robina Foundation hereby approve of this investment policy statement, which we understand is based upon the objectives of the Foundation set forth in its bylaws and relevant fiduciary investment standards.

Signed: Thomas M. Crosby, Jr.
Thomas M. Crosby, Jr., Chair

Dated: 11/15/11

ROBINA FOUNDATION

ADDENDUM TO INVESTMENT POLICY

August 25, 2009

Gordon Aamoth, President, reported that following the results of the Audit, it was necessary to draft an addendum to the Investment Policy, which is stated as follows:

The President and Investment Committee Chair have made a temporary change in the Investment Policy allocation to allow for the sudden recession in the global economy as of the fall of 2008 continuing through 2009. We have elected to have 80% in cash equivalents and short term bonds and 20% in equities until the recession ends at which time we will recommend to the Board to resume our position stated in the Investment Policy of August 2008.

A motion was made to approve the Addendum to the Investment Policy on August 25, 2009. The motion was seconded and unanimously approved.

ROBINA FOUNDATION

The Robina Foundation Investment Policy Statement

Purpose

The purpose of this investment policy statement is to:

- Establish reasonable expectations, objectives, and guidelines in the investments of Robina Foundation's assets;
- Set forth an investment structure detailing normal allocations and permissible ranges of exposure for the Account;
- Encourage effective communication between the Robina Foundation and the Portfolio Managers (USBank and The Investment Fund for Foundations (TIFF)); and
- Create the framework for a well-diversified asset mix that can be expected to generate acceptable growth over the investment time horizon for the Foundation at a level of risk suitable to the Foundation.

Investment Goals and Objectives

- The assets are to be invested with the primary objective of procuring long-range annual returns equal to rate of inflation plus five percent.
- Maintenance of qualifying payout equal to roughly 5% of the asset value of the Foundation throughout the year
- The Foundation shall maintain in cash, in money market and/or checking accounts, of at least one year's worth of anticipated grant payments and administrative expenses, as determined by the Foundation's spending policy.
- The Foundation will follow the Prudent Investment Rule which calls for prudent and careful investment strategy and avoids "jeopardy investments."
- The Foundation will pay excise taxes at the lowest qualifying rate, in quarterly installments, on its net investment income.

Asset Allocation

<u>Asset Category</u>	<u>Allocation</u>
Equities	70% (40%-80%)
Fixed Income (bonds and money market)	30% (20%-60%)
Other (hedge funds, venture capital, private equity, and real estate)	As determined by equity manager.

Decision Making Process

The Foundation's assets will be held in accounts at US Bank and TIFF. Day-to-day portfolio management decisions are at the discretion of the investment managers and will not require authorization of the President and Treasurer.

The investment managers will make investment strategy recommendations to the President and Treasurer of the Foundation. The President and Treasurer will provide authorization before any changes in investment strategy are executed.

Performance

The performance of the Foundation's investments, computed on a total annual rate of return basis, will be measured against and should meet or exceed commonly accepted performance benchmarks over a rolling three-year period and/or full market cycle.

Reporting Guidelines

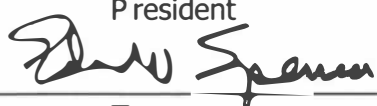
The investment managers will provide performance reports to the President and Treasurer of the Foundation on a quarterly basis. Accompanying these reports will be narrative comments by the managers highlighting significant transactions, events, trends or other information the investment manager determines are noteworthy and of interest to the Board.

The investment managers shall be reviewed annually regarding performance, strategy, research, and other factors that may impact their ability to achieve the desired investment results.

This Investment Policy was voted on and approved by the Board of Directors of the Robina Foundation on August 26, 2008.

Signed by:



President


Treasurer

ROBINA FOUNDATION

RECORD RETENTION POLICY

It is the policy of the Robina Foundation to retain records (hardcopy, online, or other media) and to destroy them when appropriate even though as a private foundation it is not required by law. The following types of documents will be retained for the following periods of time.

CORPORATE RECORDS	RETENTION PERIOD
Articles of Incorporation	Permanent
Bylaws	Permanent
Certificate of Incorporation	Permanent
Annual Reports	Permanent
Board Policies	Permanent
Board Resolutions	Permanent
Board Minutes	Permanent
Board Books for Board Meetings	Permanent
Founder's (Jim Binger) Estate Papers (Relevant to Robina)	Permanent
Sales Tax Certificate of Exemption (#42623)	Permanent

FINANCIAL RECORDS	RETENTION PERIOD
Fiscal Policies and Procedures	Permanent
Audit Reports	Permanent
Financial Statements	Permanent
Investment Records (deposits, earnings, withdrawals)	7 years
Check Register, Cancelled Checks,	7 years
Bank Statements, Deposit Slips	7 years
Invoices	7 years

TAX RECORDS	RETENTION PERIOD
Form 990-PF	Permanent
W-9 Forms	Permanent
Letter of Determination (recognized as exempt from Federal income tax)	Permanent
Filings of Fees Paid to Consultants (Forms 1099)	7 years
W-2 Statements	7 years

CONTRACTS	RETENTION PERIOD
Consultant Contracts	Permanent
Lease Agreements	Permanent
Vendor Contracts	7 years
Time Reports	3 years after termination
Job Descriptions and Salary	7 years after termination

INSURANCE RECORDS	RETENTION PERIOD
Director's and Officer's Insurance Policy (renew annually)	Permanent
Property/Liability Insurance Policy (renew annually)	Permanent

GRANTS/DONATIONS	RETENTION PERIOD
Lake Robina Property Donation to Minnesota Department of Natural Resources (appraisals, acceptance letter, correspondence)	Permanent
Grant Spread Sheet	Permanent
Grant Application Proposal	7 years
Grant Acceptance/Denial Letter	7 years
Grant Monitoring and Evaluation Reports	7 years

ROBINA FOUNDATION

ROBINA FOUNDATION TRAVEL AND EXPENSE POLICY

The Robina Foundation has established the following guidelines for travel. In implementing these guidelines, the Robina Foundation relies on the integrity and judgment of its consultants and Board Members in determining what is necessary and reasonable to effectively carry out their responsibilities.

- Business expenses incurred by Board Members and consultants are reimbursed on an actual cost basis and thus it is important that requests for expense reimbursement of any item be accompanied by all appropriate and available receipts (an Expense Form will be provided). The Expense Form and receipts for all expenses shall be given to the Administrative Consultant as soon as practical after the expense is incurred. (When a receipt is not attached, a brief explanation should be noted for that expense.)
- Regarding mileage, the current IRS allowable rate will be used. Parking expenses, as required, will be reimbursed. Reimbursement for travel by hotel courtesy cars, airport shuttle, or taxi, when necessary for business purposes, will be based on actual cost including tip.
- Travel arrangements should take advantage of the most cost-efficient airfare (without unduly inconveniencing the traveler). When possible, air transportation should be arranged in sufficient time to obtain the best available discount. First/Business class transportation may not be used while traveling on Robina Foundation business; any traveler wishing to upgrade must pay the cost differential personally.
- The Robina Foundation will reimburse the costs of accommodations, meals, tips, and incidental expenses (phone calls/fax/copying) for Robina-related business travel. When attending conferences, reimbursement will be made for accommodations at the conference hotel for a single room or the individual's share of a double room, and those reservations will generally be made by the individual. In most instances, the Administrative Consultant will make hotel reservations for Board Members as well as consultants/guests for the Robina Foundation Board Meetings.
- Travel/entertainment expenses should be reasonable and will not be reimbursed if they are extravagant or lavish. An unusual or large expenditure for travel/entertainment must be approved prior to the event by the President of the Robina Foundation. Expenses associated with travel of an individual's spouse or domestic partner ordinarily will not be reimbursable by the Foundation.
- The Robina Foundation will not allow reimbursement of Club Membership dues.

ROBINA FOUNDATION

JOB DESCRIPTION DIRECTOR, ROBINA FOUNDATION

PURPOSE: To act as a voting member of the Board of Directors of the Robina Foundation, with full authority and responsibility to develop policies, procedures and regulations for the operation of the organization; to monitor Robina's finances, programs, and overall performance; and to provide the President with the resources to meet the needs of Robina and the community it serves.

Title: Director

Term: Three (3) year term, renewable, expiring at the Board of Director's Annual Meeting

Attendance: Attend quarterly Board Meetings, retreats, and special events

Responsibilities:

- Establish policy
- Hire and fire Robina President and CEO
- Monitor finances
- Fill Board vacancies
- Review grants and approve, or disapprove
- Meet with grantees
- Monitor grantees for performance
- Assure finances are adequate for current and long-term commitments
- Review and revise Investment Policy Statement
- Approve spending and Spending Policy Statement
- Review and approve audit
- Assure management has appropriate policies to identify conflicts of interest and is diligently administering and enforcing Board policies, including laws affecting the Robina Foundation
- Read and be prepared to comment on information in the quarterly Board Meeting books
- Provide candid and constructive criticism, advice, and comments

Board Members Can Expect:

- Staff support
- Meeting dates long in advance
- Board Books in advance of meetings
- A positive "Board culture" that allows your contribution to further the mission, vision, and goals of the Robina Foundation

DIRECTOR'S FEES - 2018
(Effective 3rd Quarter 2014 - \$30,000 Annually)
\$7,500 Quarterly

Director	Amount (\$)	Date Paid	Check #
Susan Berresford	7,500		
Kathleen Blatz	7,500 + 4,500 = \$12,000		
Steve Lewis	7,500		
Marianne Short	7,500		

1st Qtr pay March 27, 2018

2nd Qtr pay June 26, 2018

3rd Qtr pay September 25, 2018

4th Qtr pay December 20, 2018

DIRECTOR'S FEES - 2017
(Effective 3rd Quarter 2014 - \$30,000 Annually)
\$7,500 Quarterly

Director	Amount (\$)	Date Paid	Check #
Susan Berresford	7,500		
Kathleen Blatz	7,500 + 4,500 = \$12,000		
Peter Karoff	7,500	Deceased 3/9/17	
Steve Lewis	7,500		
Marianne Short	7,500		

1st Qtr pay March 28, 2017

2nd Qtr pay June 29, 2017

3rd Qtr pay September 26, 2017

4th Qtr pay December 26, 2017

DIRECTOR'S FEES - 2016
(Effective 3rd Quarter 2014 - \$30,000 Annually)
\$7,500 Quarterly

Director	Amount (\$)	Date Paid	Check #
Susan Berresford	7,500		
Kathleen Blatz	7,500 + 4,500 = \$12,000		
Peter Karoff	7,500		
Steve Lewis	7,500		
Marianne Short	7,500		

1st Qtr pay March 29, 2016

2nd Qtr pay June 28, 2016

3rd Qtr pay September 27, 2016

4th Qtr pay December 27, 2016

DIRECTOR'S FEES - 2015
(Effective 3rd Quarter 2014 - \$30,000 Annually)
\$7,500 Quarterly

Director	Amount (\$)	Date Paid	Check #
Gordon Aamoth	7,500		
Susan Berresford	7,500		
Kathleen Blatz	7,500 + 4,500 = \$12,000		
Peter Karoff	7,500		
Steve Lewis	7,500		
Steve Schroeder	7,500		
Marianne Short	7,500		

1st Qtr pay March 26, 2015

2nd Qtr pay June 25, 2015

3rd Qtr pay September 24, 2015

4th Qtr pay December 24, 2015

COMPENSATION OF ROBINA BOARD MEMBERS

Alternative Calculations

1. Based on Time

<u>August & February Meetings</u> Preparation: 4 hrs/mtg	3 days/mtg (including travel) 1/2 day/mtg	6 days 1 day
<u>May & November Meetings</u> Preparation: 4 hrs/mtg	2 hours/mtg 1/2 day/mtg	1/2 day 1 day
Conference Calls re: reports + preparation	1 3/4 hours/report	1 1/2 days
Misc. meetings, review of emails, articles, consultation, etc.		3 days

TOTAL: 13 days x \$2000/day = \$26,000

2. Based on Retainer + Meeting Fees

Basic retainer: \$15,000

Meeting Fees:

August and February: \$3,000/mtg: \$6,000

May and November: \$2,000/mtg: \$4,000

TOTAL: \$25,000

DIRECTOR'S FEES - 2014
(Effective Jan 2011 - \$25,000 Annually)
\$6,250 Quarterly

Director	Amount (\$)	Date Paid	Check #
Gordon Aamoth	6,250		
Susan Berresford	6,250		
Kathleen Blatz	6,250+3750 = \$10,000		
Peter Karoff	6,250		
Steve Lewis	6,250		
Steve Schroeder	6,250		
Marianne Short	6,250		

1st Qtr pay March 27, 2014

2nd Qtr pay June 26, 2014

3rd Qtr pay September 25, 2014

4th Qtr pay December 23, 2014

DIRECTOR'S FEES - 2013
(Effective Jan 2011 - \$25,000 Annually)
\$6,250 Quarterly

Director	Amount (\$)	Date Paid	Check #
Gordon Aamoth	6,250		
Susan Berresford	6,250		
Kathleen Blatz	6,250		
Peter Karoff	6,250		
Steve Schroeder	6,250		

1st Qtr pay March 28, 2013

2nd Qtr pay June 27, 2013

3rd Qtr pay September 26, 2013

4th Qtr pay December 26, 2013

DIRECTOR'S FEES - 2012
(Effective Jan 2011 - \$25,000 Annually)
\$6,250 Quarterly

Director	Amount (\$)	Date Paid	Check #
Gordon Aamoth	6,250		
Susan Berresford	6,250		
Kathleen Blatz	6,250		
Tom Crosby	6,250		
Peter Karoff	6,250		
Steve Schroeder	6,250		

1st Qtr pay March 31, 2011

2nd Qtr pay June 30, 2011

3rd Qtr pay September 30, 2011

4th Qtr pay December 29, 2011

DIRECTOR'S FEES - 2011
(Effective Jan 2011 - \$25,000 Annually)
\$6,250 Quarterly

Director	Amount (\$)	Date Paid	Check #
Gordon Aamoth	6,250		
Susan Berresford	6,250		
Kathleen Blatz	6,250		
Tom Crosby	6,250		
Peter Karoff	6,250		
Steve Schroeder	6,250		

1st Qtr pay March 31, 2011

2nd Qtr pay June 30, 2011

3rd Qtr pay September 30, 2011

4th Qtr pay December 29, 2011

DIRECTOR'S FEES (Paid Quarterly)

2010

\$10,000 Annually

Director	Amount
Gordon Aamoth	\$10,000
Kathleen Blatz	9,167
Tom Crosby	10,000
Peter Karoff	10,000
Steve Schroeder	10,000

1st Qtr pay March 31, 2010

2nd Qtr pay June 30, 2010

3rd Qtr pay September 30, 2010

4th Qtr pay December 30, 2010

DIRECTOR'S FEES (Paid Quarterly)
2009

Director	Total Amount for 2009	Paid
Tom Crosby	\$10,000 (4 qtrs)	\$2,500 Quarterly
Peter Karoff	10,000(4 qtrs)	2,500 Quarterly
Lois E. Quam	5,000(2 qtrs)	2,500 Quarterly
Steve Schroeder	10,000(4 qtrs)	2,500 Quarterly

1st Qtr pay April 2, 2009

2nd Qtr pay July 2, 2009

3rd Qtr pay October 1, 2009

4th Qtr pay December 28, 2009

DIRECTOR'S FEES
2008

Director	Amount	Date Paid	Check #
Tom Crosby	\$10,000	12/11/08	5303
Peter Karoff	\$10,000	12/02/08	5299
Lois E. Quam	\$3,334	12/11/08	5305
Steve Schroeder	\$5,000	07/24/08	5223
	\$2,500	12/13/08	5268
	\$2,500	12/11/08	5304
Edson Spencer	\$6,664	09/29/08	5265

INSTRUCTIONS FOR PROVIDING ACCOUNTING INFORMATION TO THE FOLLOWING INDIVIDUALS

<u>Accounting Firm – CliftonLarsonAllen</u> Jennifer Tingley, CPA Principal 220 South 6 th Street, Suite 300 Minneapolis, MN 55402 Phone: 612-376-4773 Email: jennifer.tingley@CLAconnect.com	<u>Those who Receive Reports:</u> Executive Director, Penny Hunt Email: pennhunt@gmail.com Michael Sullivan, Investment Management Consultant mfsullivan@stthomas.edu
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Jan_____

April_____

July_____

Oct_____

Feb_____

May_____

Aug_____

Nov_____

March_____

June_____

Sept_____

Dec_____

Jennifer Tingley and Stan Ponkin at CliftonLarsonAllen - When the USBank checking statement comes in, reconcile the statement and send him the following documents for each Quarter only:

1. Quarterly Cash Flow Report from the Quicken Reports dropdown (Reports/Saved Documents/Cash Flow).
2. Quarterly Register Report from Quicken.

Michael Sullivan, Investment Management Consultant

1. Checking Account **Monthly Balance** (email to him at mfsullivan@stthomas.edu).
2. **Quarterly** Cash Flow and USBank Statements (for each month).

Penny Hunt, Executive Director

1. Monthly provide a Cash Flow, Register, Reconciliation Report and Bank Statement from Robina's Checking Account (Penny to review, date, sign)
2. **Quarterly** Cash Flow, Register and Reconciliation Report (Penny to review, date, sign)

Steve Lewis, Treasurer (started in 2013)

1. Periodically reviews investment and money market statements.
2. Meets with Mike Sullivan to discuss Robina investments.

Keep one Reconciliation Report, Cash Flow Report and Register Report for each month (as well as Quarterly Reports) in the files – file is titled “Financials - Cash Flow Reports.”

Prepare a yearend Cash Flow Report for all of the above.

Updated January 2020

INSTRUCTIONS FOR PROVIDING ACCOUNTING INFORMATION TO THE FOLLOWING INDIVIDUALS

<u>Accounting Firm – CliftonLarsonAllen</u> Jennifer Tingley, CPA Principal 220 South 6 th Street, Suite 300 Minneapolis, MN 55402 Phone: 612-376-4773 Email: jennifer.tingley@CLAconnect.com	<u>Those who Receive Reports:</u> Executive Director, Penny Hunt Email: pennhunt@gmail.com Michael Sullivan, Investment Management Consultant mfsullivan@stthomas.edu
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Jan_____	April_____	July_____	Oct_____
Feb_____	May_____	Aug_____	Nov_____
March_____	June_____	Sept_____	Dec_____

Jennifer Tingley at CliftonLarsonAllen - When the USBank checking statement comes in, reconcile the statement and send her the following documents for each Quarter only:

1. Quarterly Reconciliation Report printed from Quicken.
2. Quarterly Cash Flow Report from the Quicken Reports dropdown (Reports/Saved Documents/Cash Flow).
3. Quarterly Register Report from Quicken.

Michael Sullivan, Investment Management Consultant

1. Checking Account **Monthly Balance** (email to him at mfsullivan@stthomas.edu).
2. **Quarterly** Cash Flow and USbank Statements (for each month).

Penny Hunt, Executive Director

1. Monthly provide a Cash Flow, Register, Reconciliation Report and Bank Statement from Robina's Checking Account (Penny to review, date, sign)
2. **Quarterly** Cash Flow, Register and Reconciliation Report (Penny to review, date, sign)

Steve Lewis, Treasurer (started in 2013)

1. Periodically reviews investment and money market statements.
2. Meets with Mike Sullivan to discuss Robina investments.

Keep one Reconciliation Report, Cash Flow Report and Register Report for each month (as well as Quarterly Reports) in the files – file is titled “Financials - Cash Flow Reports.”

Prepare a yearend Cash Flow Report for all of the above.

Updated September 2018

INSTRUCTIONS FOR PROVIDING ACCOUNTING INFORMATION TO THE FOLLOWING INDIVIDUALS

<u>Accounting Firm – CliftonLarsonAllen</u> Jennifer Tingley, CPA Principal 220 South 6 th Street, Suite 300 Minneapolis, MN 55402 Phone: 612-376-4773 Email: jennifer.tingley@CLAconnect.com	<u>Those who Receive Reports:</u> Executive Director, Penny Hunt Email: pennhunt@gmail.com Michael Sullivan, Investment Management Consultant mfsullivan@stthomas.edu
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Jan_____	April_____	July_____	Oct_____
Feb_____	May_____	Aug_____	Nov_____
March_____	June_____	Sept_____	Dec_____

Jennifer Tingley at CliftonLarsonAllen - When the USBank checking statement comes in, reconcile the statement and send her the following documents for each Quarter only:

1. Quarterly Reconciliation Report printed from Quicken.
2. Quarterly Cash Flow Report from the Quicken Reports dropdown (Reports/Saved Documents/Cash Flow).
3. Quarterly Register Report from Quicken.

Michael Sullivan, Investment Management Consultant

1. Checking Account **Monthly Balance** (email to him at mfsullivan@stthomas.edu).
2. **Quarterly** Cash Flow and USbank Statements (for each month).

Penny Hunt, Executive Director

1. Monthly provide a Reconciliation Report from Checking Account (Penny to review, date, sign)
2. Monthly Cash Flow Report from Quicken.
3. Monthly Register Report from Quicken.
4. **Quarterly** Cash Flow, Register and Reconciliation Report.

Steve Lewis, Treasurer (started in 2013)

1. Periodically reviews investment and money market statements.
2. Meets with Mike Sullivan to discuss Robina investments.

Keep one Reconciliation Report, Cash Flow Report and Register Report for each month (as well as Quarterly Reports) in the files – file is titled “Financials - Cash Flow Reports.”

Prepare a yearend Cash Flow Report for all of the above.

Updated May 2018

INSTRUCTIONS FOR PROVIDING ACCOUNTING INFORMATION TO THE FOLLOWING INDIVIDUALS

Accounting Firm – CliftonLarsonAllen

Jennifer Tingley, CPA Principal

220 South 6th Street, Suite 300

Minneapolis, MN 55402

Phone: 612-376-4773

Email: jennifer.tingley@CLAconnect.com

Those who Receive Reports:

Executive Director, Penny Hunt

Email: pennhunt@gmail.com

Michael Sullivan, Investment Management Consultant

mfsullivan@stthomas.edu

Jan_____

April_____

July_____

Oct_____

Feb_____

May_____

Aug_____

Nov_____

March_____

June_____

Sept_____

Dec_____

Jennifer Tingley at CliftonLarsonAllen - When the USBank checking statement comes in, reconcile the statement and send her the following documents for each Quarter only:

1. Reconciliation Report printed from Quicken.
2. Quarterly Cash Flow Report from the Quicken Reports dropdown (Reports/Saved Documents/Cash Flow).
3. Quarterly Register Report from Quicken.

It was determined at the February 2010 Board Meeting that quarterly reports from CBIZ were not necessary, but there will be a yearend report prepared for the first meeting of each year (January or February). However, the above documents will continue to be prepared for CLA and sent every quarter.

Michael Sullivan, Investment Management Consultant

1. Checking Account **Monthly Balance** (email to him at mfsullivan@stthomas.edu).
2. **Quarterly** Cash Flow and USbank Statements (for each month).

Penny Hunt, Executive Director

1. Provide a Reconciliation Report from Checking Account (Penny to review, date, sign)
2. Cash Flow Report from Quicken.
3. Register Report from Quicken.
4. Quarterly Cash Flow Report.

Steve Lewis, Treasurer (started in 2013)

1. Periodically reviews checking and money market statements as well as JPMorgan statements.
2. Meets with Mike Sullivan to discuss Robina investments.

Keep one Reconciliation Report, Cash Flow Report and Register Report for each month (as well as Quarterly Reports) in the files – file is titled “Financials - Cash Flow Reports.”

Prepare a yearend Cash Flow Report for all of the above.

Updated January 2018

INSTRUCTIONS FOR GETTING ACCOUNTING INFORMATION TO THE FOLLOWING INDIVIDUALS

<u>Accounting Firm – CliftonLarsonAllen</u> Matt Stowell, CPA Controller 220 South 6 th Street, Suite 300 Minneapolis, MN 55402	Executive Director, Penny Hunt • Cash Flow and Register Reports Michael Sullivan, Investment Management Consultant • Checking Account Balance via email • Other Financial Info Quarterly
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Jan_____	April_____	July_____	Oct_____
Feb_____	May_____	Aug_____	Nov_____
March_____	June_____	Sept_____	Dec_____

Matt Stowell at CliftonLarsonAllen - When the USBank checking statement comes in, reconcile the statement and send him the following documents for each Quarter only:

1. Reconciliation Report printed from Quicken.
2. Quarterly Cash Flow Report from the Quicken Reports dropdown (Reports/Saved Documents/Cash Flow).
3. Register Report for the Quarter from Quicken.
4. Copy of the USBank checking statement. (CLA receives their own USBank Money Market statement)

It was determined at the February 2010 Board Meeting that quarterly reports from CBIZ were not necessary, but there will be a yearend report prepared for the first meeting of each year (January or February). However, the above documents will continue to be prepared for CLA and sent every quarter.

Michael Sullivan, Investment Management Consultant

1. Checking Account **Quarterly** Balance (email to him at mfsullivan@stthomas.edu).
2. Cash Flow and Register Report each **Quarter**.

Penny Hunt, Executive Director, receives the following documents:

1. Cash Flow Report from Quicken.
2. Register Report from Quicken.
3. Quarterly Cash Flow Report.

Treasurer, Steve Lewis (starting in 2013)

1. Periodically reviews checking and money market statements as well as JPMorgan statements.
2. Meets with Mike Sullivan to discuss Robina investments.

Keep one Cash Flow Report and Register Report for each month (as well as Quarterly Reports) in the files – file is titled “Financials - Cash Flow Reports.”

Prepare a yearend Cash Flow Report for all of the above.

Updated August 2017

INSTRUCTIONS FOR GETTING ACCOUNTING INFORMATION TO THE FOLLOWING INDIVIDUALS

Accounting Firm – CBIZ Lisa Swanstrom (612-376-1218) CBIZ Accounting 222 South 9th Street, Suite 1000 Minneapolis, MN 55402	Executive Director, Penny Hunt • Cash Flow and Register Reports Michael Sullivan, Investment Management Consultant • Checking Account Balance via email • Other Financial Info Quarterly
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Jan _____

April _____

July _____

Oct _____

Feb _____

May _____

Aug _____

Nov _____

March _____

June _____

Sept _____

Dec _____

Lisa Swanstrom at CBIZ - When the USBank checking statement comes in, reconcile the statement and send her the following documents:

1. Reconciliation Report printed from Quicken.
2. Cash Flow Monthly Report from the Quicken Reports dropdown (Reports/Saved Documents/Cash Flow).
3. Register Report for the month from Quicken.
4. Copy of the USBank checking statement. (CBIZ receives their own USBank Money Market statement)
5. Quarterly Cash Flow Report

It was determined at the February 2010 Board Meeting that quarterly reports from CBIZ were not necessary, but there will be a yearend report prepared for the first meeting of each year (January or February). However, the above documents will continue to be prepared for CBIZ and sent every month.

Michael Sullivan, Investment Management Consultant

1. Checking Account **Quarterly** Balance (email to him at mfsullivan@stthomas.edu).
2. Cash Flow and Register Report each **Quarter**.

Penny Hunt, Executive Director, receives the following documents:

1. Cash Flow Report from Quicken.
2. Register Report from Quicken.
3. Quarterly Cash Flow Report.

Treasurer, Steve Lewis (starting in 2013)

1. Periodically reviews checking and money market statements as well as JPMorgan statements.
2. Meets with Mike Sullivan to discuss Robina investments.

Keep one Cash Flow Report and Register Report for each month (as well as Quarterly Reports) in the files – file is titled “Financials - Cash Flow Reports.”

Prepare a yearend Cash Flow Report for all of the above.

INSTRUCTIONS FOR GETTING ACCOUNTING INFORMATION TO THE FOLLOWING INDIVIDUALS

<u>Accounting Firm – CBIZ</u> Lisa Swanstrom (612-376-1218) CBIZ Accounting 222 South 9 th Street, Suite 1000 Minneapolis, MN 55402	Executive Director, Penny Hunt • Cash Flow and Register Reports Michael Sullivan, Investment Management Consultant • Checking Account Balance via email • Other Financial Info Quarterly
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Jan_____	April_____	July_____	Oct_____
Feb_____	May_____	Aug_____	Nov_____
March_____	June_____	Sept_____	Dec_____

Lisa Swanstrom at CBIZ - When the USBank checking statement comes in, reconcile the statement and send her the following documents:

1. Reconciliation Report printed from Quicken.
2. Cash Flow Monthly Report from the Quicken Reports dropdown (Reports/Saved Documents/Cash Flow).
3. Register Report for the month from Quicken.
4. Copy of the USBank checking statement. (CBIZ receives their own USBank Money Market statement)
5. Quarterly Cash Flow Report

It was determined at the February 2010 Board Meeting that quarterly reports from CBIZ were not necessary, but there will be a yearend report prepared for the first meeting of each year (January or February). However, the above documents will continue to be prepared for CBIZ and sent every month.

Michael Sullivan, Investment Management Consultant

1. Checking Account **Quarterly** Balance (email to him at mfsullivan@stthomas.edu).
2. Cash Flow and Register Report each **Quarter**.

Penny Hunt, Executive Director, receives the following documents:

1. Cash Flow Report from Quicken.
2. Register Report from Quicken.
3. Quarterly Cash Flow Report.

Treasurer,

1. Periodically reviews checking and money market statements as well as JPMorgan statements.

Keep one Cash Flow Report and Register Report for each month (as well as Quarterly Reports) in the files – file is titled “Financials - Cash Flow Reports.”

Prepare a yearend Cash Flow Report.

Updated September 2013

INSTRUCTIONS FOR GETTING ACCOUNTING INFORMATION TO THE FOLLOWING INDIVIDUALS

Accounting Firm – CBIZ Lisa Swanstrom (612-376-1218) CBIZ Accounting 222 South 9th Street, Suite 1000 Minneapolis, MN 55402	Executive Director, Penny Hunt • Cash Flow and Register Reports Robina Chair, Thomas Crosby • Checking and Money Market Account statements Michael Sullivan, Investment Management Consultant • Checking Account Balance via email
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Jan _____
Feb _____
March _____

April _____
May _____
June _____

July _____
Aug _____
Sept _____

Oct _____
Nov _____
Dec _____

Lisa Swanstrom at CBIZ - When the USBank checking statement comes in, reconcile the statement and send her the following documents:

1. Reconciliation Report printed from Quicken.
2. Cash Flow Monthly Report from the Quicken Reports dropdown (Reports/Saved Documents/Cash Flow).
3. Register Report for the month from Quicken.
4. Copy of the USBank checking statement. (CBIZ receives their own USBank Money Market statement)
5. Quarterly Cash Flow Report

It was determined at the February 2010 Board Meeting that quarterly reports from CBIZ were not necessary, but there will be a yearend report prepared for the first meeting of each year (January or February). However, the above documents will continue to be prepared for CBIZ and sent every month.

Michael Sullivan, Investment Management Consultant

1. Checking Account Monthly Balance (email to him at mfsullivan@stthomas.edu).
2. Cash Flow and Register Report each Quarter.

Penny Hunt, Executive Director, receives the following documents:

1. Cash Flow Report from Quicken.
2. Register Report from Quicken.
3. Quarterly Cash Flow Report.

Thomas Crosby, Chair

1. Reviews checking and money market statements as well as JPMorgan statements periodically.

Keep one Cash Flow Report and Register Report for each month (as well as Quarterly Reports) in the files as well – file is titled “Financials - Cash Flow Reports.”

Prepare a yearend Cash Flow Report.

INSTRUCTIONS FOR GETTING ACCOUNTING INFORMATION TO THE FOLLOWING INDIVIDUALS

<u>Accounting Firm – CBIZ</u> Lisa Swanstrom (612-376-1218) CBIZ Accounting 222 South 9 th Street, Suite 1000 Minneapolis, MN 55402	Executive Director, Penny Hunt • Cash Flow and Register Reports Robina Chair, Thomas Crosby • Checking and Money Market Account statements Michael Sullivan, Investment Management Consultant • Checking Account Balance via email
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Jan_____	April_____	July_____	Oct_____
Feb_____	May_____	Aug_____	Nov_____
March_____	June_____	Sept_____	Dec_____

Lisa Swanstrom at CBIZ - When the USBank checking statement comes in, reconcile the statement and send her the following documents:

1. Reconciliation Report printed from Quicken.
2. Cash Flow Monthly Report from the Quicken Reports dropdown (Reports/Saved Documents/Cash Flow).
3. Register Report for the month from Quicken.
4. Copy of the USBank checking statement. (CBIZ receives their own USBank Money Market statement)
5. Quarterly Cash Flow Report

It was determined at the February 2010 Board Meeting that quarterly reports from CBIZ were not necessary, but there will be a yearend report prepared for the first meeting of each year (January or February). However, the above documents will continue to be prepared for CBIZ and sent every month.

Michael Sullivan, Investment Management Consultant

1. Checking Account Monthly Balance (email to him at mfsullivan@stthomas.edu).

Penny Hunt, Executive Director, receives the following documents:

1. Cash Flow Report from Quicken.
2. Register Report from Quicken.
3. Quarterly Cash Flow Report.

Thomas Crosby, Chair

1. Reviews checking and money market statements as well as JPMorgan statements periodically.

Keep one Cash Flow Report and Register Report for each month (as well as Quarterly Reports) in the files as well – file is titled “Financials - Cash Flow Reports.”

Prepare a yearend Cash Flow Report.

Updated October 2011

INSTRUCTIONS FOR GETTING ACCOUNTING INFORMATION TO THE FOLLOWING INDIVIDUALS

Accounting Firm – CBIZ Lisa Swanstrom (612-376-1218) CBIZ Accounting 222 South 9 th Street, Suite 1000 Minneapolis, MN 55402	Executive Director, Penny Hunt • Cash Flow and Register Reports Robina Chair, Thomas Crosby • Checking and Money Market Account statements
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Jan_____	April_____	July_____	Oct_____
Feb_____	May_____	Aug_____	Nov_____
March_____	June_____	Sept_____	Dec_____

Lisa Swanstrom at CBIZ - When the USBank checking statement comes in, reconcile the statement and send her the following documents:

1. Reconciliation Report printed from Quicken.
2. Cash Flow Monthly Report from the Quicken Reports dropdown (Reports/Saved Documents/Cash Flow).
3. Register Report for the month from Quicken.
4. Copy of the USBank checking statement. (CBIZ receives their own USBank Money Market statement)
5. Quarterly Cash Flow Report

It was determined at the February 2010 Board Meeting that quarterly reports from CBIZ were not necessary, but there will be a yearend report prepared for the first meeting of each year. However, the above documents will continue to be prepared for CBIZ and sent every month.

Penny Hunt, Executive Director, receives the following documents:

1. Cash Flow Report from Quicken.
2. Register Report from Quicken.
3. Quarterly Cash Flow Report.

Thomas Crosby, Chair, receives copies of USBank checking and money market statements for his review, as well as JPMorgan statements.

Keep one Cash Flow Report and Register Report for each month (as well as Quarterly Reports) in the files as well – file is titled “Financials - Cash Flow Reports.”

Prepare a yearend Cash Flow Report.

Updated September 2011

INSTRUCTIONS FOR GETTING ACCOUNTING INFORMATION TO THE FOLLOWING INDIVIDUALS

<u>Accounting Firm – CBIZ</u> Lisa Swanstrom (612-376-1218) CBIZ Accounting 222 South 9 th Street, Suite 1000 Minneapolis, MN 55402	<u>Treasurer of Robina Foundation</u> Gordon Aamoth Tom Crosby (investments)
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Lisa Swanstrom at CBIZ - When the USBank checking statement comes in, reconcile the statement and send her the following documents (The statements usually arrive the first full week of the following month - i.e. June was reconciled on 7/9/07, July was reconciled on 8/6, August on 9/6, etc.).

1. Reconciliation Report printed from Quicken.
2. Cash Flow Monthly Report from the Quicken Reports dropdown (Reports/Saved Documents/Cash Flow).
3. Register Report for the month from Quicken.
4. Copy of the USBank checking statement. (CBIZ receives their own USBank Money Market statement)
5. Quarterly Cash Flow Report
6. When the TIFF statement (investment account) comes in, a copy is sent to Lisa at CBIZ (it comes in about mid-month).

*Closed TIFF account as of January 2011.
Funds transferred to USBK acct*

It was determined at the February 2010 Board Meeting that quarterly reports from CBIZ were not necessary, but there will be a yearend report prepared for the first meeting of each year. However, the above documents will continue to be prepared for CBIZ and sent every month.

Penny Hunt, Executive Director, receives the following documents:

1. Cash Flow Report from Quicken.
2. Register Report from Quicken.
3. USBank checking account statement.
4. Quarterly Cash Flow Report.

Keep one Cash Flow Report and Register Report for each month in the files as well – file is titled “Financials - Cash Flow Reports.”

Prepare a Year End Cash Flow Report

Updated February 2010

INSTRUCTIONS FOR GETTING ACCOUNTING INFORMATION TO THE FOLLOWING INDIVIDUALS

<u>Accounting Firm – CBIZ</u> Lisa Swanstrom (612-376-1218) CBIZ Accounting 222 South 9 th Street, Suite 1000 Minneapolis, MN 55402	<u>Treasurer of Robina Foundation</u> Gordon Aamoth Tom Crosby (investments)
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Lisa Swanstrom at CBIZ - When the USBank checking statement comes in, reconcile the statement and send her the following documents (The statements usually arrive the first full week of the following month - i.e. June was reconciled on 7/9/07, July was reconciled on 8/6, August on 9/6, etc.).

1. Reconciliation Report printed from Quicken.
2. Cash Flow Monthly Report from the Quicken Reports dropdown (Reports/Saved Documents/Cash Flow).
3. Register Report for the month from Quicken.
4. Copy of the USBank checking statement. (CBIZ receives their own USBank Money Market statement)
5. Quarterly Cash Flow Report
6. When the TIFF statement (investment account) comes in, a copy is sent to Lisa at CBIZ (it comes in about mid-month).

Penny Hunt, Executive Director, receives the following documents:

1. Cash Flow Report from Quicken.
2. Register Report from Quicken.
3. USBank checking account statement.
4. Quarterly Cash Flow Report.

Keep one Cash Flow Report and Register Report for each month in the files as well – file is titled “Financials - Cash Flow Reports.”

Updated December 2009

INSTRUCTIONS FOR GETTING ACCOUNTING INFORMATION TO THE FOLLOWING INDIVIDUALS

<u>Accounting Firm – CBIZ</u> Lisa Swanstrom (612-376-1218) CBIZ Accounting 222 South 9 th Street, Suite 1000 Minneapolis, MN 55402	<u>Treasurer of Robina Foundation</u> Gordon Aamoth Tom Crosby (investments)
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Lisa Swanstrom at CBIZ - When the USBank checking statement comes in, reconcile the statement and send her the following documents (The statements usually arrive the first full week of the following month - i.e. June was reconciled on 7/9/07, July was reconciled on 8/6, August on 9/6, etc.).

1. Reconciliation Report printed from Quicken.
2. Cash Flow Monthly Report from the Quicken Reports dropdown (Reports/Saved Documents/Cash Flow).
3. Register Report for the month from Quicken.
4. Copy of the USBank checking statement. (CBIZ receives their own USBank Money Market statement)
5. Quarterly Cash Flow Report
6. When the TIFF statement (investment account) comes in, a copy is sent to Lisa at CBIZ (it comes in about mid-month).

Gordon Aamoth, Acting Treasurer of Robina receives the following documents:

1. Cash Flow Report from Quicken.
2. Register Report from Quicken.
3. USBank checking account statement.
4. Quarterly Cash Flow Report.

Keep one Cash Flow Report and Register Report for each month in the files as well – file is titled “Financials - Cash Flow Reports.”

Updated April 2009

INSTRUCTIONS FOR GETTING ACCOUNTING INFORMATION TO THE FOLLOWING INDIVIDUALS

<u>Accounting Firm – CBIZ</u> Lisa Swanstrom (612-376-1218) CBIZ Accounting 222 South 9th Street, Suite 1000 Minneapolis, MN 55402	<u>Treasurer of Robina Foundation</u> Gordon Aamoeth Tom Crosby (investments)
<u>Managing Consultant of Robina Foundation</u> Jean Sazevich (612-333-2313)	

Lisa Swanstrom at CBIZ - When the USBank checking statement comes in, reconcile the statement and send her the following documents (The statements usually arrive the first full week of the following month - i.e. June was reconciled on 7/9/07, July was reconciled on 8/6, August on 9/6, etc.).

1. Reconciliation Report printed from Quicken.
2. Cash Flow Monthly Report from the Quicken Reports dropdown (Reports/Saved Documents/Cash Flow).
3. Register Report for the month from Quicken.
4. Copy of the USBank checking statement. (CBIZ receives their own USBank Money Market statement)
5. Quarterly Cash Flow Report
6. When the **TIFF statement** (investment account) comes in, a copy is sent to Lisa at CBIZ (it comes in about mid-month).

Gordon Aamoeth, Acting Treasurer of Robina receives the following documents:

1. Cash Flow Report from Quicken.
2. Register Report from Quicken.
3. USBank checking account statement.
4. Quarterly Cash Flow Report.

Jean Sazevich, Managing Consultant receives the following documents:

1. Cash Flow Report from Quicken.
2. Register Report from Quicken.
3. USBank statements (checking and money market)
4. Quarterly Cash Flow Report

Keep one Cash Flow Report and Register Report for each month in the files as well – file is titled “Financials - Cash Flow Reports.”

Updated 11/19/08

INSTRUCTIONS FOR GETTING ACCOUNTING INFORMATION TO THE FOLLOWING INDIVIDUALS

<u>Accounting Firm – CBIZ</u> Lisa Swanstrom (612-376-1218) CBIZ Accounting 222 South 9 th Street, Suite 1700 Minneapolis, MN 55402	<u>Treasurer of Robina Foundation</u>
<u>Managing Consultant of Robina Foundation</u> Jean Sazevich (612-333-2313)	

Lisa Swanstrom at CBIZ - When the USBank checking statement comes in, reconcile the statement and send her the following documents (The statements usually arrive the first full week of the following month - i.e. June was reconciled on 7/9/07, July was reconciled on 8/6, August on 9/6, etc.).

1. Reconciliation Report printed from Quicken.
2. Cash Flow Monthly Report from the Quicken Reports dropdown (Reports/Saved Documents/Cash Flow).
3. Register Report for the month from Quicken.
4. Copy of the USBank checking statement. (CBIZ receives their own USBank Money Market statement)
5. Quarterly Cash Flow Report

When the **TIFF statement** (investment account) comes in, a copy is sent to Lisa at CBIZ (it comes in about mid-month).

Lois Quam, Treasurer of Robina receives the following documents: (To be determined as of 11/19/08)

1. Cash Flow Report from Quicken.
2. Register Report from Quicken.
3. Copy of the USBank checking account statement.
4. Quarterly Cash Flow Report.
5. USBank sends the Money Market Statement directly to Ed Spencer's office
6. TIFF sends the account statement directly to Ed Spencer's office.

Jean Sazevich, Managing Consultant receives the following documents:

1. Cash Flow Report from Quicken.
2. Register Report from Quicken.
3. USBank statements (checking and money market)
4. Quarterly Cash Flow Report

Keep one Cash Flow Report and Register Report for each month in the files as well – file is titled "Financials - Cash Flow Reports."

Updated 11/17/08

INSTRUCTIONS FOR GETTING ACCOUNTING INFORMATION TO THE FOLLOWING INDIVIDUALS

Accounting Firm – CBIZ

Lisa Swanstrom (612-376-1218)
CBIZ Accounting
222 South 9th Street, Suite 1700
Minneapolis, MN 55402

Treasurer of Robina Foundation

Edson W. Spencer (612-333-3560)
4900 IDS Center, 80 South 8th Street
Minneapolis, MN 55402

Managing Consultant of Robina Foundation

Jean Sazevich (612-333-2313)

Lisa Swanstrom at CBIZ - When the USBank checking statement comes in, I reconcile the statement and send her the following documents (The statements usually arrive the first full week of the following month - i.e. June was reconciled on 7/9/07, July was reconciled on 8/6, August on 9/6, and September on 10/4.):

1. Reconciliation Report printed from Quicken.
2. Cash Flow Monthly Report from the Quicken Reports dropdown (Reports/Banking/Cash Flow).
3. Register Report for the month from Quicken.
4. Copy of the USBank checking statement. (CBIZ receives their own USBank Money Market statement)

When the **TIFF statement** (investment account) comes in, a copy is sent to Lisa at CBIZ (it comes in about mid-month).

Ed Spencer, Treasurer of Robina receives the following documents:

1. Cash Flow Report from Quicken.
2. Register Report from Quicken.
3. Copy of the USBank checking account statement.
4. USBank sends the Money Market Statement directly to Ed Spencer's office
5. TIFF sends the account statement directly to Ed Spencer's office.

Jean Sazevich, Managing Consultant receives the following documents:

1. Cash Flow Report from Quicken.
2. Register Report from Quicken.
3. USBank statements (checking and money market)

Keep one Cash Flow Report for each month in the files as well – file is titled "Financials - Cash Flow Reports."

Jan 2008

SAMPLE

Cash Flow - Last month

12/1/2007 through 12/31/2007

1/21/2008

office copy

Page 1

Category Description	12/1/2007- 12/31/2007
INFLOWS	
Interest Inc	1.15
	75,000.00
TOTAL INFLOWS	75,001.15
OUTFLOWS	
Contract Service	
Aamoth	14,576.00
Baker Management	1,900.00
Harrison	2,500.00
Szevich	4,166.67
TOTAL Contract Service	23,142.67
Director's Fees	40,000.00
Legal-Prof Fees	7,896.00
Meeting Expense	89.02
Misc	500.00
Office Equipment	3,235.93
Office Supplies	169.23
Parking and Mileage	197.08
Postage and Delivery	203.81
Telephone	118.44
TOTAL OUTFLOWS	75,552.18
OVERALL TOTAL	-551.03

Cash Flow - Last year

1/1/2007 through 12/31/2007

1/21/2008

Page 1

Category Description	1/1/2007- 12/31/2007
INFLOWS	
Interest Inc	38.17
	475,000.00
TOTAL INFLOWS	475,038.17
OUTFLOWS	
Accounting - Audit Fees	11,675.00
Bank Charge	18.00
Bank Fees	213.13
Contract Service	
Aamoth	160,416.00
Baker Management	15,150.00
Consultants	11,824.87
Gilberg	740.00
Harrison	20,000.00
Sazevich	38,875.03
TOTAL Contract Service	247,005.90
Director's Fees	40,000.00
Furniture And Equipment	589.29
Insurance	
D&O	4,800.00
Property	1,781.50
TOTAL Insurance	6,581.50
Legal-Prof Fees	169,909.73
Meeting Expense	15,707.40
Membership Dues	2,816.56
Misc	664.25
Office Equipment	10,132.03
Office Supplies	933.18
Parking and Mileage	1,421.51
Postage and Delivery	552.38
Printing	77.06
Printing, Web Design And Maintenance	2,863.06
Professional Development	3,636.63
Rent	4,986.64
Tax	
Excise Tax	4,600.00
Property	2,110.66
TOTAL Tax	6,710.66
Telephone	2,647.94
Web Design and Maintenance	1,081.25
TOTAL OUTFLOWS	530,223.10
OVERALL TOTAL	-55,184.93

ROBINA FOUNDATION

INSTRUCTIONS FOR TRANSFERRING FUNDS FROM USBANK INVESTMENT ACCOUNT (Money Market) TO USBANK CHECKING ACCOUNT AND TO WIRE FUNDS TO THE GRANTEES

Kathleen Blatz, Chair, and Penny Hunt, Executive Director, have the authorization to make the transfers.

The USbank contact for transfers from Investment Account to Checking and/or to Grantees:

Sally Godfrey, Vice President, Senior Philanthropic Officer, U.S. Bank Charitable Services Group, Phone: 651-466-8710 Email: sarah.godfrey@usbank.com

Or Tina Jacobsen, tina.jacobsen@usbank.com, Phone: 651-466-8704

Nancy Gilberg, Administrative Consultant, let's the Executive Director know when needing a cash transfer. USbank will call Penny Hunt to authorize transfer.

[REDACTED]

[REDACTED]

September 2018

ROBINA FOUNDATION

INSTRUCTIONS FOR TRANSFERRING FUNDS FROM USBANK INVESTMENT ACCOUNT (Money Market) TO USBANK CHECKING ACCOUNT AND TO WIRE FUNDS TO THE GRANTEES

Kathleen Blatz, Chair, and Penny Hunt, Executive Director, have the authorization to make the transfers.

The USbank contact for transfers:

Sally Godfrey, Vice President, Senior Philanthropic Officer, U.S. Bank Charitable Services Group, Phone: 651-466-8710 Email: sarah.godfrey@usbank.com

Copy Tina Jacobsen, tina.jacobsen@usbank.com, Phone: 651-466-8704

Nancy Gilberg, Administrative Consultant, let's the Executive Director know when needing a cash transfer. USbank will call her to authorize transfer.

August 2017

ROBINA FOUNDATION

INSTRUCTIONS FOR TRANSFERRING FUNDS FROM USBANK INVESTMENT ACCOUNT (Money Market) TO USBANK CHECKING ACCOUNT AND TO WIRE FUNDS TO THE GRANTEES

Kathleen Blatz, Chair, and Penny Hunt, Executive Director, have the authorization to make the transfers.

The USbank contact for those transfers is:

Benjamin Webster, Assistant Vice President, The Charitable Service Group, Benjamin.webster@usbank.com, Phone: 651-466-8040 and copy Tina Jacobsen, tina.jacobsen@usbank.com, Phone: 651-466-8704

Nancy Gilberg, Administrative Consultant, let's the Executive Director know when the checking account is in need of a cash transfer.

[REDACTED]

[REDACTED]

ROBINA FOUNDATION

INSTRUCTIONS FOR TRANSFERRING FUNDS FROM USBANK INVESTMENT ACCOUNT (Money Market) TO USBANK CHECKING ACCOUNT AND TO WIRE FUNDS TO THE GRANTEES

Kathleen Blatz, Chair, and Penny Hunt, Executive Director, have the authorization to make the transfers.

The USbank contact for those transfers is Kimberly S. DeBaere, CFP, Sr. VP, Personal Trust Relationship Mgr., Phone #612-303-3205, (copy Nicole Olmschied – 612-303-4775).

Nancy Gilberg, Administrative Consultant, let's the Executive Director know when the checking account is in need of a cash transfer.

[REDACTED]

[REDACTED]

May 2014

ROBINA FOUNDATION

INSTRUCTIONS FOR TRANSFERRING FUNDS FROM USBANK INVESTMENT ACCOUNT (Money Market) TO USBANK CHECKING ACCOUNT

Kathleen Blatz, Chair, and Penny Hunt, Executive Director, has the authorization to make the transfers.

Kimberly S. DeBaere, CFP, Sr. VP, Personal Trust Relationship Mgr. (USbank), Phone #612-303-3205, is the person to contact for those transfers (copy Nicole Olmschied – 612-303-4775).

Nancy Gilberg, Administrative Consultant, let's the Chair or the Executive Director know when the checking account is in need of a cash transfer.

[REDACTED]

[REDACTED]

September 2013

ROBINA FOUNDATION

INSTRUCTIONS FOR TRANSFERRING FUNDS FROM USBANK INVESTMENT ACCOUNT (Money Market) TO USBANK CHECKING ACCOUNT

Thomas Crosby, Jr., Chair, and Penny Hunt, Executive Director, has the authorization to make the transfers.

Timothy S. Towle, Managing Director, Wealth Planner, Ascent Private Capital Management (USbank), Phone #612-303-4969, is the person to contact for those transfers.

Nancy Gilberg, Administrative Consultant, let's the Chair or the Executive Director know when the checking account is in need of a cash transfer.

[REDACTED]

[REDACTED]

August 1, 2012

ROBINA FOUNDATION

INSTRUCTIONS FOR TRANSFERRING FUNDS FROM USBANK INVESTMENT ACCOUNT (Money Market) TO USBANK CHECKING ACCOUNT

Thomas Crosby, Jr., Chair, and Penny Hunt, Executive Director, has the authorization to make the transfers.

Timothy S. Towle, Trust Relationship Manager, USbank, Phone #651-466-8710 is the person to contact for those transfers.

Nancy Gilberg, Administrative Consultant, let's the Chair or the Executive Director know when the checking account is in need of a cash transfer.

[REDACTED]

[REDACTED]

September 2011

ROBINA FOUNDATION

INSTRUCTIONS FOR TRANSFERRING FUNDS FROM USBANK INVESTMENT ACCOUNT (Money Market) TO USBANK CHECKING ACCOUNT

Thomas Crosby, Jr., Treasurer, and Penny Hunt, Executive Director, have the authorization to make the transfers.

Timothy S. Towle, Trust Relationship Manager, USBank, Phone #651-466-8710 is the person to contact for those transfers.

Nancy Gilberg, Administrative Consultant, let's the Treasurer or the Executive Director know when the checking account is in need of a cash transfer. \$50,000 is the usual transfer amount.

[REDACTED]

[REDACTED]

[REDACTED] M. Monson is our Private Client Rep at USBank for the Checking Account. His phone is 612-303-3202.

April 2010

ROBINA FOUNDATION

INSTRUCTIONS FOR TRANSFERRING FUNDS FROM USBANK INVESTMENT ACCOUNT (Money Market) TO USBANK CHECKING ACCOUNT

Gordon Aamoth, President and Treasurer, has the authorization to make the transfers.

Timothy S. Towle, Trust Relationship Manager, USBank, Phone #651-466-8710 is the person to contact for those transfers.

Nancy Gilberg, Administrative Consultant, let's Aamoth know when the checking account is in need of a cash transfer. \$50,000 is the usual transfer amount.

[REDACTED]

[REDACTED]

Troy M. Monson is our Private Client Rep at USBank for the Checking Account. His phone is 612-303-3202.

January 2009

**INSTRUCTIONS FOR TRANSFERRING FUNDS FROM USBANK INVESTMENT
ACCOUNT TO USBANK CHECKING ACCOUNT**

Gordon Aamoth and Edson Spencer have the authorization to make the transfers.

Timothy S. Towle, Trust Relationship Manager, USBank, Phone #651-466-8710 is the person to contact for those transfers.

Nancy Gilberg, Administrative Consultant, let's Aamoth or Spencer know when the checking account is in need of a cash transfer. \$50,000 is the usual transfer amount.

[REDACTED]

[REDACTED]

Troy M. Monson is our Private Client Rep at USBank for the Checking Account. His phone is 612-303-3202.

January 2008

Search Results

Date	Acct	Num	Payee	Cat	Memo	Clr	Page 1
							Amount
1/18/2008	Checking	DEP	Transfer From [REDACTED]		EWS called 1/17/08		50,000.00
12/7/2007	Checking	DEP	Transfer From [REDACTED]		Gordy called 12/7/07	R	75,000.00
10/29/2007	Checking	DEP	Transfer From [REDACTED]		Gordy called 10/29/07	R	50,000.00
10/1/2007	Checking	DEP	Transfer From [REDACTED]		Gordy called	R	50,000.00
8/29/2007	Checking	DEP	Transfer From [REDACTED]		Ed called	R	50,000.00
7/30/2007	Checking	DEP	Transfer From [REDACTED]		Gordy called	R	50,000.00
6/5/2007	Checking	DEP	Transfer From [REDACTED]		Ed called	R	100,000.00

Example of cash
transfers for 2007.

TELEPHONE/INTERNET/COMPUTER/PRINTER INFORMATION

Phone numbers: 612-333-2313 (main number), 612-333-2283 (second line on Administrative Consultant desk), and 612-333-0182 (fax number)

Computer Support (2 Dell Laptops): Network Guidance 2.0

- Help Desk: 952-479-4583 or helpdesk@networkguidance2.com

Printer (Canon) Repair Service: CW Technology

- Phone: 952-544-5400 Service Person: Gary Eickelberg

Provider: CenturyLink (formerly Qwest)

- Technical Support (high-speed internet): 800-247-7285 or 800-472-0643
- Communication Services (telephone lines): 800-238-5100
- Repair/Change Service: 855-602-1036

Verizon Smart Phone Service: Phone 612-501-0554 (used by Administrative Consultant) (file info in AC desk under "Telephone Info")

- Customer Service: 800-922-0204

Internet Web Hotel/Domain Name Server: Manage.netLLC

- Virtual Web or FTP site (does our basic web hosting)
- Contact: Dan Cummings at 612-821-5000 (office) or 612-281-2041 (cell) or dan@manage.net (email)
- To connect with the @robinafoundation.org use mail.tcpost.com/

Audio Conferencing Reservationless Account: 877-820-7831

- Client ID: 6083116
- Used for Board Meeting Conference Calls (instructions below)

Reservationless Audio Conferencing Account

Company Name: Robina Foundation
Host Name: Nancy Gilberg
Conference Title:

Moderator Passcode: 889480
Participant Passcode: 3167335

US/CAN Toll Free: 1-877-820-7831
Int'l Toll: 1-720-279-0026

Client ID: 6083116
Web Password: o8292n

Host a Meeting Now - It's Easy!

Inform your Participants of the meeting time, dial in number and passcode.

Moderator	Dialing	Instructions
1. Dial	your Access	Number: 1-877-820-7831
2. Enter	your Moderator	Passcode: 889480# (must dial #key)

Participant	Dialing	Instructions
1. Dial the	Moderator's Access	Number: 1-877-820-7831
2. Enter the	Participant	Passcode: 3167335# (must dial #key)

TELEPHONE/INTERNET/COMPUTER/PRINTER INFORMATION

Phone numbers: 612-333-2313 (main number), 612-333-2283 (second line on Administrative Consultant desk), and 612-333-0182 (fax number)

Computer Support (2 Dell Laptops): Network Guidance 2.0

- Help Desk: 952-479-4583 or helpdesk@networkguidance2.com

Printer (Canon) Repair Service: CT Technologies

- Phone: 952-544-5400 or dales@cttechnologies.com

Provider: CenturyLink (formerly Qwest)

- Technical Support (high-speed internet): 877-280-6883
- Communication Services (telephone lines): 877-453-9404
- Repair/Change Service: 855-602-1036

Verizon Smart Phone Service: Phone 612-501-0554 (used by Administrative Consultant) (file info in AC desk under "Telephone Info")

- Customer Service: 800-922-0204

Internet Web Hotel/Domain Name Server: Manage.netLLC

- Virtual Web or FTP site (does our basic web hosting and email services)
- Contact: Dan Cummings at 612-821-5000 (office) or 612-281-2041 (cell) or dan@manage.net (email)
- To connect with the @robinafoundation.org use mail.tcpost.com/

Audio Conferencing Reservationless Account: 800-485-0844 (option #2)

- Account #74886307
- Used for Board Meeting Conference Calls (instructions below)

Reservationless Audio Conferencing Account	Host a Meeting Now - It's Easy!																		
Company Name: Robina Foundation Host Name: Nancy Gilberg Conference Title: Moderator Passcode: 889480 Participant Passcode: 3167335 US/CAN Toll Free: 1-877-820-7831 Int'l Toll: 1-720-279-0026 Client ID: 6083116 Web Password: o8292n	Inform your Participants of the meeting time, dial in number and passcode. <table><thead><tr><th>Moderator</th><th>Dialing</th><th>Instructions</th></tr></thead><tbody><tr><td>1. Dial</td><td>your Access</td><td>Number: 1-877-820-7831</td></tr><tr><td>2. Enter</td><td>your Moderator 889480# (must dial #key)</td><td>Passcode:</td></tr></tbody></table> <table><thead><tr><th>Participant</th><th>Dialing</th><th>Instructions</th></tr></thead><tbody><tr><td>1. Dial</td><td>the Moderator's Access</td><td>Number: 1-877-820-7831</td></tr><tr><td>2. Enter</td><td>the Participant 3167335# (must dial #key)</td><td>Passcode:</td></tr></tbody></table>	Moderator	Dialing	Instructions	1. Dial	your Access	Number: 1-877-820-7831	2. Enter	your Moderator 889480# (must dial #key)	Passcode:	Participant	Dialing	Instructions	1. Dial	the Moderator's Access	Number: 1-877-820-7831	2. Enter	the Participant 3167335# (must dial #key)	Passcode:
Moderator	Dialing	Instructions																	
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TELEPHONE/INTERNET INFORMATION

Phone numbers: 612-333-2313(main number), 612-333-2283(second line on Admin. Asst. desk), and 612-333-0182(fax number)

Provider: CenturyLink (formerly Qwest)

Technical Support (high-speed internet): 877-280-6883

Communication Services (telephone lines): 877-453-9404

Verizon Smart Phone Service: Phone 612-501-0554 (used by Administrative Consultant)

Audio Conferencing Reservationless Account: 800-485-0844 (option #2)

- Account #74886307
- Instructions below

Reservationless Audio Conferencing Account

Company Name: Robina Foundation
Host Name: Nancy Gilberg
Conference Title:

Moderator Passcode: 889480
Participant Passcode: 3167335

US/CAN Toll Free: 1-877-820-7831
Int'l Toll: 1-720-279-0026

Client ID: 6083116
Web Password: o8292n

Host a Meeting Now - It's Easy!

Inform your Participants of the meeting time, dial in number and passcode.

Moderator Dialing Instructions
1. Dial your Access Number:
1-877-820-7831
2. Enter your Moderator Passcode:
889480# (must dial #key)

Participant Dialing Instructions
1. Dial the Moderator's Access Number:
1-877-820-7831
2. Enter the Participant Passcode:
3167335# (must dial #key)

TELEPHONE/INTERNET INFORMATION

Regarding phone numbers: 612-333-2313(main number), 612-333-2283(second line on Admin. Asst. desk), and 612-333-0182(fax number)

Provider: CenturyLink (formerly Qwest)

Technical Support (high-speed internet): 877-280-6883

Communication Services (telephone lines): 877-453-9404

Audio Conferencing Reservationless Account: 800-485-0844 (option #2)

- Account #74886307
- Instructions below

Reservationless Audio Conferencing Account

Company Name: Robina Foundation
Host Name: Nancy Gilberg
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Int'l Toll: 1-720-279-0026

Client ID: 6083116
Web Password: o8292n

Host a Meeting Now - It's Easy!

Inform your Participants of the meeting time, dial in number and passcode.

Moderator	Dialing	Instructions
1. Dial your Access Number:		1-877-820-7831
2. Enter your Moderator Passcode:		889480# (must dial #key)

Participant	Dialing	Instructions
1. Dial the Moderator's Access Number:		1-877-820-7831
2. Enter the Participant Passcode:		3167335# (must dial #key)

Qwest Phone Issues regarding phone numbers: 612-333-2313(main number), 612-333-2283(second line on Admin. Asst. desk), and 612-333-0182(fax number)

Customer Service: 800-603-6000

Good person to contact in town: John Nalty – 651-281-8402

Quest Repair: 800-770-2513

Actual phone line problem

Telephone Repair: 800-201-5382

Phone itself is a problem – manufacturer of phone

Waive taxes: 800-244-3511 x3527 (Randy)

Fax: 866-240-2488

Teleconferencing questions: 800-263-3863

Account #74886307

January 2008

ROBINA FOUNDATION
CONFERENCE CALL INFORMATION

Reservationless conference call at any time by simply following the steps below.

Moderator Instructions:

1. Dial your Reservationless Conferencing access number: 1 866 633 3380

(Note: If you are an International Reservationless Conferencing customer, dial 1 720 348 6863)

2. Dial your Reservationless Conferencing room number: *3167335*

(Note: the star key must be pressed before and after your room number.)

3. Dial your Moderator Personal Identification Number (PIN): *2262*

(Note: the star key must be pressed before and after your PIN.)

Your conference is now in session! You will be notified by two audible beeps as conference participants join your meeting. Please note: Your PIN number is used only when you host a conference. Please do not give your PIN to conference participants.

Special Features For Use During Conferences:

For domestic calls, dial: *1 + area code + telephone number*

For international calls, dial: * 011+ country code + area code + telephone number *

- To disconnect the last incoming participant, busy line or voice mail, dial: * 2 *
- To mute your line, dial: * 6 *
- To open or close access to the conference, dial: * 7 *
- To end the conference call and disconnect all participants, dial: * 9 *
- To reach the Reservationless Conferencing Help Desk during the conference, dial: * 10 *
- To reach the Qwest Audio Help Desk outside the conference, dial: 800-860-8000

Participant Instructions:

1. Dial the Reservationless Conferencing access number: 1 866 633 3380

(Note: International Reservationless Conferencing participants dial 1 720 348 6863)

2. Dial the Reservationless Conferencing room number : *3167335*

(Note: the star key must be pressed before and after your room number)

3. Wait to be added to the conference.