



Foundation News

VOLUME 1, NUMBER 6

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[HTTP://WWW.EPSILONOMEGA.ORG/FOUNDATION.HTML](http://www.epsilonomega.org/foundation.html)

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President's Message

Cheryl Frazier



Greetings Foundation Members,

Summer is over and we are back to work and the kids are all in school. I'm really looking forward to this fall 2011 and exciting possibilities that lie ahead for the Foundation.

In just a few weeks (Sat. Sept. 24th) the Foundation will be engaging in it's first strategic planning retreat in recent years. This process will permit you all to have an active and critical role in the course that the Foundation will be taking in the upcoming years. Please make sure you register for this session. You will find it extremely meaningful.

Secondly, we look forward the various Foundation fundraisers and the long awaited start of Phase II construction on our facility.

Facility Management Team

The Foundation is in need of volunteers to assist in the management and rental of the Ivy Family Support Center. If you are interested in assisting, please make contact with President Cheryl Frazier or Vice President Tonja Ringgold.

Committee Involvement

Along with our external supporters we need "YOU", members of Epsilon Omega Foundation, Inc., to become actively involved. You can do this through your participation in one of the Foundation committees. Please connect with the committee chair listed to the right, if you wish to join.

Thank you.



The Foundation Pledge Campaign



The Foundation needs support from members in order to continue to thrive. Your generous contributions to the Epsilon Omega Foundation, Inc. are a tax deductible investment in showing your support. Financial support that received from members will help to defray operating costs for the Ivy Family Support Center.

Operating costs are not solely limited to utilities, it also includes floor replacement and communication systems.

Please see Foundation Treasurer and Grant/Proposals Chair Lisa Foust for a Foundation Pledge form. You can also download this form from the Epsilon Omega Foundation website.

<http://www.epsilonomega.org/foundation.html>

PLEDGE LEVEL

\$ 1 - \$ 499	Brenda Moryck
\$ 500 - \$ 999	Annice Creditt Woodford
\$ 1,000 - \$ 1,499	Louise Reynolds
\$ 1,500 - \$ 1,999	Mary Miller
\$ 2,000 - \$ 2,499	Georgine Lewis Wilkins
\$ 2,500 - \$ 2,999	Lillian Hughes
\$3,000 - \$ 3,999	Sadye C. Martin
\$ 4,000 - \$5,999	Erma Bruce Davis
\$ 6,000 - \$ 7,999	Miriam Curtiss
\$ 8,000 - \$ 9,000	Vivian J. Cook
\$10,000 - Up	Vivian Carter Mason

Foundation Strategic Planning Retreat

Saturday, September 24th!9/24/11



Foundation Members...Strategic Planning for the Epsilon Omega Foundation is finally here!

The Epsilon Omega Foundation needs **YOU** to assist in the creation and design of your 2012-2014 Foundation Strategic Plan. The upcoming Foundation Strategic Planning Retreat will take place at the Ivy Family Support Center, Saturday, September 24, 2011 from 10:00 am – 4:00 pm.

The reason this process is so important is because strategic planning provides overall direction and management for Epsilon Omega Foundation. It will give specific direction to areas like financial strategy, marketing strategy, organizational development strategy and human resources strategy, in order for us to meet our mission and achieve success. The importance of strategic planning is the organization-wide impact of the decisions in the strategic plan.

“Failing to plan is planning to fail.” This often-heard quote from Alan Lakein, the popular author on time management, is a reminder that many of the day-to-day operational struggles we face in the Foundation had their seeds sown in the past, when we failed to think and plan ahead.

Five workgroups will comprise the sub-committees of the Strategic Planning Process, each led by two co-chairs from the Strategic Planning Steering Committee. A brief descriptions of each working group, along with their respective co-chairs are provided below.

1. **Growing & Sustaining Membership** – works on creating goals and objectives that will increase and strengthen membership, as well as promote communication to the membership in the Foundation. *Co-Chairs: Andrea Taylor & Carol Robinson*
3. **Strengthening Sisterly Relations & Ethics** – works on creating goals and objectives that will promote sisterly relations and ethics within the Foundation and across organizations. *Co-Chairs: Paula Tolson & Ruth Brown*
4. **Structure & Operations** - works on creating goals and objectives that will enhance the organizational structure of the Foundation as well as enhance its business operations and sustainability. *Co-Chairs: Tonja Ringgold & Cheryl Frazier*
5. **Programs of Service** - works on creating goals and objectives that will support the raising of funds to support the Chapter’s program of service as well as seek future connections for programs. *Co-Chairs: Shirley Hill & Janet Williams*
6. **Finance and Sustainability** – works on creating goals and objectives that will strengthen the financial stability of the Foundation. *Co-Chairs: Lois Knight-Harrison & Lisa Foust*

Please plan to share your thoughts, talents and “voice” in how the Foundation moves forward in the future. Inserted in this newsletter is a Retreat Registration form. The fee, which helps to cover the cost for food and materials, is \$20 per person. When you register, please indicate your first, and second preference in working groups for the retreat. You may submit your registration form to Strategic Planning Chair Tonja Ringgold or mail in your form and fee to: **Epsilon Omega Foundation, Inc., Strategic Planning Steering Committee, c/o Dr. Tonja L. Ringgold, P.O. Box 67003, Baltimore, MD 21215**

Anticipated timeline for the work of the Strategic Planning Steering Committee:

- **Aug - Initial** Steering Committee Meeting (conference call) Initial Planning of Foundation Retreat
- **Sept - Meeting #2** (Immediately Following Sept. Chapter Meeting) - Planning of Retreat Continues
- **Sept - Meeting #3** - Last planning meeting of Retreat prior to Retreat (September 24th 10am - 4pm)
- **Sept - Meeting #4** (Discussion of 1st draft of Strategic Plan following the Retreat)
- **Oct Chapter Meeting** - Distribution of FIRST DRAFT of the Strategic Plan to members (1st Reading)
- **Oct - Meeting #5** (Discussion of comments from the membership regarding 1st draft of Strategic Plan)
- **Nov Chapter Meeting** - Distribution of Draft #2 of Strategic Plan which include edits and comments from members (1st Reading)
- **Nov - Meeting #6** (Discussion of comments from the membership regarding 2nd draft of Strategic Plan)
- **Dec Chapter Meeting** - Distribution of Strategic Plan Draft #3 which include edits and comments from members (2nd Reading)
- **Dec - Meeting #7** (Discussion of comments from the membership regarding 3rd draft of Strategic Plan)
- **Jan 2012 Chapter Meeting** - Distribution of **Final Draft of Strategic Plan** which include edits and comments from members.

January 2012 - Implementation of 2012 - 2014 Strategic Plan!

FEATURE

Article 4: Strategic Planning: What It Is & Isn't

Frank Martinelli, The Center for Public Skills Training

More than a few strategic planning efforts have run aground because they were based on a fundamental misunderstanding of what a strategic plan is. Sometimes strategic planning is confused with other planning modalities, each valid in its own right but geared toward a different end result. To put it simply, not every plan is a strategic plan.

A **strategic plan** is a tool that provides guidance in fulfilling a mission with maximum efficiency and impact. If it is to be effective and useful, it should articulate specific goals and describe the action steps and resources needed to accomplish them. As a rule, most strategic plans should be reviewed and revamped every three to five years. An *operating plan* is a coordinated set of tasks for carrying out the goals delineated in a strategic plan. It thus goes into greater detail than the strategic plan from which it is derived, spelling out time frames and the roles of individual staff and board members, for example. It also has a shorter horizon than a strategic plan — usually one fiscal year.

A **business plan** is typically focused on the actions and investment necessary to generate income from a specific program or service. A business plan includes information about an organization's products, competitive environment and revenue assumptions.

A **case statement** is geared toward marketing and fundraising rather than planning. It describes the organization's goals, capabilities and strengths and the benefits it provides. Its purpose is to secure contributions and grants from individuals, foundations, corporate giving programs and other philanthropic entities.

Components of an effective strategic plan

Strategic plans are comprehensive documents that cover all aspects of an organization's work, including programs and services, management and operations, fundraising and finances, facilities and governance. Depending on the organization's scope and emphasis, a plan might also describe approaches to enhance marketing, internal and external communications, membership development and administrative systems. Information about these topics should be presented in an action-oriented format. Good strategic plans include:

A Mission Statement - A brief expression of the organization's purpose. It should answer the questions **"Why do we exist?"** and **"What, at the most basic level, do we do?"**

A Vision Statement - A description of the organization's desired future state. An organizational vision statement is internally focused: It projects the future in terms of the program, budget or staff size, answering the question "Where do we want to be?" Some organizations also adopt societal vision statements, articulating the desired influence of their work on their target community or constituency. This type of vision statement answers the question **"What is the impact of our work?"**

A Values Statement - The principles on which an organization is built, and that guide its planning, operations and programs. It answers the question **"What do we believe in?"**

Goals and Objectives - These express desired outcomes and may be focused on discrete parts of the organization's programming or internal operations. Progress toward achieving goals and objectives should be measurable. While the terms are often used interchangeably, goals are generally more comprehensive or far-reaching than objectives. Framed clearly, they answer the question **"What do we want to accomplish?"**

Strategies and Tactics - These consist of approaches or sets of activities needed to achieve the goals and objectives. They answer the question **"How will we actually accomplish our work?"**

An Implementation Plan - This is an organizational "user's guide" to the strategic plan. It spells out the cost, duration, priority order and accountability for each strategy and tactic. The implementation plan answers the questions **"What are our specific priorities?"** and **"How can we pursue our plan in a logical and feasible fashion?"**

Foundation Strategic Planning Survey

The Epsilon Omega Foundation Strategic Planning Steering Committee, is seeking input from YOU on how the Foundation has been operating over the past years. Your opinions are valued and extremely important. Please take a moment to complete this brief survey. Use as much space as necessary to answer narrative questions. Your responses are anonymous and will be treated confidentially.

Upon completion of the survey, your responses will be sent to the Foundation where a consolidated summary of all replies will be made available to the Foundation Strategic Planning Steering Committee for use in developing the Strategic Plan during the September 24, 2011 retreat. The survey can be reached on the following link:

[Link to Epsilon Omega Foundation Strategic Planning Survey](#)



EPSILON OMEGA FOUNDATION, INC.

Ivy Family Support Center 3515 Dolfield Avenue
Baltimore, Maryland 21215
410-367-6750



Position: Facility Management Team Leader (part-time)

Report to: Vice President, Epsilon Omega Foundation

Position Summary

The responsibilities are to manage, supervise, facilitate and assist with the maintenance, upkeep and security of the Ivy Family Support Center. In addition, serve as facility team leader for the facility. The part-time Facility Management Team Leader must be familiar with all duties of the Facility Management Team,

Essential Functions

Administrative

- Supervise volunteers who are a part of the facility management team, contract staff (including janitorial, set-up for events, lawn care, trash and snow removal) in the performance of their duties;
- Process payroll for contract staff;
- Handle discrepancies regarding rental of Ivy Hall and classrooms;
- Contract out-of-town clients;
- Order office and janitorial supplies;
- Schedule and monitor the work of outside service providers and contractors;
- Control the supply and use of keys and equipment (e.g. photocopier and computers);
- Submit vouchers for Center expenses to the treasurer of the Board of Directors;
- Submit monthly report(s) to the Executive Committee and Board of Directors;
- Serve on the Executive Committee;
- Liaison to Foundation President and Vice President.

General Building Maintenance

- Ensure the upkeep of the exterior grounds, including trash, winter snow and ice removal;
- Ensure the services of a trash disposal company, exterminator and other related personnel necessary for maintenance of the Center;
- Schedule the required security for all required occasions;
- Ensure periodic inspection, certification and maintenance of fire extinguishers;
- Ensure the inventory of property (includes supplies, furniture, equipment) updated annually;
- Ensure the inventory of property (includes supplies, furniture, equipment) updated annually;
- Coordinate with the Executive Committee periodic inspection of the physical plant and all other routine services;
- Store and maintain records of all maintenance agreements, Insurance policies, guarantees and warranties;
- Ensure the proper settings for heating and air-conditioning systems at all times;
- Maintain current job descriptions and written agreements with independent contractors.

Days/Hours

- Three days weekly: Monday, Wednesday and Thursday; 10:00 a.m. to 3 p.m.





IVY FAMILY SUPPORT CENTER





3515 Dolfield Avenue
P.O. Box 67003
Baltimore, Maryland 21215
(Office) 410-367-6750 (Fax) 410-367-7646
Email: epsilonomega.foundation@gmail.com



About Epsilon Omega Foundation Inc.

Epsilon Omega Foundation, Inc. is a non-profit and tax exempt, 501 (c) (3), corporation established to acquire resources to support and promote programs and services to meet the changing needs of citizens of the Baltimore metropolitan community and beyond. The Foundation was created and incorporated in 1991.

The Foundation has been supported by contributions from members, friends and grants from public and private sources.

Foundation Mission

The mission of the Epsilon Omega Foundation, Inc. is to meet the challenges of the community through service education and cultural development.

Ivy Family Support Center Vision

The vision for the Ivy Family Support Center is to become a center of and for the community - a place where family life is supported, recreation and good health encouraged, educational opportunities provided, art and beauty treasured and where intergenerational con-

2011 Epsilon Omega Foundation Board

Foundation Board Officers

- Cheryl L. Frazier, *President*
- Tonja L. Ringgold, *Vice President*
- Tangela D. Richardson, *Recording Secretary*
- Carol Y. Robinson, *Assistant Recording Secretary*
- Marcia C. Martin, *Corresponding Secretary*
- Esther C. Bailey, *Financial Secretary*
- Clemintine D. Carr, *Assistant Financial Secretary*
- Lisa Foust, *Treasurer*
- Sylvia L. Johnson, *Assistant Treasurer*

Foundation Webmaster & Newsletter Editor: *Tonja L. Ringgold*

Foundation General Directors

- Isabella Branch Brown
- June Dennis
- Crystal Cotton-Faison
- Angela Gibson
- Shirley T. Hill
- Lois Knight-Harrison
- Verna Jackson
- Cylia Lowe
- E. Francine Stokes-McElveen, Esq.
- Karen Robertson
- Gwendolyn Statham