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Accessibility & Non-Discrimination

Policy

Tapestry's mission is to create "*opportunities for participation in the joys of dance and music from around the world.*" The organization will not discriminate against people based on race, religion, national origin, gender, age, marital status, affectional preference, economic status, or physical or mental conditions. Tapestry will follow existing federal, state, or local statutes concerning discrimination and harassment.

In keeping with this mission and spirit, Tapestry seeks to make its programs and activities accessible to persons with disabilities to the extent we are able, in compliance with the Americans with Disabilities Act (ADA) and the Minnesota Human Rights Act. A person who wishes to request accommodations should communicate with the Tapestry office two weeks prior to an event. We recognize that an individual might be reluctant to make a request based on a disability. We ask our volunteers and artists to smooth the way as much as possible when a request is made.

Practices and Procedures:

Accessibility begins with a statement of need by an individual who, due to a disability, needs some form of accommodation in order to participate. Under Tapestry's policy (above), accommodations for persons with disabilities should ideally be arranged two weeks in advance with Tapestry staff.

However, we ask our volunteers and artists to be as open and welcoming as possible if someone needing an accommodation arrives unexpectedly. This document provides some guidance for arranging an accommodation "on the spot." Clearly, some accommodations (such as hiring an interpreter) cannot be improvised quickly. If an acceptable accommodation cannot be found, the individual should be invited to return at a later date after contacting Tapestry staff. (Note that requests to adjust heat or sound levels are not generally disability-related, but please consider honoring them.)

Volunteers and artists should keep in mind that the individual may feel embarrassed or uncomfortable about revealing a disability and need. To begin a productive dialogue, a question such as "*How do you envision participating?*" will convey an open attitude and give information about what the person has in mind. Refer requests for accommodation to the House Manager (or "opener/closer"; sometimes combined with admissions). See also Resource list, below.

The House Manager should consult with the teacher, programmer or caller to explore options that fit the needs of the individual while being as unobtrusive as possible. The accommodation must be mutually agreeable for the individual requesting, and the Tapestry representatives. If it is simple and inexpensive and has worked in the past, it is considered reasonable to try to use it (for instance, a band or scarf of contrasting color worn on one leg as a visual aid). Accommodations beyond the resources of the organization, or that change the essential nature of the event, are not required by law. (Note, though, that "essential" is not the same as "ideal," and for most events this will allow much latitude). Safety of the individual and the other dancers is, of course, paramount. Accessibility equipment is available in the safe room

Service dogs cannot be denied admission. Using a service dog during group dancing is potentially dangerous to all parties, so it may be preferable to have another dancer as a guide for the patron. In that case, the patron must have someone else have the dog under control at all times. (You may *not* ask about the nature of the disability, or ask for the dog's certification. You may ask "What task or work is your dog trained to perform?") If these meet the disability-related needs of the patron, the dog is allowed.)

Tapestry Folkdance Center
Policies & Procedures

The above Practices and Procedures were developed by Tapestry Folkdance Center's Accessibility Task Force over several months in 2015, utilizing information and resources on law and on practices of other arts organizations. Questions and suggestions from Tapestry volunteers have been incorporated, and continue to be welcome for this "living" document.

Tapestry Folkdance Center Board of Directors, approved on June 15, 2015; Update approved by the Tapestry Folkdance Center Board of Directors on August 15, 2016.

Board Officers & Board Members

Board Members

Recruitment of Board Members

A committee comprised of equal numbers of board and non board members will recruit new board members. The names of prospective board members will be presented and voted upon at the June meeting for an initial three year term. Board members may also join at other times during the year.

Reelection of Board Members

Board members who wish to remain on the Board for a 4th, 5th or 6th year must be reelected each year.

Board Member Guidelines

The Committee will seek dancers from the various dance and other associated communities to ensure diversity of members. The Committee will avoid the appearance of nepotism by refraining from nominating those in familial and domestic partner relationships .

Board Officers

Nomination and Election of Board Officers

A Board Officer Nominating Committee comprised of two or three current board members, not including the President, will be chosen no later than the September board meeting. The committee will create a slate of officers including President, Vice President, Secretary and Treasurer for the coming year. The slate of officers will be presented to the full Board at the January meeting. Nominations may also be made from the floor at the January meeting.

Terms of Office

1) The term for each officer shall be for one year. Terms for Board Officers begin in July and conclude the following June.

2) The President, Vice President and Secretary may be nominated and elected for a second consecutive term. After the second term, the officer is ineligible for that particular office until at least another year has passed, at which time the member may again stand for election. The Treasurer may serve more than two consecutive terms, but must be nominated and elected for each succeeding year.

Board Positions:

Board Officers include: President, Vice President, Secretary and Treasurer

President. The President shall (a) draft the monthly agenda in consultation with the Executive Director and shall email the agenda to the board members no less than one week prior to the meeting; (b) arrange and preside at all meetings of the Board of Directors and perform other necessary duties, as assigned by the Board of Directors; (c) see that the orders and resolutions of the Board are carried into effect; (d) ensure that a written report containing a summary of the operations of this corporation for the last fiscal year is made available to the membership each year; (e) act as the primary spokesperson for the organization to the public and the media, or appoint a designee for this purpose; (f) collaborate and communicate with the Executive Director on a regular basis; and (g) with input from the Board and other parties as appropriate, ensure that the performance of the Executive Director/Senior Administrator is monitored and reviewed on a regular basis.

Vice President. The Vice President shall perform the duties of the President in the absence of the President and shall perform other necessary duties as assigned by the President or the Board of Directors.

Secretary. The Secretary shall perform or oversee the performance of the following duties; (a) take minutes at Board meetings and circulate drafts of the minutes to board members prior to the next meeting; (b) ensure that these records are available for review by Members, and, with the assistance of the Executive Director, ensure that the documents are distributed to new Board members prior to the start of their terms; and (c) perform such other duties as may be assigned from time to time by the President or the Board of Directors.

Treasurer. The Treasurer shall serve as a resource to staff and to the Board for financial issues and processes and shall act as a monitor of the organization's financial record keeping. Staff will provide the Treasurer with a copy of the General Ledger and current month's financial statement before each board meeting. The Treasurer will assist staff in creating an annual budget. The Treasurer may not be a designated check signer.

Adopted by the Tapestry Board of Directors September 19, 2016

Capitalization and Depreciation

Capitalization

The threshold for capitalizing equipment, furniture and fixtures is \$2,500 or above. Amounts below \$2,500 are expensed when incurred.

Depreciation

Useful life of building is deemed to be 27 (twenty-seven) years.

The depreciation methodology is straight-line.

Building data

The September 29, 1999, purchase price of 3748 Minnehaha Avenue, Minneapolis, MN 55406 was \$606,883.33.

Annual depreciation is $\$606,883.33/27 \text{ years} = \$22,476$ per year.

Tapestry Folkdance Center Administratively approved on August 21, 2015; Update approved by the Tapestry Folkdance Center Board of Directors on August 15, 2016.

Code of Conduct – Independent Contractors & Volunteers

All **independent contractors and volunteers** of Tapestry Folkdance Center (Tapestry) shall meet the following standards of conduct:

Independent contractors and volunteers are expected to:

1. Observe high standards of professional and personal ethics in the conduct of their duties and responsibilities. Representatives of the organization must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.
2. Share questions and concerns about activities of Tapestry or connected with or related to activities of Tapestry. Anyone submitting a concern should do so to someone with whom they are comfortable and who can address the problem- their supervisor, or any of the directors.
3. Treat everyone they serve with respect, patience, integrity, courtesy, dignity, and consideration.

Independent contractors and volunteers are prohibited from:

1. Disclosing proprietary information about Tapestry, issues affecting Tapestry or the community it serves, and/or about individuals. All such information shall be considered the confidential, proprietary information of Tapestry and shall not be disclosed to any third parties without prior approval by his or her supervisor.
2. Using an implied or factual relationship with Tapestry for personal gain, reward, or recognition unless explicitly authorized by the Board.
3. Accepting money or gifts for their activities on behalf of Tapestry from the public other than small tokens of appreciation of nominal value.
4. Manufacturing, distributing, possessing, or using controlled substances or alcohol on Tapestry's premises, or during working hours.
5. Making sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature.
6. Operating or acting in any manner that is contrary to the best interests of Tapestry.

Tapestry Folkdance Center Administratively approved on January 1, 2016; Update approved by the Tapestry Folkdance Center Board of Directors on August 15, 2016.

Conflict of Interest

Tapestry Folkdance Center (the organization) requires that board members, that is, officers, directors, committee members, certain key employees and certain key consultants are required to disclose interest that could give rise to conflicts of interest in the organization's Conflict of Interest Statement. Such disclosure shall occur at least annually in the Annual Conflict of Interest Statement (see below).

The Board of Directors regularly and consistently monitors and enforces compliance with the organization's conflict of interest policy.

The organization ensures that the board is informed of any planned employment or consultant relationship or financial borrowing arrangement and approves such agreements or transactions. Furthermore, if a board member is employed by the organization or acts as an independent contractor for the organization, such board member refrains from voting on any matter that could affect their employment or independent contractor agreement.

**Tapestry Folkdance Center
Annual Conflict of Interest Statement**

(For officers, directors, committee members, certain key employees and certain key consultants)

No member of the Tapestry Folkdance Center's Board of Directors, or any of its Committees, shall derive any personal profit or gain, directly or indirectly, by reason of participation with Tapestry Folkdance Center (Tapestry) excepting prior notice to Tapestry. Each individual shall disclose to Tapestry Folkdance Center any personal interest in any matter pending before Tapestry Folkdance Center and shall refrain from participation in any decision on such matter.

Any member of the Tapestry Folkdance Center Board, member of any Committee or key employees or key consultants who is an officer, board member, a committee member, staff member, or consultant of a borrower organization or loan applicant agency shall identify their affiliation with such agency or agencies; further, in connection with any policy committee or board action specifically directed to that agency, they shall not participate in the decision affecting that agency and the decision must be made and/or ratified by the full board.

Any member of the Tapestry Folkdance Center Board, any Committee, Staff or certain Consultants, shall refrain from obtaining any list of Tapestry Folkdance Center members for personal or private solicitation purposes.

At this time, I am a Board member, a committee member, an employee of, or a consultant to the following organizations:

This certifies that I, except as described below, am not now nor at any time during the past year have been:

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- 1) A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party; doing business with Tapestry Folkdance Center which has resulted or could result in personal benefit to me.
- 2) A recipient, directly or indirectly, of any salary payments or loans or gifts of any kind or any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with Tapestry Folkdance Center.

Any exceptions to 1 or 2 above are stated below with a full description of the transactions and of the interest, whether direct or indirect, which I have (or have had during the past year) in the persons or organizations having transaction with Tapestry Folkdance Center.

Signature:

Printed Name:

Date:

Exceptions to (1) or (2) above:

Tapestry Folkdance Center Board of Directors, approved on April 18, 2015; Update approved by the Tapestry Folkdance Center Board of Directors on August 15, 2016.

Dancing Expectations

The following dancing expectations statement may be found on the website and in the commons area.

Tapestry is an alcohol-free facility that provides and requires a safe environment.

The lobby and other common areas are for socializing, eating (please clean up!) and for the smooth flow of dancers coming in and out. Be courteous to one another in crowded conditions.

Please do not engage in any activity that jeopardizes safety or significantly interferes with others' use of the facility.

Please pay admission if you are dancing or coming in to the studios during a dance. If cost is a hardship, please check with the Tapestry office about volunteer opportunities that could enable you to dance at an affordable cost; we always need more volunteers.

Bring only water into the studios. Other beverages and food should be consumed in the common areas. We want to preserve the floors and keep them clean for a good dance experience.

Children thirteen and under are admitted free of charge unless otherwise posted. However, children *must* be supervised by a parent or other adult who pays admission. For groups of children, enough adults should accompany them to provide sufficient supervision.

If someone treats you in a way that is unsafe, intrusive or unwelcoming, we want to know. If we don't know about it, we can't address it. Please talk with the house manager, the dance leader, or, if you prefer, contact a board member or Tapestry's executive director.

Please do not enter or use a vacant studio without permission of the house manager, so we can track what is happening in the building.

Tapestry reserves the right to require that an individual leave the facility: In the event of disruptive, intrusive or unsafe behavior anywhere on Tapestry property, Tapestry Folkdance Center and its house managers, admissions personnel, board members and staff reserve the right to insist that the individual or group cease the behavior or leave. If such behavior has occurred on other occasions and the individual or group has been warned, then the individual or group may be refused admittance indefinitely.

Tapestry Folkdance Center Board of Directors, Approved on August 15, 2016.

Document Retention

Tapestry retains records of documents in either physical (paper) or electronic format.

Permanently retained

The original and any amendments of organizational documents:

1. Articles of Incorporation
2. Bylaws
3. Tax determination
4. Board minutes
5. Policies and procedures
6. Donor records

Records retained for the specified minimum time period

1. Employee related documents – 7 years
2. Membership, with the exception of donor records (see above), related documents – 7 years

Tapestry Folkdance Center Board of Directors, Approved on August 15, 2016.

Emergency Procedures

One of the core Values and Principles at Tapestry Folkdance Center is to create and maintain a safe, smoke-free, and alcohol-free environment. This document describes the emergency procedures for the building in case of

- Severe weather
- Power outages
- Fire
- Violence

Severe weather

If severe weather is announced by the City of Minneapolis, via sirens, occupants will move into the designated severe weather shelter area of the building. The severe weather shelter areas are:

1. Small studio
2. Bathrooms

During staff office business hours, staff will monitor and manage severe weather announcements, moving occupants into shelter areas, and sounding the all clear.

When no staff members are on site, the house manager will manage ushering occupants into the severe weather shelters. If there is no house manager, the programmer, teacher or admissions volunteer will manage this process. Any Board Member in the building will also assist with this process.

If the severe weather process is managed by volunteers, one volunteer will also contact the Executive Director. The volunteer will leave a message for the Executive Director, including a call-back number, if necessary.

During severe weather, the possibility exists that power may go out. Tapestry's emergency lighting system will only last a maximum of 30 minutes. In addition, emergency flashlights are located in following locations:

1. Staff office
2. Large studio
3. Small studio

Power outages

Limited or no illumination increases the risk of injury to people in the building. In case of a power outage, everyone must evacuate as soon as power is lost. Emergency lights will activate, however will only run a maximum of 30 minutes. This will allow sufficient time to safely evacuate the building.

1. Loss of power due to non-severe weather causes:
 - a. If staff office is open and the building is open for activities, staff member will visually assess if it is safe to evacuate the building via main entrance or via the emergency exit. If evacuation is deemed safe via main exit, staff will announce the evacuation to building occupants and usher occupants outside via the main exit. If the main exit is blocked, staff will ask the occupants to exit the building via the emergency exit.
 - b. If staff office is open, but no other occupants in the building, staff will secure the building and exit until power is restored. Once off-site, and in a safe location, staff will record a phone message and post a website message alerting dancers and artists (teachers, callers, bands), as well as the admissions volunteer

and house manager for the day's dances that the building is closed. Staff will return to the building the next day to assess building status.

- c. If power is lost during dances and the staff office is closed, the house manager will manage the immediate evacuation. If there is no house manager, the admissions volunteer, programmer or teacher will manage the evacuation. If any board members are in the building, the board members will assist in the safe evacuation.

Upon loss of power, the house manager (admissions volunteer, programmer, teacher, board member) will assess if it is safe to exit the building. Evacuation will take place via main entrance. If the main entrance is blocked, occupants will exit via the emergency exit door.

- d. If it is not safe to exit the building due to severe weather (if sirens have sounded), the occupants will be asked to follow the severe weather procedures for the building. See Severe Weather Procedures in this document.
- e. Communication with Staff in case of unplanned building closure: The person closing the building will contact staff so that messages (phone and web) can be promptly posted.
- f. If any building occupant wishes to receive a refund, the house manager (admissions volunteer, programmer, teacher, board member) will advise the occupant to contact the Tapestry Office during business hours.

Fire

Fire alarm pull

1. Fire emergency during business hours:
The available staff will call 911 immediately. Staff will also initiate the evacuation of all building occupants to the designated safe zone.
The designated safe zone is the parking lot directly adjacent to the building.
Building occupants will be asked to evacuate calmly and take their purse/bag (if applicable) with them, if time allows.

If deemed safe, staff will quickly check bathrooms to insure occupants are evacuating.

Tapestry staff will act as communication liaison between emergency responders and evacuees. Emergency responders will manage the situation and will provide instructions and guidance to all present.

To make the best effort and insure that all occupants have evacuated, Tapestry staff will ask if anyone is missing. Under no circumstances will Tapestry staff or any other occupants go back into the building unless emergency responders have deemed it safe to enter.

Alternative shelter: During inclement weather/cold weather months, evacuees may seek shelter in surrounding businesses that may be open.

2. Fire emergency during events, non-business hours:

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If a fire is detected during events, and no paid staff is on site, the house manager (admissions volunteer, programmer, teacher, board member) will call 911 and initiate the evacuation of all building occupants to the designated safe zone.

The designated safe zone is the parking lot directly adjacent to the building. Building occupants will be asked to evacuate calmly and take their purse/bag (if applicable) with them, if time allows.

If deemed safe and time allows, the house manager will designate a helper to quickly check bathrooms to ensure occupants are evacuating.

The House Manager (admissions volunteer, programmer, teacher, board member) will act as communication liaison between emergency responders and evacuees.

To make the best effort and ensure that all occupants have evacuated, the House Manager (admissions volunteer, programmer, teacher, board member) will ask if anyone is missing. Under no circumstances will the House Manager (admissions volunteer, programmer, teacher, board member) or any other occupants go back into the building unless emergency responders have deemed it safe to enter.

Alternative shelter: During inclement weather/cold weather months, evacuees may seek shelter in surrounding businesses that may be open.

Violence

If violence occurs and is detected in the building, the parking lot or sidewalk, Tapestry staff, the House Manager (admissions volunteer, programmer, teacher, board member) will call 911 immediately.

1. Violence inside the building:
Tapestry staff, the House Manager (admissions volunteer, programmer, teacher, board member) will attempt to evacuate occupants away from the violence. This may include evacuation or, if evacuation is not possible or advisable, moving occupants to another room.

Occupants will be asked not to intervene, remain calm and refrain from any unnecessary conversations.

2. Violence outside the building:
Tapestry staff, the House Manager (admissions volunteer, programmer, teacher, board member) will ask occupants to stay inside the building, away from windows and doors and remain calm.

Doors will be locked, if possible, to create an entry barrier.

Occupants will be asked to remain calm, refrain from any unnecessary conversations, and not to intervene.

Tapestry Folkdance Center Board of Directors, approved on November 18, 2013; Update approved by the Tapestry Folkdance Center Board of Directors on August 15, 2016.

Investments & Cash Management

I. Introduction

The purpose of this Investment Policy is to establish guidelines for Tapestry Folk Dance Center (Tapestry) for its management of cash, cash equivalents, short-term investments, and long-term investments (the Portfolio). This policy also incorporates accountability parameters that will be used for monitoring the progress of the portfolio.

II. Role of the Investment Committee

The Investment Committee (the Committee) acts in a fiduciary capacity with respect to the Portfolio, and is accountable to the Board of Directors (Board) of Tapestry and to the Executive Committee, for overseeing the investment of all assets owned by the Portfolio. Members of the Committee will be Board Members.

- A. This Investment Policy sets forth the investment objectives, distribution policies, and investment guidelines that govern the activities of the Committee and any other parties to whom the Committee has delegated investment management responsibility for Portfolio assets.
- B. The investment policies for the Portfolio contained herein are formulated consistent with Tapestry's anticipated financial needs and in consideration of the Institution's tolerance for assuming investment and financial risk, as reflected in the majority opinion of the Committee-
- C. Policies contained in this statement are intended to provide guidelines, where necessary, for ensuring that the Portfolio's investments are managed consistent with the short-term and long-term financial goals of Tapestry as well as with the organization's tolerance for risk. At the same time, the policies are intended to provide for sufficient investment flexibility in the face of changes in capital market conditions and in the financial circumstances of Tapestry. The benefits of a particular investment will be weighed against the cost of implementation.
- D. The Committee will review this Investment Policy at least once per year. Changes to this Investment Policy can be made only by affirmation of a majority of the Committee and subsequently approval by the Board. Written confirmation of the changes will be provided to all Committee members and all members of the Board as soon as practical.

III. Investment Objective and Spending Policy

- A. The Portfolio is to be invested with the objective of preserving the initial investment and the long-term, real purchasing power of assets, that is, protecting against inflation.
- B. Spending will be governed by the cash flow needs identified in the annual budget, as updated during the fiscal year.
- C. The Committee will review the spending assumption annually for the purpose of deciding whether to amend the spending policy and/or the target asset allocation outlined in Section IV. A. (below).

IV. Portfolio Investment Policy

Tapestry Folkdance Center
Policies & Procedures

A. Asset Allocation Policy

1. The Committee recognizes that a diversified Portfolio will be the most significant determinant of long-term investment returns and Portfolio asset value stability.
2. The Committee expects that actual returns and return volatility may vary from expectations and return objectives across short periods of time. While the Committee wishes to retain flexibility with respect to making periodic changes to the Portfolio's asset allocation, it expects to do so only in the event of material changes to the Portfolio, to the assumptions underlying the Portfolio spending policies, and/or to the capital markets and asset classes in which the Portfolio is invested.
3. Portfolio assets will be managed as a balanced portfolio composed of two major components: an equity portion and a fixed income portion. The expected role of Portfolio equity investments will be to maximize the long-term real growth of Portfolio assets, while the role of fixed income investments will be to generate current income, provide for more stable periodic returns, and provide some protection against a prolonged decline in the market value of Portfolio equity investments.
4. Cash and cash equivalent investments will be used, under normal circumstances, for Tapestry's (1) liquidity needs and (2) to facilitate a planned program of dollar-cost averaging into investments in either or both of the equity and fixed income asset classes.
5. Outlined below are the short-term and long-term asset allocation guidelines, determined by the Committee to be the most appropriate given Tapestry's long-term objectives and short-term constraints. Portfolio assets will, under normal circumstances, be allocated across broad asset and sub-asset classes in accordance with the following guidelines:

Asset Class	Sub-asset Class	Target Allocation
<i>Short-term investments</i>		
Cash [No risk to principal.]	Checking and/or Savings – <i>non-interest bearing and/or interest bearing</i>	<ul style="list-style-type: none"> • General operations (including ongoing maintenance & repair): 3 months of the anticipated current year operating cash requirement (simple average) x 1.15. In other words, a 15% premium above the 3-month average. • Capital projects: funds for anticipated expenditure transferred to the checking account at a minimum of one month in advance.
Cash equivalents [No risk to principal.]	<ul style="list-style-type: none"> • Money Market – <i>interest bearing; minimum investment; no withdrawal penalties; limitation on number of</i> 	<ul style="list-style-type: none"> • Capital projects: Anticipated expenditures for the current year • 3 months of the anticipated current year operating cash requirement (simple average)

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	<p><i>withdrawals per month; limitation on minimum withdrawal amount</i></p> <ul style="list-style-type: none"> • Certificate of Deposit – <i>interest bearing; withdrawal penalties; 1 month, 3-month, 6-month, 12-month terms</i> • U.S. Treasury Instruments – <i>interest bearing; withdrawal penalties; 1 month, 3-month, 6-month, 12-month terms</i> <p><i>Note: Cash equivalent instruments will only be held at banks/financial institutions that are federally insured.</i></p>	<p>x 1.15. In other words, a 15% premium above the 3-month average.</p>
Equity [Risk to principal.]	<ul style="list-style-type: none"> • Mutual Funds – <i>low expense ratio; indexed to the stock market (i.e. diversified & passively managed</i> 	<p>70% of remaining funds available for investment (if any)</p>
Fixed income [No risk to principal.]	<ul style="list-style-type: none"> • U.S. Government Debt • U.S. Mutual Fund – <i>low expense ratio; investment grade</i> 	<p>30% of remaining funds available for investment (if any)</p>

6. No investments will be made in non-traditional, illiquid, and/or nonmarketable securities including, but not limited to, venture capital, hedge funds, and real estate investments (so-called “alternative investments”).

B. Diversification Policy

1. Diversification across and within asset classes is the primary means by which the Committee expects the Portfolio to avoid undue risk of large losses over long time periods. To protect the Portfolio against unfavorable outcomes within an asset class due to the assumption of large risks, the Committee will take reasonable precautions to avoid excessive investment concentrations. Specifically, the following guidelines will be in place:
 - a. With the exception of fixed income investments explicitly guaranteed by the U.S. government, no single investment security shall represent more than 5% of the total Portfolio assets. In general, this objective will be accomplished by investing in mutual funds.
 - b. With respect to fixed income investments, for individual bonds, the minimum average credit quality of these investments shall be investment

grade (Standard & Poor's BBB or higher or Moody's Baa or higher). In general, this objective will be accomplished by investing in mutual funds.

- c. With the exception of passively managed investment vehicles seeking to match the returns on a broadly diversified market index, no single investment pool or investment company (mutual fund) shall comprise more than 20% of total Portfolio assets. In general, this objective will be accomplished by investing in mutual funds indexed to the market.

C. *Rebalancing*

1. It is expected that the Portfolio's actual asset allocation will vary from its target asset allocation as a result of the varying periodic returns earned on the investments in different asset and sub-asset classes. Therefore, the Portfolio will be rebalanced to its target normal asset allocation under the following procedures:
 - a. The Executive Director, or designee, will use incoming cash receipts or outgoing cash disbursements of the Portfolio to realign the current weightings closer to the target weightings for the Portfolio.
 - b. The Executive Director, or designee, will review the Portfolio semiannually (on or immediately prior to December 31 and June 30) to determine the deviation from target weightings. During each semiannual review, the following parameters will be applied:
 - If any asset class (equity or fixed income) within the Portfolio is +/-5 percentage points from its target weighting, the Portfolio be rebalanced.
 - If any fund within the Portfolio has increased or decreased by greater than 20% of its target weighting the fund will be rebalanced.
 - c. The Executive Director, or designee, may provide a rebalancing recommendation to the Committee and/or the Board at any time.
 - d. The Executive Director, or designee, shall act within a reasonable period of time to evaluate deviation from these ranges.

D. *Other Investment Policies*

1. Unless expressly authorized by the Committee and/or the Board, the Executive Director, or designee, are prohibited from:
 - a. Purchasing securities on margin or executing short sales
 - b. Pledging or mortgaging securities, except for loans of securities that are fully collateralized
 - c. Purchasing or selling derivative securities for speculation or leverage
 - d. Engaging in investment strategies that have the potential to amplify or distort the risk of loss beyond a level that is reasonably expected, given the objectives for this Portfolio.
 - e. Choosing investments that may violate covenants of debt instruments.

V. *Monitoring portfolio investments and performance*

- A. The Committee will monitor the Portfolio's investment performance against the stated investment objectives as articulated in this policy and procedure. At a frequency to be decided annually by the Committee, the Committee will formally assess the Portfolio and the performance of its underlying investments as follows:
 1. The Portfolio's composite investment performance (net of fees) will be judged against the following standards:
 - a. The Portfolio's absolute long-term real return objective.

- b. A composite benchmark consisting of the following unmanaged market indexes weighted according to the expected target asset allocations stipulated by the Portfolio's investment guidelines.
 - U.S. Equity: Wilshire 5000 Total Market Index
 - Investment Grade Fixed Income: Barclays Capital U.S. Aggregate Bond Index
 - Cash: Citigroup 3-Month T-Bill Index
2. In keeping with the Portfolio's overall long-term financial objective, the Committee will evaluate the Portfolio performance over a suitably long-term investment horizon, generally across full market cycles or, at a minimum, on a rolling five-year basis.
3. Investment reports shall be provided by the Executive Director, or designee, on a calendar quarterly basis or as more frequently requested by the Committee. Investment records can be requested by any Board Member in writing.
4. Current investments will be included in the monthly financial statements.

A short glossary:

Equity Instruments

Ownership of a company in the form of common (voting) or preferred stock.

Diversification

The strategic allocation portfolio assets across broadly defined financial asset and sub-asset categories with varying degrees of risk, return, and return correlations

Tapestry Folkdance Center Board of Directors, Approved on August 15, 2016.

Remote Communications – Board Meetings and Voting

The Board Meetings of the Tapestry Board of Directors (Board) may be conducted in person or through means of remote communication.

Meetings Conducted through Remote Communication.

Any meeting among directors may be conducted solely by one or more means of remote communications through which all of the Directors have the means to participate in the meeting. Participation in a meeting through a form of Remote Communication authorized by the Board of Directors constitutes personal presence at the meeting.

Such meetings will be convened by the President of the Board, or his or her designee, as needed, to accomplish board business.

Tapestry Folkdance Center Board of Directors, Approved on August 15, 2016.

Whistleblower/Anti-Retaliation

Members of the Board of Directors, officers and employees are required to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Tapestry Folkdance Center, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that Tapestry Folkdance Center can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns about violations of Tapestry Folkdance Center's code of ethics or suspected violations of law or regulations that govern Tapestry Folkdance Center's operations.

No Retaliation

It is contrary to the values of Tapestry Folkdance Center for anyone to retaliate against any board member, officer, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of Tapestry Folkdance Center. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

Reporting Procedure

Tapestry Folkdance Center has an open door policy and suggests that employees share questions, concerns, suggestions or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with the Executive Director, or a member of the Board of Directors.

Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to the Tapestry Folkdance Center's Executive Director or a member of the Board of Directors. Such individual has the responsibility to investigate all reported complaints. Employees with concerns or complaints may also submit their concerns in writing directly to their supervisor or the Executive Director or a member of the Board of Directors, who are responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. All complaints and their resolution will be reported at least annually to the Board of Directors, including, but not limited to compliance activity relating to accounting or alleged financial improprieties.

Accounting and Auditing Matters

The Executive Director or any member of the Board of Directors who is apprised of an issue shall immediately notify the Board of Directors of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the Board of Directors until the matter is resolved.

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