

PIERCE FAMILY FOUNDATION
2023 SUNSETTING TASKS (TEMPLATE)

Notes for NCFP webinar attendees:

- You will have your own special sets of circumstances to consider. I included some of our special circumstances, to illustrate our thought process, but left others out for clarity purposes.
- “FS” stands for Foundation Source, who was our administrative vendor. They led the legal tasks (dissolution documents, etc).
- This was originally in Excel so that I could sort by various columns.

AREA	TASK	TIMEFRAME	STAFF LEAD	STATUS
Communications	Create mailing lists for sunsetting announcement—current grantees, foundation colleagues, vendors/partners	Dec 2022		
Communications	Write sunsetting announcement, with cover email templates for specific constituencies	Dec 2022		
Communications	Send sunsetting announcement, to grantees first, then general public	First week of Jan		
Communications	Hold one-on-one video calls with all grantees to discuss sunsetting process	Jan		
Communications	Send final, personalized, physical letter to all grantees (not email)	Mid-Dec 2023		
Grantmaking	Finalize 2023 grantmaking calendar	Dec 2022		
Grantmaking	Set up ACH payment procedures for all Sept/Oct/Nov grant payments	August		
Grantmaking	Create 2024 calendar for Denis to complete multi-year commitments	End of Jan		
Grantmaking	Update grant award letter to include sunsetting info	Early Feb		
Grantmaking	Determine “designated grantee” (to receive the final, small amount in checking account, as well as any future funds that come in—i.e., from class action settlements or similar	Q3		

Grantmaking	All family and staff discretionary grants due	Sept 15		
Grantmaking	After final cash flow assessment, determine how to spend final discretionary funds (down to less than \$1,000; remainder will go to Designated Grantee)	Early Nov		
Budget/Cash Flow	Create initial cash flow projection	Jan		
Budget/Cash Flow	Budget and cash flow monitoring	Monthly		
Budget/Cash Flow	Get final excise tax amount estimate	Q2		
Budget/Cash Flow	Request all funds transferred from investments to disbursement checking account	Sept		
Budget/Cash Flow	Final cash flow assessment, determine how amount of remaining discretionary funds	Nov 1		
Budget/Cash Flow	All funds expended	Nov 30		
Investments	Calls with both UBS and MS to discuss investment options for the year.	Jan		
Investments	Confirm with UBS and MS that there are no fees remaining	Q3		
Investments	Confirm what final docs FS needs from UBS or MS	Q3		
Legal Requirements	Call w/FS to discuss legal requirements	Dec 2022		
Legal Requirements	Illinois annual report – discuss timing with FS	Oct		
Legal Requirements	Sign applications for dissolution (IL, DE)	Nov		
Legal Requirements	Work w/FS on 2023 federal and state tax returns	2024		
Closing Celebration	Determine date	Feb		
Closing Celebration	Survey our grantees to make sure it doesn't conflict with any fall events they may be having	Jan		
Closing Celebration	Get quote from University Club, choose menu, rent A/V	Sept		
Closing Celebration	Send save-the-date to grantees once date is chosen	Feb		

Closing Celebration	Put together guest list (current grantees, former grantees, foundation colleagues, friends)	May-June		
Closing Celebration	Outline evening's program	June		
Closing Celebration	Get photos and logos from grantees	June		
Closing Celebration	Order custom candles from Bright Endeavors	June		
Closing Celebration	Ask Emily to be the panel moderator	July		
Closing Celebration	Finalize panelists, invite	August		
Closing Celebration	Create RSVP function with reminders	August		
Closing Celebration	Send official invite	August		
Closing Celebration	Put together slide show	Sept		
Closing Celebration	Pay bill before end of October	Oct		
Vendors/Services	Make full list of vendors/services/recurring charges, with plan for cancelling or transferring (<i>see Appendix A</i>)	Early Feb		
Vendors/Services	Export data and close free accounts: MailChimp, Salesforce	Dec		
Vendors/Services	D&O insurance – reach out to inform of sunseting, what that means for final payment.	Sept 1		
Vendors/Services	Transfer phone numbers to personal accounts.	Nov		
Vendors/Services	Remove authorized users from Bank of America account	Oct		
Vendors/Services	Cash out all reward points on credit card	Oct		
Vendors/Services	Last credit card bill paid	Oct		
Vendors/Services	Any last staff reimbursements processed	Oct		
Programming	Offer first series of Axelson workshops to grantees for free	Q1		
Programming	Track down Top Talent Alumni for reunion event	August		
Programming	Send invites, follow-up, etc. to Alumni re: event	August		

Programming	Finalize details of TT Alumni event (program, food)	Sept		
Programming	Pay bill for TT Alumni event	Oct		
Staff	Confirm w/FS if any equipment given to staff is taxable	June		
Staff	Work with MRLP on timing for final reimbursement of staffing costs	Q#-Q4		
Staff	Tell MRLP HR staff that David and Laura's last day is 12/31	Q4		
Memberships	To renew: Amazon (Jan); Data Analysts for Social Good (Feb); NCFP (Feb); TAG (Feb); CWIP (Mar);	Ongoing		
Memberships	To not renew: Forefront (Sept); GEO (Oct)	Sept/Oct		
Historical Document	Finalize content ideas/outline and format (printed, online)	Feb		
Historical Document	Find graphic designer	June		
Historical Document	Work on draft of text	July		
Historical Document	First draft of text to MP, HP, DK, DP	July 7		
Historical Document	Rework text based on feedback	July 17-18		
Historical Document	Final draft of text done and sent to graphic designer	July 19		
Historical Document	First draft of design done	Aug 15		
Historical Document	Internal review of first design draft	Aug 15-30		
Historical Document	Second draft of design done	Sept 15		
Historical Document	Launch (get printed, if doing that; email, post, etc.)	Oct 2		
Historical Document	Send to relevant affinity groups (NCFP, GEO, Dorothy Johnson Center, CEP, COF)	Oct		
Historical Document	Post digital version on website	Oct		
Outgoing assistance	Are there grantees that are going to be hurt more than others when PFF goes away? Can we introduce them to	Q2-Q3		

	other funders to encourage support? Look through CFTEH list, specifically, to see if any matches can be made.			
Outgoing assistance	Contact significant partners (CFTEH, AMPT) to update with new contact info for 2024	Dec		
Outgoing assistance	Put together a guide for grantees with capacity building and IT resources	Dec		
Outgoing assistance	Packet for family members with their discretionary grant history	Dec		
Outgoing assistance	Standard language for staff/trustees when sharing PFF info with others into the future	Dec		
Website/Emails	Rewrite language to indicate intention to sunset.	Feb		
Website/Emails	Negotiate ongoing website hosting services	Nov		
Website/Emails	Determine how long to keep website up	Sept		
Website/Emails	After website is taken down, where does that information go?	Dec		
Website/Emails	Set up auto-replies on staff emails. Keep emails for a couple of months with new contact info in the auto-reply.	12/31		
Website/Emails	Rewrite language so that it is historical and not current; upload historical doc	Dec		
Website/Emails	Instructions for staff to archive emails	Dec		
Website/Emails	Permanent closer of emails	March 2024		
Document Storage	Legally required documents: How long is FS keeping them, where to store them after	Oct		
Document Storage	PFF work product (not legally required): What to keep and where to store	Nov		
Document Storage	Put together non-legal docs and transfer to ongoing storage	Dec		
Misc.	Send thank-you gifts to long-time vendors	Nov		

Misc.	Personal business cards for Denis	Nov		
Evaluation/Impact	What do we want to evaluate (ask grantees) and why?	Ongoing		
Evaluation/Impact	If PFF wants to have been part of improving the system, where does our knowledge go?	Ongoing		

APPENDIX A
SERVICES/VENDORS TO CANCEL

Vendor	Frequency	Payment month (annual)	Next steps	Timeframe	Staff responsible
1Password	Annual	Aug	DK will keep and move to personal card	Sept (after Aug renewal)	
Amazon Prime	Annual	Nov	DK will keep and move to personal card.	Before Nov renewal date	
AT&T	Monthly		Move to DP personal card after October bill. Move staff numbers to personal accounts	by Oct 10	
Liquid Web	Monthly		Cancel	by Oct 10	
Microsoft (Denis)	Annual	Nov	Move to personal card.	Before Nov renewal date	
Nick Perez	Monthly		Move to DP personal card. Ongoing website hosting.	by Oct 10	
Norton	Annual	Dec	Cancel (staff will get their own)	Before Dec renewal date	
NTEN	Annual	Aug	DK may keep and move to personal card	Sept (after Aug renewal)	
Parallels	Annual	Sept	DK will keep and move to personal card	Oct (after Sept renewal)	
Rackspace Cloud	Monthly		Move to DP personal card.	by Oct 10	
Rackspace Mail	Monthly		3/2023	by Oct 10	
TAG	Annual	Jan	DK may keep and move to personal card	December	
Ventra	Varies		Remove PFF card from profiles.	by Oct 10	
Zoom	Annual	Jan	Cancel paid service	December	
Curb	Varies		Remove PFF card from profiles.	by Oct 10	
Lyft	Varies		Remove PFF card from profiles.	by Oct 10	
Uber	Varies		Remove PFF card from profiles.	by Oct 10	
Amazon (general)	Varies		Remove PFF card from profiles. Pre-order anything needed through the end of the year	by Oct 10	
Adobe Pro	Monthly		Cancel	by October 26	
Spot Hero	Varies		Remove PFF card from profiles. Pre-book any parking needs through the end of the year.	by Oct 10	
Microsoft (Marianne)	Annual	Oct	MP will keep and move to personal card.	Before Oct renewal date	

Geek Squad	Annual	Dec	PS will keep and move to personal card	by Oct 10	
HP instant ink	Monthly		PS will keep and move to personal card	by Oct 10	
American Airlines Advantage	Annual	March	Cancel	Before March 2024 renewal date	
Arkadin	Monthly		Cancel	ASAP	
Connectify	Annual	Feb	DK will keep and move to personal card	March (after Feb renewal)	
Data Analysts for Social Good	Annual	Feb	DK may keep and move to personal card	June	
Grammarly	Annual	July	DK will keep and move to personal card	August (after July renewal)	
Malwarebytes	Annual	May	Renew in May, then turn off auto-pay	June (after May renewal)	
Micromat	Annual	July	DK will keep and move to personal card	August (after July renewal)	DONE
Microsoft (David)	Annual	May	DK will keep and move to personal card.	June (after May renewal)	DONE
Microsoft (Laura)	Annual	Nov	Move to personal card.	Before Nov renewal date	DONE
Survey Monkey	Annual	Oct	Cancel	September	DONE

To learn more about the Pierce Family Foundation and its history please visit
www.piercefoundation.org.