



Policy and Procedure Manual

Adopted February 9, 2021

Revised January 2021

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~~Vision Statement~~

The Mill's vision is to become a nationally recognized resource for early American flour milling techniques, contextual interpretation within various periods, and general historical scholarship.

~~Mission Statement~~

The Mill's mission is to preserve and interpret the heritage and technology of the Mill at Anselma through community engagement, demonstration, and education.

The Mill Trust's Historical Resources

Material Cultural Resources:

The Mill at Anselma is a National Historic Landmark which continues to mill flour to this day! The Mill offers unique and one-of-a-kind experiences such as our scenic outdoor trails, tours around the Samuel Lightfoot Mill, and a variety of festive events. The Mill (c. 1747) is the focal point of the former Village of Anselma. The current 22-acre site includes six structures: the Simmers-Collins House & Post Office, Wagon Barn (Visitor Center), spring house, chicken coop, privy, and the site of the Anselma Store. All the site's structures are under preservation easement with the National Trust for Historic Preservation. The Mill's historical landscape encompasses the Mill's head race and tail race, a mill pond, a stretch of the Pickering Creek, the now vacant Pickering Valley Railroad bed, wetlands and 8 acres of open space under conservation easement with the French and Pickering Creeks Conservation Trust. In addition, adjacent properties now owned by Michael and Caren Iannelli (original miller's house and barn), Barbara Seiple (Pikeland Creamery), DUCE Anselma LP (Franklin School), and Marc and Maureen Duey (house and garage) once made up the Village of Anselma.

The Mill at Anselma was named a National Historic Landmark in April 2005 as a very rare example of a small custom water-powered grist mill with surviving, completely intact equipment that pre-dates Oliver Evans

mill technology (Oliver Evans, an American inventor, revolutionized flour milling at the close of the 18th century through his development of continuous process production). In contrast to merchant mills, where grain was purchased on speculation, ground and sold for a profit, custom mills like Anselma served the local community, grinding flour and animal feed to fill a specific order. Although updated several times, each improvement upgraded system components but never altered the Mill's original basic powertrain.

Restored to operation in 2004, the Mill at Anselma offers demonstrations of its water wheel, power train, mill stones, barrel press, Oliver Evans elevators, barrel hoist and to a lesser extent its bolter (on the third floor and inaccessible to the public). Currently the Mill Trust regularly runs the water wheel, power train and one stand of mill stones.

The site retains thousands of un-catalogued industrial, commercial and domestic artifacts ranging from the mid-18th century to the late-20th century. The majority of the artifacts represent the tenure of Oliver Ernest Collins (owner 1919 - 1982), and reflect the ingenuity, frugality and self-reliance that typified those who responded to the challenges of the Great Depression in rural Pennsylvania. The office of Oliver Collins is virtually intact as he left it in 1982 and features his barber chair, office lathe, hundreds of machinery parts, and domestic artifacts. 99% of the collection has direct provenance to the site.

Research Resources:

The Mill Trust's research resources consist of a Historic Structures Report (mid- 1980s), archaeological studies, documentation of the Cider Press and Saw Mill, the beginnings of Historic American Engineering Record (HAER) drawings by John Bowie (not completed). In addition, the Mill Trust retains a vast collection of slides of the Mill taken in 1972-73 by the Hagley Museum while Mr. Collins was still alive. The richest resource the Mill Trust has are a series of transcribed oral history interviews with Oliver Ernest Collins and his three children-John Alfred Collins, Mary Collins Griffith and Horace Collins. The Mill Trust also retains daybooks from Allen H. Simmers and Oliver E. Collins. Elder community members continue to be an asset, stopping by the Mill and offering their memories of

Anselma. The Mill Trust is working to compile the names of these community members and collect their stories.

Volunteer Information

Of all its assets, the Mill's volunteers are our greatest one. Our volunteers give tours, spearhead site maintenance, plan and execute programs, sift and package flour, develop new gift shop ideas, and most of all, excite others about the Mill. Over the past few years, we frequently receive compliments from visitors noting the enthusiasm of our volunteers.

We go out of our way to appreciate everything that our volunteers do throughout the year.

Volunteer Guidelines

Volunteer Applications:

Where can I apply?

- You may apply online on at <http://anselmamill.org>
- You may apply in person at the Wagon Barn Gift Shop
- Applications are kept in a file in the Mill office and also in an online file

What are we looking for in our volunteers?

- Your involvement and expertise regarding the Mill at Anselma
- Motivated and ambitious applicants looking to make a positive impact
- Any time availability

What positions are we offering?

1. Historic machinery maintenance
2. Site/Grounds maintenance
3. Special Events
4. Collections Care and Preservation
5. Fundraising
6. Marketing and Communications

7. Administrative help when needed
8. Food Preparation
9. Computer Experience
10. Tour Guide
11. Greeter
12. Grinds, Packaging and Flour Production
13. Rental/Event Assistant

Volunteer Training:

Dave Rollenhagen organizes and is involved in all aspects of Mill volunteer training. Training typically occurs annually in the Spring, generally during March, when we ask potential volunteers to attend training sessions at the Mill.

Visitor Center

Merchandise

- Work with graphic designer to update Mill item branding and clothing offerings

Ticket Sales

- May offer discounts for ~~you~~ adults and children on ~~specific~~ special event days (~~ages 4-21~~)
- The Mill season runs from April-December. The mill is closed December through April for the winter-
- Milling Demonstration Days are held the second Saturday of the month.
- Admission fees (currently): Adults \$5, Seniors \$3 and Youth (ages 3-16) \$3
- Mill Memberships available on the website or at the Visitor Center desk

Tours:

- Offer high school and college credits for service as part time tour guide
- Tours are offered when the Mill is open or by special arrangement.

Social Media

Weekly Instagram Posts:

- Pertaining to Mill historical significance and local community impact
- Updates on upcoming events
- Seasonal aesthetic images

Facebook Posts:

- More detailed compared to Instagram
- In-depth explanations occupied by photos
- More frequent updates on events

Fun Fact Fridays:

- Interesting facts added to Instagram/Facebook story weekly
- Compiled into highlights on Instagram

Donor Announcements:

- Monthly posts on Instagram and Facebook announcing our donors
- Make donors who want to be recognized feel appreciated
- Possibly attract new donors

E-Newsletter

The Mill Organization Chart 2020-2021

BOARD OF TRUSTEES

Chair: Ernie Holling

Vice Chair: Dave Rollenhagen

Secretary: Sarah Owens

Treasurer: Frank Mercurio

Acting Administrator: Amy Shaw

Volunteer Coordinator: Dave Rollenhagen

- Gift Shop: Amy Shaw, Marian Waters
- Volunteer Recruitment & Training: Dave Rollenhagen

Mill Operations: Dave Rollenhagen

Property Maintenance: Dave Rollenhagen

Collections Committee: Morris Farnum

Volunteer Education Coordinator: Dave Rollenhagen

Events Committee-

- Demo: Dave Rollenhagen
- Rental: Donald Luce
- Fundraising: Charlie Orlando

Development Committee: Ernie Holling

Marketing: Ernie Holling

- Social: Carla Herkner
- Web: Ernie Holling
- Press Release: Ernie Holling

Finance Committee: Frank Mercurio

- Bookkeeper: Turbo QB
- Accountant: RKL LLP

Environmental Commodities at the Mill at Anselma

Gift Shop

The Mill's gift shop sells our own bread and pastry flour and dark roasted cornmeal, mixes, and bran. Souvenir items, books and stoneware, are also sold in the Gift Shop.

Educational Programs

With a grant from the Russell P. Heuer and Elizabeth C. Heuer Foundation, The Mill has created a range of school programs that meet Pennsylvania Curriculum Standards. We are currently in the process of delivering a new program called "How Things Work" that will be focused on The Mill and its technology. We also conduct tours for adults and children from March - December.

Anselma's Wetlands, Fields, and Forests

The Mill is privileged to have more than 22 acres of fields, forests, and wetlands surrounding our historic structures. Our volunteers continue to open new areas of the Mill site so that visitors can enjoy the natural beauty of the scenic landscape. There are now trails along

the old Pickering Valley Railroad bed and between the Mill's tail race and the Pickering Creek. Two Eagle Scout projects have created picnic areas and benches near the mill pond and creek. Native wildflower meadows were created on 10 acres of our property and more than 100 native trees were planted to create a stream-side buffer.

Committees at the Mill

Strategic Planning Committee

Chair - Ernie Holling

The strategic planning committee helps reinvigorate and fortify new ideas that are presented to the Mill. The success of our mill relies on our committee greatly, through planning and developing a compelling vision for the succeeding time to come. As our goal, we want to meet the needs and expectations of our valued members by developing plans to help sustain the future at our mill. This committee consists of approximately 10 members looking to bring in their different ideas and views to the other members in the committee, to debate the upcoming challenges and decisions at the Mill. The Mill at Anselma has a goal to sustain the ideals of our members along with preserving and restoring the mill to sustain its historical culture to the general public.

Collections Committee

Chair - Morris Farnum

The collections committee is responsible for cataloging pictures and information about the artifacts found at the mill. These are displayed online through HUB.CatalogIT.app. The Hagley Museum documented the mill interior with about 600 slides. Some other artifacts documented at the mill include the oral history transcriptions and interviews and other items that belonged to Oliver Collins. This committee also is responsible for donations and funds that come in for their exposure. The committee is currently undergoing a project to distribute this valuable information accounting for the hundreds of artifacts found at the Mill at Anselma. The committee's goal is to develop a productive and accessible catalog displaying these artifacts to the general public to make a greater impact on potential researchers in the area. This committee was created around 3 years ago, and consists of around eight active, ambitious members.

Events Committee

Chair - Donald Luce

The events committee is led by Donald Luce with goals to reach out to the public in multiple formats. The committee members work together to brainstorm and develop initiatives and ideas to involve the general public. The committee is structured to help find, create, and implement events throughout the Chester County area and spread the message to other possible and future members at the Mill at Anselma. Expectations of committee members include a desired leadership to facilitate communications and discussions during meetings, developing and creating unique ideas to help market and promote the Mill at Anselma through different events, and delivering a safe and beneficial experience to the public.

Communications Committee

Chair - Ernie Holling (interim)

The communications committee is responsible for setting up information platforms, handling production and execution of all Mill communications from advertising to fundraising, along with controlling all transmittals or publications that carry the Mill image. This committee consists of eight active members. Other responsibilities include operating social media accounts, managing mailing lists, and tracking the various communications at the mill. Responsibilities and timelines are assigned, and maintained and communicated within this committee.

Finance Committee

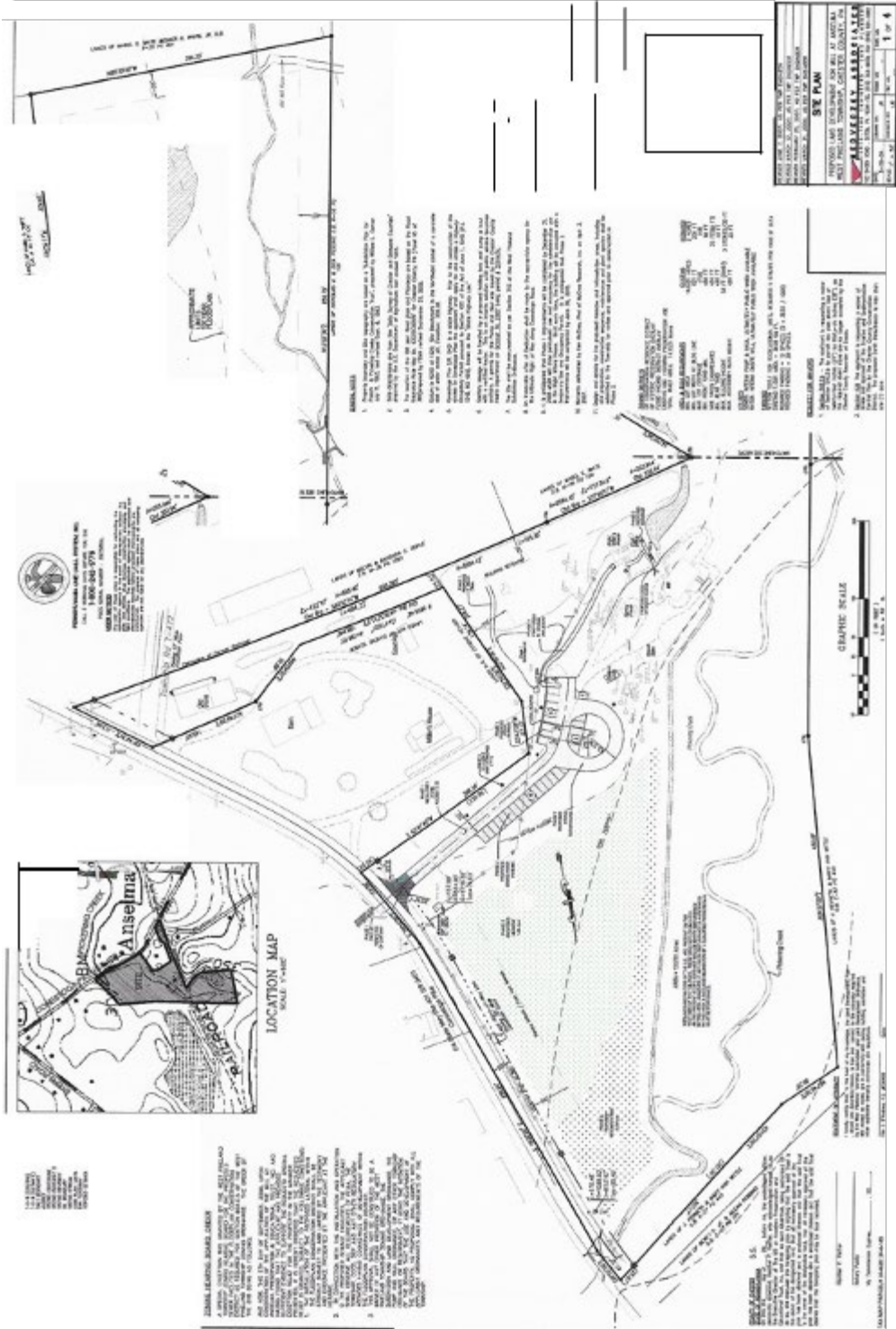
Chair - Frank Mercurio, Members: Dave Rollenhagen, Paul Hammill, Don Luce

The finance committee is responsible for the handling of finances and other cash statements at the mill. This committee typically consists of five active members. Members work on keeping everyone advised of all money coming in and going out to the mill. This money may come from donations, certification, taxes, or other sources of cash flows. This committee discusses the best possible plan going forward in order to keep the mill sustainable financially.

Ground/Maintenance Committee

Chair - Dave Rollenhagen

The Ground/Maintenance Committee is led by our Miller, Dave Rollenhagen. This committee consists of 8 grounds members and meets weekly Friday morning at 9 A.M. to keep the grounds presentable and fashionable to the general public and for their valued members. We are continually looking for active volunteers to help bring life and renewed interest to our Mill, for positions such as a tour guides, orienteers, greeters, or any position you may deem will help bring light and happiness to our facility! The committee also faces many challenges and works on several projects to help ensure the quality and safety at the Mill at Anselma.



PROJECT NO. 1000-000-0000
 DATE: 10/10/2010
 DRAWN BY: [Name]
 CHECKED BY: [Name]
 PROJECT LOCATION: [Address]
 CLIENT: [Name]
 CONTACT: [Phone Number]



ZONING REGULATIONS SUMMARY
 The proposed development is located in the [Zoning District] zoning district. The following regulations apply to the site:
 1. Maximum lot area: [Value]
 2. Minimum lot area: [Value]
 3. Maximum building height: [Value]
 4. Maximum building area: [Value]
 5. Maximum number of units: [Value]
 6. Maximum parking spaces: [Value]
 7. Maximum setbacks: [Value]
 8. Maximum coverage: [Value]
 9. Maximum impervious surface: [Value]
 10. Maximum impervious surface area: [Value]

NOTES
 1. The proposed development is located in the [Zoning District] zoning district. The following regulations apply to the site:
 2. The proposed development is located in the [Zoning District] zoning district. The following regulations apply to the site:
 3. The proposed development is located in the [Zoning District] zoning district. The following regulations apply to the site:
 4. The proposed development is located in the [Zoning District] zoning district. The following regulations apply to the site:
 5. The proposed development is located in the [Zoning District] zoning district. The following regulations apply to the site:
 6. The proposed development is located in the [Zoning District] zoning district. The following regulations apply to the site:
 7. The proposed development is located in the [Zoning District] zoning district. The following regulations apply to the site:
 8. The proposed development is located in the [Zoning District] zoning district. The following regulations apply to the site:
 9. The proposed development is located in the [Zoning District] zoning district. The following regulations apply to the site:
 10. The proposed development is located in the [Zoning District] zoning district. The following regulations apply to the site:

SITE PLAN
 PROPOSED LAND DEVELOPMENT FOR [Address]
 [City], [County], [State]
 PROJECT NO. 1000-000-0000
 DATE: 10/10/2010
 DRAWN BY: [Name]
 CHECKED BY: [Name]

LEGEND
 [Symbol] PROPOSED LAND DEVELOPMENT
 [Symbol] EXISTING UTILITIES
 [Symbol] PROPOSED UTILITIES
 [Symbol] EXISTING UTILITIES
 [Symbol] PROPOSED UTILITIES
 [Symbol] EXISTING UTILITIES
 [Symbol] PROPOSED UTILITIES

GRAPHIC SCALE
 1" = 100'

PROJECT NO. 1000-000-0000
 DATE: 10/10/2010
 DRAWN BY: [Name]
 CHECKED BY: [Name]

PROJECT NO. 1000-000-0000
 DATE: 10/10/2010
 DRAWN BY: [Name]
 CHECKED BY: [Name]

PROJECT NO. 1000-000-0000
 DATE: 10/10/2010
 DRAWN BY: [Name]
 CHECKED BY: [Name]

Rental Guidelines

The Mill at Anselma welcomes you to reserve an event, party, or any other activity regarding our guidelines. As we offer a special experience to the general public, we recommend you to take a look at our opportunities listed below. Our goal is to ensure that your event goes well, adheres to the safety guidelines, and is enjoyable for our guests welcomed to this landmark. Here are our guidelines regarding rentals at our mill:

Rates are based on the time needed to properly host your event. For example, options such as setting up a tent can take several days. Charges must be paid prior to the event as indicated below, along with a refundable \$500 security deposit for an inspected cleanup.

At time of booking a 50% deposit is required, with 75% of the deposit refundable up to 6 months prior to the scheduled date of the event (non-refundable less than 6 months prior). Completed Contract and Questionnaire must be submitted within two weeks of the booking to be eligible for the 75% cancellation refund. The balance of the deposit is due 30 days prior to the scheduled event and is non-refundable.

Weddings and Ceremonies

The Mill at Anselma is the perfect place for a wedding. Located in the luxurious Chester Springs, Pennsylvania, the Mill at Anselma offers a unique and special experience for a wedding with its historic venue. It offers a memorable escapade for its visitors with the addition of a true photographical landscape for your special day. Set on 22 acres of land, the mill offers a large locale for our guests with its historic atmosphere, hosting a night to remember for your family and friends.

Rates:

- ❖ \$2,000 Per event/day for use of the grounds, Mill, Wagon Barn and Welcome Center.
 - This charge is only for the event date(s), although a tent may be in place for multiple days.
 - It does not include the Miller's House, although its 1st floor can be made the bridal party "getting ready room" at no charge.
 - The Rate becomes \$2,500 with 150 or more guests
- ❖ \$1,000 First floor of the Mill for a private party.

- The 2nd floor may be available as long as exit to the outside is not blocked.
- The use of a second building becomes a full use rental.
- ❖ \$500 One hour “Run of the Mill” by a Mill volunteers
- ❖ \$500 Wedding Ceremony and Photos Only

Fact Sheet:

- For catering, choose from our list of vendors. Off-list vendors must sign standard catering agreements. No agreement is needed for the potluck and the like.
- Tent vendor recommendations available
 - 40x60ft tent recommended
 - Township Permit Required usually obtained by vendor
- BYO alcohol
 - RAMP Certification for all alcoholic beverage servers and bartenders
 - Preferred caterers have all required certification
 - The Mill may be licensed with a Special Event License to sell alcoholic beverages

What is provided with our space?

- ★ Outdoor capacity
 - Fits 200 people
 - Gravel surfaces
 - Scenic view of woods and streams, grass and meadows
 - Picnic tables and open land
 - Bonfire pit available with prior arrangement
 - National Historic Landmark
- ★ Indoor capacity
 - All sites are good for an introductory cocktail hour or small party/gathering:
 - Wagon Barn
 - Fits up to 25 people
 - Samuel Lightfoot Mill
 - First floor fits up to 25 people
 - Second floor fits up to 25 people

Special Offers:

The Great Outdoors Package:

- ❖ Weekday Special - (Sunday-Thursday)
 - 1-30 people: \$50 flat fee, \$10/person
 - 30-60 people: \$200 flat fee, \$8/person
 - 60-100 people: \$400 flat fee, \$8/person

- ❖ Weekend Special - (Friday-Saturday)
 - 1-30 people: \$100 flat fee, \$10/person
 - 30-60 people: \$250 flat fee, \$8/person
 - 60-100 people: \$500 flat fee, \$8/person

What does this include?

- Access to Visitors Center which includes bathrooms
- Parking for about 100 cars

The Inside History Package:

Outdoor, Mill and House rental

- ❖ Weekday Special (Sunday-Thursday)
 - 1-30 people: \$100 flat fee, \$10/person
 - 30-60 people: \$250 flat fee, \$8/person
 - 60-100 people: \$500 flat fee, \$8/person

- ❖ Weekend Special (Friday-Saturday):
 - 1-30 people: \$200 flat fee, \$10/person
 - 30-60 people: \$350 flat fee, \$8/person
 - 60-100 people: \$600 flat fee, \$8/person

What does this include?

- Access to the Mill and house for a 2 hour cocktail party or dinner
- Access to Visitors Center which includes bathrooms
- Parking for about 100 cars

*Tent setup as early as two full days before the event starts.



Preferred Caterers:

Yellow Springs Catering -- seasonal French and continental cuisine, “Unique and Distinctive”

- ★ Small parties preferable but can also work with up to 200 guests
- ★ www.yellowspringscatering.com

Harvest Seasonal -- Farm to table dining, “Healthy Indulgence”

- ★ Preferably 100 to 200 guests
- ★ www.harvestseasonalgrill.com

Photography:

MLE pictures -- "You are writing your amazing love story. I am just there to capture it."

- ★ <http://mlepictures.com>

Tina Gibson Photography -- “Wish you could stop time for this exact moment? Let me help you do that.”

- ★ www.tinagibsonphotography.net

EXPECTATIONS OF BOARD MEMBERS

Since its inception, The Mill at Anselma has set high expectations of its Board members. The commitment of The Mill individual Board members is vital to the success of the organization.

Board members are expected to commit themselves to the following:

- 1.** Participate in the New Board Member Orientation Program.
- 2.** Serve in leadership positions and actively serve on one (or more) Board committees or task forces or accept an assignment requiring his or her expertise willingly and enthusiastically.
- 3.** Make an annual financial contribution between \$750-\$1,000.
- 4.** Collaborate with staff and/or other Board members in the identification, cultivation and solicitation of appropriate (i.e. prequalified) corporate, foundation or individual gift prospects and in the implementation of major special events.
- 5.** Participate in the identification of prospective Board members.
- 6.** Attend 75% of Board and committee meetings.
- 7.** Attend Board retreats, special meetings, special events, and fundraisers.
- 8.** Remain well-informed about The Mill business affairs, especially regarding fiscal, legal and contractual matters.
- 9.** Serve the organization as a whole rather than any special interest group or constituency and avoid the preconception that the Board member "represents" anything but the organization's best interest.
- 10.** Maintain confidentiality of the Board's executive sessions, and speak for the Board or organization only when authorized to do so.

11. Disclose any possible conflicts of interests to the Board.

Employment Policies

- **At-will employment:** An employee can terminate the employment relationship at any time and for any reason, as long as the reason is a lawful one.
- **Anti-harassment and non-discrimination:** This policy prohibits any harassment and discrimination in the workplace. Any form of harassment or discrimination must be reported and dealt accordingly. This may and most likely will result in termination.
- **Safety and health:** Safety policies ensure that every employee follows the correct emergency procedures and require that employee to report a work-related injury immediately and accordingly. Safety and health is a priority for our employees and volunteers and want to ensure a safe work environment.
- **Employee conduct, attendance and punctuality:** It is expected for our employees to report to their scheduled working times and report if they are going to be late or absent for that time. The Mill at Anselma expects the best and greatest efforts for their employees or volunteers when they are in a meeting or at work. It is also a best practice to have policies on standards of conduct, drug and alcohol abuse, disciplinary action, confidentiality, conflicts of interest, and workplace violence.
- **Company Objectives and Vision:** The Mill at Anselma is accepting of all backgrounds and is always looking to diversify their workplace for a better vision and representation in the future. The Mill is looking for bright minds to incorporate different viewpoints that may help benefit special needs at the Mill.
- **Background Check Policy:** It is expected for our employees to fill out a background check for safety and regulation. The three forms below are required to be filled out and returned in order to be cleared and able to be an active employee at the Mill at Anselma:
 - Pennsylvania Child Abuse History Clearance
 - Pennsylvania State Police Criminal Record Checks
 - Federal Bureau of Investigation (FBI) Criminal History Check

**BY-LAWS OF THE MILL AT ANSELMA
PRESERVATION AND EDUCATIONAL TRUST, INC.**

(A Non-profit Corporation Under the Laws of
the Commonwealth of Pennsylvania)

ARTICLE I – OFFICES

The registered office of the The Mill at Anselma Preservation and Educational Trust, Inc. (the “Corporation”) shall be at 1730 Conestoga Road, P.O. Box 42, Chester Springs, PA 19425.

ARTICLE II – SEAL

The corporate seal shall have inscribed thereon the name of the Corporation, the year of its organization and the words “Corporate Seal, Pennsylvania”.

ARTICLE III – MEMBERS

1. No Members. The Corporation shall have no members entitled to vote on any matter. Any provision requiring notice to, the presence of, or the vote, consent, or other action by members of a Corporation in connection with such matter shall be satisfied by notice to, the presence of, or the vote, consent, or other action by the Board.

2. Associates. Nothing in this Article III shall be construed to limit the right of the Corporation to refer to persons associated with it as “members” even though such persons are not members, as such term is used in the Non-profit Corporation Law of 1988 (the “Act”), and no such reference shall constitute anyone as a member within the meaning of the Act. Such persons or organizations, whether referred to as “members”, “associates” or by any other term shall have only such rights and privileges (if any) as shall from time to time be approved by the Board.

ARTICLE IV – OBJECTIVES

The objectives of the Corporation shall be to:

1. Restore the complex of buildings and grounds of the Mill at Anselma.
2. Provide interpretation of the site over the 250-year period of its operation as a grist mill and as an integral part of the countryside in which it exists.
3. Foster research and education of life in the Chester County countryside from the mid 18th century to the present.
4. Operate and maintain both the building and site which comprise the Mill complex at Anselma.
5. Provide a model for the protection of both built and natural environment of the countryside.
6. Raise funds necessary to restore, maintain and operate the site to the benefit of present and future residents of, and visitors to the surrounding community.

ARTICLE V – ACTIVITIES

In order to achieve its objectives, the Corporation shall, among other things:

1. Provide access to the site by the general public.
2. Educate its members and the general public about the history, workings of the site, and the natural elements of the site.
3. Cooperate with other organizations with similar interests.

4. Raise funds necessary to support the Mill restoration and other activities and programs of the organization.

ARTICLE VI – TRUSTEES

The Board of Trustees shall carry out the purposes of the Corporation as set forth in the Articles of Association and these By-Laws, and the property and affairs of the Corporation shall be under the exclusive management and control of the Board of Trustees.

1. The business and affairs of this Corporation shall be managed by its Board of Trustees, who shall be natural persons of full age and who need not be residents of this Commonwealth, except as otherwise provided herein. They shall be elected by the Board of Trustees at the annual meeting of the Corporation. There shall be no more than eighteen (18) nor less than nine (9) members on the Board of Trustees. Each trustee shall be elected to serve a three year term and shall serve until the expiration of such term.

A minimum of fifty-one (51%) percent of the members of the Board shall be West Pikeland residents or any township that shares a border with West Pikeland Township with a minimum of twenty-five (25%) percent being residents of West Pikeland Township. In the event that the number of trustees is not evenly divisible by four (4), then the number of members of the Board that must be West Pikeland Township residents shall be 25% taken to the next lowest number divisible by four. For example, if there are thirteen (13) members of the Board, then three (3) members must be residents of West Pikeland Township.

The Board of Trustees will be appointed to staggered terms so that no more than 40% of the Board of Trustees' terms shall expire at one time. As each term expires, the member next serving shall serve for a term of three years subject to the staggered term requirements. If staggering requires a different term than three years, the Governance Committee shall nominate the next members to shorter terms as necessary. If the number of trustees is increased beyond eighteen (18) the new trustees shall each serve a term of three years.

2. In addition to the powers and the authorities by these By-Laws expressly conferred upon them, the Board of Trustees may exercise all such powers of the Corporation and do all such lawful acts and things as are not by statute or by the Articles or by these By-Laws directed or required to be exercised or done by the members.

3. The meetings of the Board of Trustees may be held at such times and at such place or places within this Commonwealth or elsewhere, as a majority of the trustees may from time to time appoint, or as may be designated in the notice calling the meeting but in any event not less than three (3) times per year (the year being measured from July 1, through June 30 of the following calendar year).

4. There shall be an annual meeting of the Corporation held at such time and at such place as the Board of Trustees shall decide. The annual meeting shall be held on the last regularly scheduled meeting of the fiscal year to elect officers and transact such other business as may properly be brought before the meeting. If the annual meeting shall not be called and held within six months after the designated time, any board member may call such a meeting.

5. Voting may be by ballot, mail, e-mail or any reasonable means determined by the Board of Trustees. Elections for trustees need not be by ballot except upon demand made by a member of the Board of Trustee at the election and before the voting begins.

6. Written or personal notice of every meeting of the Board of Trustees shall be given to each trustee at least ten (10) days prior to the day named for the meeting.

7. A majority of the trustees in office shall be necessary to constitute a quorum for the transaction of business and the acts of a majority of the trustees present at a meeting at which a quorum is present shall be the acts of the Board of Trustees. Any action which may be taken at a meeting of the trustees may be taken without a meeting, if a consent or consents in writing setting forth the action so taken shall be signed by all of the trustees in office and shall be filed with the Secretary of the Corporation.

8. The Board of Trustees may, by resolution adopted by a majority of the trustees in office, establish one or more committees to consist of one or more trustees of the Corporation. Any such committee, to the extent provided in the resolution of the Board of Trustees or in the By-Laws, shall have and may exercise all of the powers and authority of the Board of Trustees, except that no such committee shall have any power or authority as to the following:

- (a) The filling of vacancies in the Board of Trustees.

(b) The adoption, amendment or repeal of the By-Laws.

(c) The amendment or repeal of any resolution of the Board.

(d) Action on matters committed by the By-Laws or resolution of the Board of Trustees to another committee of the Board.

1. The Board may designate one or more trustees as alternate members of any committee, who may replace any absent or disqualified member at any meeting of the committee. In the absence or disqualification of a member of the committee, the member or members thereof present at any meeting and not disqualified from voting, whether or not he or they constitute a quorum, may unanimously appoint another trustee to act at the meeting in the place of any such absent or disqualified member. Each committee of the Board shall serve at the pleasure of the Board.

2. Members of the Board of Trustees shall not be compensated for their services as Trustee. A trustee may also be a salaried officer of the Corporation.

3. Removal = A Trustee may be removed by a vote of two-thirds of the remaining members of the Board of Trustees plus one (1), acting at a meeting, notice for which shall have specified that such removal was to be considered and voted upon. This notice shall be given ten (10) days prior to action. The trustee sought to be removed from the Board shall not have the right to be heard.

4. A trustee of the Corporation shall stand in a fiduciary relation to the Corporation and shall perform his duties as a trustee, including his duties as a member of any committee of the Board upon which he may serve, in good faith, in manner he reasonably believes to be in the best interests of the Corporation, and with such care, including reasonable inquiry, skill and diligence, as a person of ordinary prudence would use under similar circumstances. In performing his duties, a trustee shall be entitled to rely in good faith on information, opinions, reports or statements, including financials statements and other financial data, in each case prepared by any of the following:

(1) One or more officers or employees of the Corporation whom the trustee reasonably believes to be reliable and competent in the matters presented.

(2) Counsel, public accountants or other persons as to matters which the trustee reasonably believes to be within the professional or expert competence of such person.

(3) A committee of the Board upon which he does not serve, duly designated in accordance with law, as to matters within its designated authority, which the trustee reasonably believes to merit confidence.

A trustee shall not be considered to be acting in good faith if he has knowledge concerning the matter in question that would cause his reliance to be unwarranted.

In discharging the duties of their respective positions, the Board of Trustees, committees of the Board and individual trustees may, in considering the best interests of the Corporation, consider the effects of any action upon employees, upon suppliers and customers of the Corporation and upon communities in which offices or other establishments of the Corporation are located, and all other pertinent factors. The consideration of those factors shall not constitute a violation of this section.

Absent breach of fiduciary duty, lack of good faith or self-dealing, actions taken as a trustee or any failure to take any action shall be presumed to be in the best interests of the Corporation.

A trustee of the Corporation shall not be personally liable for monetary damages as such for any action taken, or any failure to take any action, unless:

(1) The trustee has breached or failed to perform the duties of his office under this section.

(2) The breach or failure to perform constitutes self-dealing, willful misconduct or recklessness.

The provisions of this section shall not apply to:

(1) The responsibility or liability of a trustee pursuant to any criminal statute; or

(2) the liability of a trustee for the payment of taxes pursuant to local, State or Federal law.

1. Trustees as such, shall not receive any stated salary for their services, but by resolution of the Board, a fixed sum and expenses of attendances, if any, may be allowed for attendance at each regular or special meeting of the Board PROVIDED, that nothing herein contained shall be construed to preclude any trustee from serving the Corporation in any other capacity and receiving compensation therefore.

2. Emeritus Trustee: A majority of the Board of Trustees may vote at a special or annual meeting to name an individual as an Emeritus Trustee. The Emeritus Trustee shall be a non-voting Trustee and is intended as a means to honor individuals who do not wish to or cannot continue to serve as active Board members, but should be recognized for their past contributions. The Emeritus Trustee shall be listed as such and shall have only such rights and privileges (if any) as shall from time to time be approved by the Board. Any person named as an Emeritus Trustee shall enjoy the Emeritus Trustee designation until the Board of Trustees determines by a majority vote that the person shall no longer be so designated.

3. The Corporation shall indemnify any and all of its present, former and future trustees and officers and their heirs, executors and administrators of any such trustee or officer against expenses actually and necessarily incurred by them in connection with the defense of any action, suit or proceeding in which they, or any of them, are made parties by reason of being or having been trustees or officers of the Corporation, except in relation to matters as to which any such trustee or officer shall be adjudged in such action, suit or proceedings to be liable for intentional misconduct or intentional breach of duty as trustee or officer. In the event of a settlement of any such action, suit or proceedings, indemnification shall be provided only in connection with such matters covered by the settlement as to which the Corporation is advised by counsel that the person to be indemnified did not commit such intentional misconduct or intentional breach of duty. The indemnification provided by this paragraph shall not be deemed exclusive of any other rights to which those indemnified may be entitled under any By-Laws, agreement, vote of members or otherwise.

ARTICLE VII – OFFICERS

1. The officers of the Trust shall be a Chairman, a Vice Chairman, a Secretary, a Treasurer, and such other officers as the Board may from time to time determine, who shall be elected from the Board of Trustees by the Board at its first meeting following the annual meeting

of the Corporation. The officers shall serve for a term of one year, or until such time as their successors are duly qualified and elected. Should a vacancy occur, the Board may elect another eligible person to serve as an officer of the unexpired portion of the term.

2. Any officer or agent may be removed by the Board of Trustees whenever in its judgment the best interests of the Corporation will be served thereby, but such removal shall be without prejudice to the contract rights of any person so removed.

THE CHAIRMAN

The Chairman shall preside at all meetings of the organization and of the Board of Trustees. The Chairman shall be a member of all committees. The Chairman shall have the usual responsibilities of supervisions and management as may pertain to the office of the Chairman and perform other such duties as may be designated by the Board.

THE VICE CHAIRMAN

The Vice Chairman shall, in the event of absence or disability of the Chairman, possess all responsibilities and perform all the duties of that office, and perform other such duties as may be designated by the Board, until such time as the Board of Trustees shall elect one of its members as Chairman.

THE SECRETARY

The Secretary shall keep minutes of all meetings of the organization. The Secretary shall also prepare a written annual report which shall be presented to the Board at its annual meeting each year.

THE TREASURER

The Treasurer shall be responsible to receive all monies due. The Treasurer shall be the custodian of these monies, shall deposit or cause be deposited in a bank designated by the Board of Trustees, and shall deposit or invest the same only upon order of the Board. The Treasurer shall present statements to the Board at their regular meetings and an annual report at the first meeting after the end of the fiscal year.

ARTICLE VIII – GOVERNANCE COMMITTEE

The Governance Committee shall serve as a standing committee whose members will permanently function as stewards of the By-Laws and as the Nominating Committee. The Governance Committee shall determine the number of trustees and vacancies to be filled, pursuant to these By-Laws.

The Governance Committee shall also prepare and propose a slate of nominees for election to all officerships for elections by the Board of Trustees.

ARTICLE IX – COMMITTEES

Committees of the Corporation may be appointed by the Board of Trustees, or the Chairman, to carry out activities in furtherance of purposes and objectives of the Corporation.

ARTICLE X – EXECUTIVE COMMITTEE

The Board of Trustees may establish an Executive Committee in order to facilitate management of Corporation during the period between meetings of the Board, to the extent permitted by the laws of the Commonwealth of Pennsylvania. Minutes shall be kept of the meetings of the Executive Committee and of the action it takes. Copies of the minutes shall be mailed to the members of the Board of Trustees at least five (5) days prior to the next Trustees' meeting.

A quorum of the Executive Committee shall consist of the officers and any other Trustees designated by the Chair. Meetings of the Executive Committee shall be called by order of the Chair of the Board.

ARTICLE XI – FINANCE, ADMINISTRATION AND AUDIT COMMITTEES

The Board of Trustees may establish a Finance Committee to monitor the financial management and the program administration of the Corporation. The Committee reviews, amends and recommends adoption by the Board of annual budget guidelines, the annual

budget and succeeding amendments to budget, serves in a fiduciary capacity regarding any endowments and pension guidelines and nominates annually the independent accountants for selection by the Board of Trustees.

ARTICLE XII – DEVELOPMENT COMMITTEE

The Board of Trustees may establish a Development Committee who shall have the responsibility of providing guidance in fundraising, events, grants, annual appeal and other income generation.

ARTICLE XIII – EXECUTIVE DIRECTOR

The Board of Trustees may, if the Board determines the need, appoint an Executive Director of the Corporation, with powers, duties and compensation as fixed by the Board. Subject to direction and control of the Board of Trustees, the Executive Director shall carry into effect the decisions and policies of the Board of Trustees, and shall have general charge and supervision of the activities of the Corporation. The Executive Director shall be an ex officio, non-voting, member of the Board of Trustees and all other committees of the Corporation.

ARTICLE XIV – VACANCIES

If the office of any officer or agent, one or more, becomes vacant for any reason, the Board of Trustees may choose a successor or successors, who shall hold office for the unexpired term in respect of which such vacancy occurred.

If a vacancy exists on the Board, the Board is empowered by a majority of those remaining to elect a new member to complete the term of the trustee whose resignation or removal has created such vacancy. If the trustee who resigned or was removed, was originally nominated by the French & Pickering Creeks Conservation Trust, Inc., the new replacement member may be a nominee of the Trust.

ARTICLE XV – BOOKS AND RECORDS

The Corporation shall keep an original or duplicate record of the proceedings of the members and the trustees, the original or a copy of its By-Laws, including all amendments thereto to date, certified by the Secretary of the Corporation. The Corporation shall also

keep appropriate, complete and accurate books or records of account. The records provided for herein shall be kept at either the registered office of the Corporation in this Commonwealth, or at its principal place of business wherever situated.

ARTICLE XVI – TRANSACTION OF BUSINESS

1. The Corporation shall make no purchase of real property nor sell, mortgage, lease away or otherwise dispose of its real property, unless by a vote of two-thirds of the members in office of the Board of Trustees plus one (1). Unless otherwise restricted in these By-Laws, no vote or consent of the members shall be required to make effective such action by the Board. If the real property is subject to a trust the conveyance away shall be free of trust and the trust shall be impinged upon the proceeds of such conveyance.

2. Whenever the lawful activities of the Corporation involve among other things the charging of fees or prices for its services or products, it shall have the right to receive such income and, in so doing, may make an incidental profit. All such incidental profits shall be applied to the maintenance and operation of the lawful activities of the Corporation, and in no case shall be divided or distributed in any manner whatsoever among the members, trustees or officers of the Corporation.

3. All checks or demands for money and notes of the Corporation shall be signed by such officer or officers as the Board of Trustees may from time to time designate.

ARTICLE XVII – ANNUAL REPORT

The Board of Trustees shall present annually a report, verified by the Chairman and Treasurer or by a majority of the trustees, showing in appropriate detail the following:

- (a) The assets and liabilities, including the trust funds, of the Corporation as of the end of the fiscal year immediately preceding the date of the report.

- (b) The principal changes in assets and liabilities including trust funds, during the year immediately preceding the date of the report.

(c) The revenue or receipts of the Corporation, both unrestricted and restricted to particular purposes, for the year immediately preceding the date of the report, including separate data with respect to each trust fund held by or for the Corporation.

(d) The expenses or disbursement of the Corporation, for both general and restricted purposes, during the year immediately preceding the date of the report, including separate data with respect to each trust fund held by or for the Corporation.

(e) The number or members of the Corporation as of the date of the report, together with a statement of increase or decrease in such number during the year immediately preceding the date of the report, and a statement of the place where the names and addresses of the current members may be found.

This report shall be filed with the minutes of the annual meeting..

ARTICLE XIII – NOTICES

1. Whenever written notice is required to be given to any person, it may be given to such person, either personally or by sending a copy thereof by first class mail, postage prepaid, or by e-mail to his address appearing on the books of the Corporation, or, in the case of trustees, supplied by him to the Corporation for the purpose of notice. If the notice is sent by mail or by e-mail, it shall be deemed to have been given to the person entitled thereto when deposited in the United States mail or transmitted to the e-mail address directed to such person. A notice of meeting shall specify the place, day and hour of the meeting and any other information required by statute or these By-Laws. When a special meeting is adjourned it shall not be necessary to give any notice of the adjourned meeting or of the business to be transacted at an adjourned meeting, other than by announcement at the meeting at which such adjournment is taken.

2. Whenever any written notice is required to be given under the provisions of the statute or the Articles or By-Laws of this Corporation, a waiver thereof in writing, signed by the person or persons entitled to such notice, whether before or after the time stated therein,

shall be deemed equivalent to the giving of such notice. Except as otherwise required by statute, neither the business to be transacted at nor the purpose of a meeting need be specified in the waiver of notice of such meeting. In the case of a special meeting of members such waiver of notice shall specify the general nature of the business to be transacted. Attendance of a person at any meeting shall constitute a waiver of notice of such meeting, except where a person attends a meeting for the express purpose of objecting, at the beginning of the meeting, to the transaction of any business because the meeting was not lawfully called or convened.

ARTICLE XIX – MISCELLANEOUS PROVISIONS

1. The fiscal year of the Corporation shall begin on the first day of July and shall conclude at the end of the June 30 of the following calendar year.
2. One or more persons may participate in a meeting of the Board by means of conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other. Participation in a meeting pursuant to this section shall constitute presence in person at such meeting.

ARTICLE XX – DISSOLUTION

Upon dissolution of the Corporation, the Board of Trustees shall, after paying or making provisions for the payment of all liabilities of the Corporation, dispose of all the assets of the Corporation held exclusively for the purposes of the Corporation to organizations designated by the Corporation which are organized and operated exclusively for charitable, education, or scientific purposes, and as such may qualify at that time as exempt under 501(C)(3) of the Internal Revenue Code, as amended. No transfer of the assets to another organization shall occur before offering the assets of the Corporation to the French & Pickering Creeks Conservation Trust, Inc. or to its successor organization (all reference in these by-laws to French & Pickering Creeks Conservation Trust, Inc. includes any successor organization of it) or, in the event the French & Pickering Creeks Conservation Trust, Inc. does not accept the offer, to West Pikeland Township.

ARTICLE XXI – AMENDMENTS

These By-Laws may be amended by a two-thirds majority of the Board of Trustees. Proposed By-Law amendments may be considered and voted upon at any special or annual

meeting of the Corporation. Such proposals or amendments shall be set forth in the notice of the meeting.

Document Retention and Destruction Policy

Document Destruction

The Document Retention and Destruction Policy identifies the record retention responsibilities of staff, volunteers, members of the board of directors, and outsiders for maintaining and documenting the storage and destruction of the organization's documents and records.

The organization's staff, volunteers, members of the board of directors, committee members and outsiders (independent contractors via agreements with them) are required to honor the following rules:

- a. Paper or electronic documents indicated under the terms for retention in the attached schedule will be transferred and maintained by the Executive Director;
- b. All other paper documents will be destroyed after three years;
- c. All other electronic documents will be deleted from all individual computers, databases, networks, and back-up storage after one year;
- d. No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation; and
- e. No paper or electronic documents will be destroyed or deleted as required to comply with government auditing standards.

However, any paper documents may be destroyed if they are imaged and stored on reliable electronic media with proper backup.

Employee Protection (Whistleblower) Policy

If any employee reasonably believes that some policy, practice, or activity of The Mill at Anselma Preservation and Educational Trust, Inc., is in violation of law, a written complaint must be filed by that employee with the Executive Director or the Board President.

It is the intent of The Mill at Anselma Preservation and Educational Trust, Inc. to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the organization's goals of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of The Mill at Anselma Preservation and Educational Trust, Inc. and provides The Mill at Anselma Preservation and Educational Trust, Inc. with reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement.

The Mill at Anselm Educational Preservation Trust, Inc, will not retaliate against an employee who in good faith, has made a protest or raised a complaint against some practice of The Mill at Anselm Educational Preservation Trust, Inc, or of another individual or entity with whom The Mill at Anselm Educational Preservation Trust, Inc has business relationship, on the basis of reasonable belief that the practice is a violation of law, or clear mandate of public policy

The Mill at Anselm Educational Preservation Trust, Inc will not retaliate against employees who disclose or threaten to disclose to a supervisor or public body, any activity, policy, or practice of The Mill at Anselm Educational Preservation Trust, Inc that the employee reasonable believes is in a violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning the health, safety, welfare, or protection of the environment.

My signature below indicates my receipt and understanding of this policy. I also verify that I have been provided with an opportunity to ask questions about the policy.

Employee Signature

Date

The Mill at Anselma Preservation and Educational Trust, Inc.

Policy on Conflicts of Interest and Disclosure of Certain Interests

Article I - Purpose

The purpose of the conflict of interest policy is to protect the interest of The Mill at Anselma Preservation and Educational Trust, Inc. ("Mill") when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a director, officer, employee or key volunteer of the Mill, or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable Mills.

Article II - Procedures

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

- a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

- b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the governing board or committee shall determine whether the Mill can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Mill's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy

- a. If the governing board or committee has reasonable cause to believe an interested person has failed to disclose actual or possible conflicts of interest, it shall inform the interested person of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the interested person's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the interested person has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV - Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article V - Compensation

- a. A voting member of the governing board who receives compensation, directly or indirectly, from the Mill for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Mill for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Mill, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article VI - Annual Statements

Each director, officer, employee and key volunteer shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the Mill is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Article VII - Periodic Reviews

To ensure the Mill operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Mill's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Article VIII - Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the Mill may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

The Mill at Anselma Preservation and Educational Trust, Inc.

Conflict of Interest Individual Disclosure Statement

Name: _____

Title: _____

Address: _____

Phone: _____

Fax: _____

E-mail: _____

Please review our Conflict of Interest Policy and complete this form. Include any situation, transaction or relationship in which you have been or may be involved that could constitute a potential conflict of interest or the appearance of one. Even if you are uncertain about whether you should report a situation, transaction or relationship, please include it.

Financial Interests: *Yes* _ *No* _

Please explain *Yes* answer by disclosing all positions or material financial interests which you or members of your immediate family (e.g., spouse, children, parents, siblings) hold in any outside for-profit or nonprofit concern from which The Mill at Anselma Preservation and Educational Trust, Inc. secures or might secure goods or services.

Outside Work: *Yes* _ *No* _

Please explain *Yes* answer by disclosing all outside positions held by you or members of your immediate family as an officer, trustee, director or employee of a for-profit or

nonprofit concern or whereby managerial or consultative service is rendered to any for-profit or nonprofit concern.

Other: *Yes_ No_*

Please explain *Yes* answer by disclosing any other interest, relationship or affiliation of you or any member of your immediate family, which may be within the spirit (if not the letter) of the foregoing, keeping in mind the purpose of this questionnaire is to protect you and The Mill at Anselma Preservation and Educational Trust, Inc. from a charge of a real or an apparent conflict of interest. Our goal is to avoid both impropriety and the appearance of impropriety.

Certification

I certify that the information set forth on this Annual Conflict of Interest Individual Disclosure Statement is complete and accurate to the best of my knowledge and I acknowledge my obligation to promptly inform The Mill at Anselma Preservation and Educational Trust, Inc. of any material changes, to answer any questions the Board may have, to withdraw from any meeting so long as a matter in which I have a conflict shall continue under discussion, and to refrain from voting on the matter.

(Signature)

Date

(Name)

I certify that I have reviewed this disclosure statement for apparent conflict of interest issues or concerns.

Chair, Board of Directors (Signature) _____

Date _____