



**DIAKONIA WORLD FEDERATION (DWF)  
EXECUTIVE COMMITTEE (EC) Zoom MEETING  
January 18<sup>th</sup> / January 19<sup>th</sup> 2021**

**PRESENT:**

**Members:** Sandy Boyce (President); Ted Dodd (DOTAC Regional President); Marianne Uri Øverland (DRAE Regional President and Vice-President DWF); Anne Russell-Brighty (DAP Vice-President); Christa Megaw, Advisor (DAP); Jan Cherry (DOTAC); Ibironke Oworu (DRAE Vice-President); Gordon Pennykid (DRAE); Birgit Banzhaf (DRAE); Sr. Elisabeth Meier (DRAE);  
**Part-time:** Meresiana Kuricava (DAP Regional President);  
**Officers:** RFL Thorsten Walter; Sara Manning, Web Manager; Traude Leitenberger, Secretary

Sandy Boyce welcomed the Executive Committee Members.

**Approval of the November 2020 minutes**

The minutes from the November 2020 EC zoom meeting were **approved**.

Anne Russell-Brighty, Jan Cherry, Gordon Pennykid led the opening reflection.

**1. Regional reports**

Received from Ted Dodd (DOTAC)

**2. By-Laws** (Jan Cherry, Gordon Pennykid)

Revision not yet completed. It was agreed that the next Zoom EC meeting will focus on the By-Laws so that they could be completed and approved.

**3. Translation E-Newsletter**

Mailchimp's translation program translates into all languages with the Google program. These are general, worldwide translations that enable you to read the e-news without being fluent in English or German. In the future, we will plan to publish the e-news on DIAKONIA website in English and German.

**4. DIAKAID COVID-19 Projects**

The new DIAKAID Committee will bring recommendations about whether DIAKAID projects can be funded in 2021, including COVID related projects.

Not all reports have been received from recipients of DIAKAID special grants for COVID.

**5. Finances** (Thorsten Walter)

The EC approved the investment guidelines (see Appendix A below). The guidelines are valid from 1.1.2021. The EC will regularly check the investment guidelines.

Sandy offered to send 'ethical guidelines' for consideration.

## 6. Social media

6.1 New website: (<http://newsite.diakonia-world.org/>). Sara Manning

Sara has progressed the work on the new website. It is not public yet but please peruse the website. People are encouraged to peruse the website and contact Sara direct if they have comments.

6.2 The DWF Facebook account needs to be linked to the website. Currently, the website has a 'preview' option with text, but the preference for the automatic previews on the website require costs involved - € 99.00 in the first year, and then an annual cost of € 200.00. The contract is initially planned for one year. This was approved for the first year.

6.3 The monthly newsletter will be uploaded to the website when it is operational.

## 7. World Assembly 2022

There is still uncertainty about long-distance travel, which will affect the 2022 World Conference. It was suggested a discussion be initiated on Facebook to determine what people think about international travel, and what interest there may be in an online Assembly.

## 8. Prayer letter

A reminder for the EC members to add their names to the 2021 roster. Writers should aim to have the prayer letter to Traude no later than the middle of the previous month so it can be translated into/from German, ready for distribution via the membership list and the e-news.

## 9. DWF Zoom account

Currently all DWF EC (and DRAE) meetings are being held via Zoom on Sandy's account and it has been suggested that DWF could have an annual subscription to Zoom. Sandy also raised the possibility of a Vimeo account (no ads) specifically for videos related to DWF work (or it could be via Youtube which sometimes includes ads).

## 10. Next meeting date March 1st/2nd 2021

Mössingen, February 28, 2021



Sandy Boyce, President



Traude Leitenberger, Secretary

## **Appendix A: Investment Guidelines**

*(see also separate document 2020 DWF Investment Guidelines GP in English and German)*

### **1. General principles**

The Diakonia World Federation e.V. is a non-profit association with legal capacity in accordance with the German Civil Code (§§ 21 ff BGB) and the German Fiscal Code (§§ 51 to 68 AO) and is based in Neuendettelsau. The association promotes Diakonia in community in a worldwide context. It supports and promotes mutual exchange and offers its members advice and material help.

The following fundamental consequences arise for the investment of the association's assets:

- The fulfilment of the purpose of the association has clear priority over an increase in return.
- With all capital investments the solvency of the association is to be ensured at any time.
- Speculative investments are not permitted.

The following investment guidelines serve to define a goal-oriented investment policy and are intended to be the basis for the association's future investment decisions. A goal of the guideline is to limit the risk of the investment, to obtain a lasting net yield, and to secure the Executive Committee against liability.

The assets of the association include all liquid funds as well as money and capital investments, which are to be assigned to the asset management of the association. The asset management of the association serves the sustainable achievement of yields, which in turn should fulfil the statutory purpose of the association. Real estate, economic and special purpose enterprises of the association do not belong to the assets of the association. In order to ensure a high degree of transparency and low administrative costs, the investments should be as manageable as possible. Furthermore, the costs of implementation should be kept manageable in order not to unduly reduce the return in favour of the association's purpose.

### **2. Organizational responsibility for investments**

For the implementation of and compliance with this guideline, the Representative for Finance and Law (RFL), along with the Treasurer, is responsible for the coordination of the reports to the Board. The management of the investments is also carried out by the investment officer in coordination with the Treasurer. The board of directors is informed about the activities of the investment in a timely manner.

### **3. Investment principles**

For the investment of assets, the free reserves of the association are used:

#### **3.1. Free reserves**

Reserves comprise funds that are not expected to be required for the settlement of liabilities for a prolonged period of time and are not subject to the requirement of timely appropriation of funds. The funds in reserves are invested in euro-denominated assets. Direct currency risks should be excluded when investing these funds. The individual investment instruments are described in more detail below:

##### **3.1.1. Bank deposits**

The funds of the reserves can be invested in the form of current accounts, overnight money, fixed-term deposits or savings deposits at credit institutions in Germany, provided that these are members of a domestic deposit insurance scheme or the deposits are secured by a domestic guarantee fund.

### 3.1.2. Securities

In principle, investments in securities may be made both in the form of direct investments in individual issues and through investment funds. An investment in mixed funds, which represent several asset classes, is permitted, subject to the maximum quotas per asset class.

#### 3.1.2.1. Interest-bearing securities

Capital investment via federal and state bonds, bonds issued by German local authorities, bonds guaranteed by the German state is permitted without limit. A maximum limit of 25% per issuer in relation to free reserves should not be exceeded in this area. In addition, up to 50% of the free reserves may be invested in bank bonds, provided these are secured by institutions. The maximum limit per issuer is 10 %. Up to 30 % of the invested assets may be invested in corporate bonds with a minimum rating of "BBB-" (according to Standard & Poors or a comparable company). The maximum share per issuer may not exceed 2.5 %.

#### 3.1.2.2. shares

Up to 40% of the reserves may be invested in shares via investment funds. Direct investment in individual securities is not permitted.

#### 3.1.2.3. Alternative investments

Up to 30% of the reserves may be invested in open real estate funds or in the area of microfinance funds.

### 3.1.3. Summary

Asset class in free reserves	See figure	Max. Quote	Comment
<b>Interest-bearing securities</b>			
Federal Bonds o.s.	3.1.2.1	100%	25% per Issuer
Bank Bonds	3.1.2.1	50%	10% per issuer, institution secured
Corporate Bonds	3.1.2.1	30%	2,5% Issuer, rating, min. BBB
<b>Shares</b>	3.1.2.2	40%	Only funds
<b>Alternative investment</b>			
Real estate	3.1.2.3	40%	Only funds
Microfinance	3.1.2.3	40%	Only funds

### 3.2. Earmarked reserve

If an earmarked reserve is formed, the maturity of the reserve must be taken into account for the investments to be made for this purpose.

### 3.3. Income from the asset management of the association

Income from the asset management of the association shall be used for the purpose of the association or shall be added to a reserve.

### 3.4. Investment restrictions

Installations that contradict the purpose of the association as well as the goals of the church and the Diakonia are to be avoided. As far as possible, the aspects of sustainability should

be taken into account in the construction. To support those responsible for financial matters, the Evangelical Church in Germany has published a "Guide to ethically sustainable investment in the Evangelical Church". The considerations outlined in the guide should be taken into account when making investments.

### 3.5. Exceptions

Deviation from these investment guidelines through inheritance in the form of existing assets is permissible in the meantime while safeguarding the economic interests of the Association. A timely restructuring of the portfolio will take place. A permanent deviation from these investment guidelines due to specifications from an inheritance is permissible for the corresponding parts of the assets. A prerequisite for this is the documentation of the intended deviations as well as an appropriate separation of the investments from investments of the association that comply with the guidelines.

### 4. Documentation and Reporting

The Representative for Financial and Laws Support regularly informs the board of directors of the association about the capital development of the investments made and about important investment decisions made. In case of extraordinary need for action, this is also done outside the regular board meetings. If deviations from the principles mentioned under point 3 occur for individual investments due to capital market developments, these are to be corrected within a reasonable time frame, taking into account the economic interests of the association. Deviations from this investment guideline are permissible if they are documented and approved by the Board of Directors.

### 5. entry into force

By resolution of the Executive Board on November 6, 2020, the investment guidelines will come into force on January 1, 2021. The Executive Board will regularly review the investment guidelines and indicate any need for change.