



The Ton Ko-Thi Children's Dance Ensemble were among the many performers at the Nonprofit Center's 16th Annual Spirit of the Nonprofit Sector Holiday Celebration of Diversity on December 2.

Achieve Excellence

Winter/Spring 2011

Urban Connection

NonprofitCenterMilwaukee.org has new articles including those highlighted below and more detail on the workshop listings inside.

The NGen & Cross-Sector Collaboration

In a fascinating and informative new survey, members of the "NGen" – people under 40 who are America's next generation of leaders – shared their perspectives on leadership development, cross-sector collaboration and how to solve society's most pressing problems.

New Neighborhood Demographic Info Now Available from the Data Center

The 2005-2009 American Community Survey release gives us our first local-level glimpse into how our neighborhoods have changed since the 2000 Census.

Paul Bloyd – In Loving Memory

In communities across the U.S., social justice activist Paul Bloyd touched many lives, including those he worked with as School for Leaders organizer in Milwaukee.

Champion Membership Offers Many Benefits

It's Nonprofit Center renewal time – we hope you will consider the additional array of valuable benefits that come with a Champion Membership.

Helping You Help Others

Nonprofit Center Consulting Services Gear Up for 2011, Bids for New Contract/Grant Projects Now Being Accepted

While you plan for addressing organizational development and capacity building needs in the coming year, we hope you will keep the Nonprofit Center of Milwaukee in mind. Let us know if we can assist immediately – or give us an opportunity to bid on upcoming contracts and grant-funded projects.

Our experienced staff and consultants are passionate about the health of nonprofits. The sector counts on these creative problem solvers to provide expert consultation and high quality services through good times and bad. Nonprofits of all sizes and missions sought creative ways to survive and thrive in a still-tough economy last year and the Nonprofit Center provided affordable assistance in a range of areas including:

- Strategic Planning
- Financial Management and Bookkeeping
- Business Plan Development
- Volunteer Recruitment and Management
- Neighborhood Data, Demographics and Analysis
- Wage, Salary and Staffing Assessment
- Board Development
- Executive Search

As Nonprofit Center clients agree in their comments about recent joint efforts, what matters most are outcomes that enable nonprofits to achieve excellence in service to others.

STRATEGIC PLANNING

"Working with the Nonprofit Center, we are proud of the results of our recent strategic planning process. The consultant did an excellent job of guiding us through this extensive process. Our new plan builds on the assets of Northcott Neighborhood House and defines our course for the future. It will be a valuable tool that will continuously evolve and define our direction for the next five years."

– MAC WEDDLE, EXECUTIVE DIRECTOR, NORTHCOTT NEIGHBORHOOD HOUSE

More comments on the back page...

Learning Opportunities for Nonprofit Staff, Board & Volunteers Inside

- Collaboration & Nonprofit Leadership
- QuickBooks Series
- Community Engagement: The Road to Sustainability:
- Best Leadership Practices for Executives & Senior Managers
- HR for Managers & Supervisors
- ...and Many More!

JANUARY 2011

| | |
|--|---------|
| Technical Assistance for CDBG Agencies Monday, January 10 / 9:00-11:00 am | page 4 |
| Working Smart with Time to Spare Wednesday, January, 12 / 9:00.-11:30 a.m. | page 6 |
| Your Nominee Could Be the Winner! Thursday, January 13 / 9:00-10:15 a.m. | page 12 |
| Filing IRS 1099 Miscellaneous Forms Thursday, January 13 / Noon-1:30 p.m. | page 6 |
| AEG Tuesday, January 18 / 7:30.-9:00 a.m. | page 9 |
| Foundations in 2011 Thursday, January 20 / 9:00-11:00 a.m. | page 7 |
| Volunteer Center Orientation Thursday, January 20 / 1:00- 2:00 p.m. | page 12 |
| Wisconsin State Budget Process and Advocacy Best Practices Tuesday, January 25 / 9:30 a.m. -Noon | page 3 |
| Making Radical Changes to Your Development Results Wednesday, January 26 / 8:30 -11:30 a.m. | page 7 |
| Create a "Volunteer Friendly" Culture Thursday, January 27 / 9:00 a.m.-Noon | page 11 |
| FEBRUARY 2011 | |
| In Tandem: Board & Executive/CEO Evaluation Wednesday, February 2 / 8:30-10:00 a.m. | page 4 |
| Nonprofit Legal Clinic Wednesday, February 2 / Noon-2:00 p.m. | page 9 |
| Smart, Cost-Effective Marketing Thursday, February 3 / 9:00-11:30 a.m. | page 9 |
| The Role of Nonprofits in Reducing Community Violence Tuesday, February 8 / 8:30-11:00 a.m. | page 5 |
| Orientation to Starting a Nonprofit: To Be or Not to Be Tuesday, February 8 / 3:00-5:00 p.m. | page 9 |
| Reduce Stress, Find Joy and Be Happy with Mindfulness Meditation Thursday, February 10/ 8:30-9:30 am | page 12 |
| AEG Tuesday, February 15 / 7:30.-9:00 a.m. | page 9 |
| Nonprofit Center Orientation Tuesday, February 15 / Noon- 1:30 p.m. | page 9 |

| | |
|--|---------|
| Making Radical Changes to Your Development Results Wednesday, February 16 / 8:30 -11:30 a.m. | page 7 |
| Emotional Intelligence Understand Yourself to Understand and Relate Better with Others Thursday, February 17 / 9:00-11:00 a.m. | page 3 |
| Community Engagement: The Road to Sustainability Thrive Rather Than Survive Tuesday, February 22 / 9:00 a.m.-Noon | page 8 |
| Valuable Volunteer Management Tools for Nonprofit Organizations Wednesday, February 23 / 8:30-3:00 p.m. | page 11 |
| What's Coming in the 2010 Census Wednesday Feb 23 / 11:30 a.m.-1:00 p.m. | page 5 |
| Stories from the Frontier: Creating a Social Media Policy for Your Organization Thursday, February 24 / 1:00-3:30 p.m. | page 8 |
| MARCH 2011 | |
| Triad Leadership: How the Best Fundraising Teams Work Tuesday, March 1 / 4:00-6:30 p.m. | page 4 |
| Nonprofit Legal Clinic Wednesday, March 2 / Noon-2:00 p.m. | page 9 |
| The Neighborhood Data Center: Support for Informed Decisions Wednesday, March 2 / 1:00-3:00 p.m. | page 5 |
| Grant Writing: The Basics Thursday, March 3 / 9:00 a.m.-Noon | page 8 |
| CUP Grants - Free Information Sessions Thursday, March 3 / 12:30-2:00 p.m. | page 8 |
| Volunteer Center Orientation Plus: Technical Website Assistance: Wednesday, March 9 / 1:00-2:00 p.m. | page 12 |
| Starting a Nonprofit and Beyond: Legal Issues and Documents Thursday, March 10 / 9:00 a.m.-Noon | page 9 |
| Case Study – Volunteer Placement Friday, March 11 / 9:00-10:30 a.m. | page 12 |
| CUP Grants – Free Information Sessions Monday, March 14 / 1:00-2:30 p.m. | page 8 |
| AEG Tuesday, March 15 / 7:30-9:00 a.m. | page 9 |
| Participating in the Recruiting and Hiring Process Tuesday, March 15 / 9:00 a.m.-Noon | page 11 |

| | |
|---|----------|
| Exploring Board Service: Get Ready – Get Connected Tuesday, March 15 / 4:30-6:30 p.m. | page 11 |
| Making Radical Changes to Your Development Results Wednesday, March 16 / 8:30 - 11:30 a.m. | page 7 |
| Accounting for Fundraising Events Thursday, March 17 / Noon- 1:30 p.m. | page 6 |
| QuickBooks for Beginners Wednesday, March 23 / 9:00-11:00 a.m. | page 4-5 |
| Orienting and Training a New Employee in Your Department Tuesday, March 22 / 9:00 a.m.- Noon | page 11 |
| Evaluating Your Impact to "Tell Your Story" Thursday, March 24 / 9:00-11:30 a.m. | page 6 |
| Managing and Improving Employee Performance Tuesday, March 29 / 9:00 a.m.-Noon | page 11 |
| The Role of Nonprofits in Quality Child Care: YoungStar Wednesday, March 30 / 8:30-10:30 a.m. | page 5 |

APRIL 2011

| | |
|---|----------|
| Finding the Funder that Fits Tuesday, April 5 / 8:30-10:00 a.m. | page 8 |
| CUP Grants - Free Information Sessions Tuesday, April 5 / 10:30a.m.-Noon | page 8 |
| Nonprofit Legal Clinic Wednesday, April 6 / Noon-2:00 p.m. | page 9 |
| Developing a Generation of Collaborative Leaders: Moving Leaders from Next to Now Thursday, April 7 / 8:30-10:30 a.m. | page 4 |
| Making Radical Changes to Your Development Results Wednesday, April 13 / 8:30 -11:30 a.m. | page 7 |
| When Both Business and Nonprofits PROFIT Thursday, April 14 / 9:00-11:00 a.m. | page 7 |
| AEG Tuesday, April 19 / 7:30-9:00 a.m. | page 9 |
| Volunteer Orientation Plus: Increasing Your Visibility Tuesday, April 19 / 9:00 – 10:00 a.m. | page 12 |
| QuickBooks Intermediate Wednesday, April 20 / 9:00-11:00 a.m. | page 4-5 |

*Looking Ahead to May
...see page 14*

ADVOCACY

Wisconsin State Budget Process and Advocacy Best Practices

Tuesday, January 25 / 9:30 a.m.-Noon

Learn the various stages involved in the state budget process such as timing and decision making along with advocacy actions organizations can take to influence what makes it into the state budget and what does not. To learn more about our presenter, visit <http://www.keckhaver.com>

Presenter: JOHN KECKHAVER, Government Relations and Analysis, LLC

Fee: \$60; \$40 Nonprofit Center members and CDBG agency attendees.



Discounts on Multiple Registrations for Sessions with this Symbol

Payment Policy

The Nonprofit Center requires full payment along with registration prior to attending a workshop.

See registration page for complete registration procedures.

ADMINISTRATIVE SUPPORT

ADMINISTRATIVE SUPPORT PROFESSIONALS ROUNDTABLE



2011 Dates: February 17, May 19, August 18, October 27

Thursdays / 9:00-11:00 a.m.

2011 Theme: Be Resilient & Remain Relevant

Nonprofits are operating with less staff and fewer resources. Administrative Pros are taking on more responsibility and working for more people, expanding the scope of what they were originally hired to do. Join this network of nonprofit support professionals. Share successes and challenges. Remain resilient, relevant and resourceful in the ever changing workplace. Re-energize, re-focus, re-tool, and re-invent YOU!

Register NOW for the series and SAVE!

Series Fee: \$95; \$65 Nonprofit Center Members and CDBG agency attendees.

Single Session Fee: \$30; \$20 Nonprofit Center Members and CDBG agency attendees.

Note: Participants who pay for the year but can't attend all sessions are invited to send a colleague from the same organization in

their place as refunds are not given for absence at individual roundtable sessions when paid for the year.

Facilitator: LISA ANDERSON, Office Manager, Nonprofit Center of Milwaukee

Dates & Topics

EMOTIONAL INTELLIGENCE

Understand Yourself to Understand and Relate Better with Others

Thursday, February 17 / 9:00-11:00 a.m.

Learn how perceived stress and our emotional reactions to it affect our thinking, behaviors, relationships, and outcomes in our work and personal lives. Interactive conversations and exercises will help participants learn and begin using the principles immediately to reduce undue stress and strengthen relationships in your workplace. Relate Better!

Presenter: BOB WEISS, President, R J Weiss Consulting.

Fee: \$30; \$20 Nonprofit Center Members and CDBG agency attendees.

CAREER REALITY CHECK

Thursday, May 19 / 9:00-11:00 a.m.

You have taken on more responsibilities, in areas that go beyond what you were originally hired to do, expanding your skills and expertise. Take an inventory of your skills, learn how to create daily professional development opportunities for yourself and those you supervise. Discuss three options for career development and change and the fit of each option for you.

Presenter: SUSANNE VELLA, Training Coordinator, Nonprofit Center of Milwaukee

Fee: \$30; \$20 Nonprofit Center Members and CDBG agency attendees.

Thursday, August 18 / 9:00-11:00 a.m.

Topic to be announced.

Fee: \$30; \$20 Nonprofit Center Members and CDBG agency attendees.

Thursday, October 27 / 9:00-11:00 a.m.

Topic to be announced.

Fee: \$30; \$20 Nonprofit Center Members and CDBG agency attendees.

Stronger Together Conference Explores the Power of Collaborative Solutions



Keynote speaker Tom Wolff led a dynamic gathering of nonprofit leaders at the Nonprofit Center's Stronger Together conference on September 30. The day featured hands-on workshop activities, "Stand and Declare" audience participation, a panel of representatives from model local collaborative initiatives, energetic questions and answers and a lot of learning for all. Follow-up activities are planned throughout 2011, including a workshop and panel session **Developing a Generation of Collaborative Leaders: Moving Leaders from Next to Now** on Thursday, April 7 (see page 4 for details).

BOARD DEVELOPMENT & GOVERNANCE

In Tandem: Board & Executive/CEO Evaluation

Wednesday, February 2 / 8:30-10:00 a.m.

Discover tools and learn techniques that will help your organization integrate a board self assessment and Executive/ CEO evaluation process. The volunteer/staff leadership team brings essential and complementary ingredients to the governance partnership. When the process works "in tandem," the results can be greater than the sum of their parts. Designed especially for Executive Directors/CEO's and Board Presidents/Chairs.

Presenter: MARY BETH MALM, MBM Consulting

Fee: \$35; \$25 Nonprofit Center members and CDBG agency attendees.

Triad Leadership: How the Best Fundraising Teams Work

Tuesday, March 1 / 4:00-6:30 p.m.

Snow Date: March 8 / 4:00-6:30 p.m.

Location: To be announced

The Executive Director, Board President and Development Director make up the triad of relay leadership that's critical to effective fundraising. In this economy, all engines need to be firing! For fundraising teams only, this workshop covers the key responsibilities of each triad leader, and what they need from one another to be successful. Back by popular demand, don't miss this exceptional team building workshop for Executive Directors, Board Directors and fundraising staff.

Presenter: SHAWN PERRIN, Principal, VisionFirst, LLC,

Guest Team: Executive Leadership Team, The Women's Center – Waukesha
MARIE KINGSBURY, Executive Director;
KEN GENIN, Director of Development;
DR. ANN BARTOS MERKOW, Board Member

Fee: Team of Three: \$165; \$115 Nonprofit Center members and CDBG agency attendees. Team of Two: \$115; \$75 Nonprofit Center members and CDBG agency attendees.

COLLABORATION

Developing a Generation of Collaborative Leaders: Moving Leaders from Next to Now

Thursday, April 7 / 8:30-10:30 a.m.

Location: To be announced

Combining the resources and skills of the nonprofit, for-profit and government sectors is essential to building a healthy Milwaukee. The American Express NGen Fellows 2009-2010 Report highlights the potential power of NGeners -people under 40- and cross sector collaboration. Hear highlights from the report, its relevance to Milwaukee, and meet local NGeners engaging in collaborative leadership to achieve greater impact. To read the report, visit NonprofitCenterMilwaukee.org

Presenters: DAVID MCKINNEY, VP of Programs, Public Allies & a panel of civically engaged local leaders who support and foster cross sector collaboration that enhances the quality of life in Milwaukee.

Fee: \$50; \$35 Nonprofit Center members and CDBG agency attendees.

Co-presented with Southeast Wisconsin Intergenerational Interracial Community Connection (SEWIIICC) and Public Allies.

RELATED TOPICS:

The Role of Nonprofits in Reducing Community Violence, page 5

The Role of Nonprofits in Quality Child Care: YoungStar, page 5

COMMUNITY DEVELOPMENT BLOCK GRANT

2011 Technical Assistance for New and Currently Funded CDBG Agencies

Monday, January 10 / 9:00-11:00 am

CDBG agencies are encouraged to attend this session. Learn about CDBG contractual requirements including monthly performance and cost reports, and how to complete and submit accurate activity and cost allocation reports for timely reimbursement. Session includes an introduc-

tion to Nonprofit Center of Milwaukee staff and the technical assistance and training services available through the Center.

Presenter: STEVE MAHAN, Director; MARIO HIGGINS, Grant Monitor & MARIA PELLERIN, Grant Monitor, Community Development Block Grant Administration

Fee: FREE

To confirm your attendance, please contact Rodney Sanchez at 414-344-3933 or rsanchez@nonprofitcentermilwaukee.org.

Sponsored by: Community Development Block Grant Administration Office and Nonprofit Center of Milwaukee

Helping You Help Others: Nonprofit Center Orientation



Bring a brown bag. Beverages provided.

Tuesday February 15 / Noon-1:30 p.m.

Wednesday, May 18 / Noon-1:30 p.m.

Join us for lunch and learn how we can support you in building organizational capacity through the services we provide:

Consulting and Training, Data Center, Volunteer Center, Management Assistance Program, Finance Center, and Jobs That Serve. The session concludes with an overview on using VolunteerMilwaukee.org, the online system for listing volunteer opportunities and recruiting volunteers.

Facilitator: BETSY LIERK, Management Assistance Program Coordinator, Nonprofit Center of Milwaukee.

Fee: FREE

COMPUTER SOFTWARE

Sponsored by Vrakas/Blum CPAs and Business Advisors

These workshops have been designed to meet the needs of both new and experienced users. Classes will be taught using QuickBooks 2010; skills are transferable to most QuickBooks versions. Laptops are welcome. QuickBooks software is not required to participate.

Instructor: CHRISTINA BINAGI, CPA, Audit Principal, Vrakas/Blum CPAs and Business Advisors

Fee per class: \$50; \$35 Nonprofit Center members and CDBG agency attendees.

QuickBooks for Beginners

Wednesday, March 23 / 9:00-11:00 a.m.

For new users, an introduction to the basics of using Quickbooks software. Learn about setting up a chart of accounts, customers, vendors, items and classes, and daily transactions: entering and paying bills, invoicing, receiving payments and contributions, making deposits. We will also touch on preferences, backups and other topics.

QuickBooks Intermediate

Wednesday, April 20 / 9:00-11:00 a.m.

For both current and new users of QuickBooks. Current users will enhance skills and find new ways to utilize the software more efficiently. New users will get ideas for using the software more fully from the beginning. You will learn about making journal entries, list cleanup, bank reconciliations, and memorized transactions. We will also discuss user setup and restrictions, generating and modifying reports, and other topics.

Maximizing QuickBooks: Tips, Tricks & Add-Ons

Wednesday, May 25 / 9:00-11:00 a.m.

For current users of QuickBooks, we will provide some tips and tricks to help you to utilize the software more fully and efficiently. You will learn about accounts payables and receivables aging cleanup, the budget feature, month-end accounting reports and analyzing them, and the company snapshot. We will also touch on online banking and add-on products among other things.

CRITICAL ISSUES FORUMS

The Role of Nonprofits in Reducing Community Violence

Tuesday, February 8 / 8:30-11:00 a.m.

Learn how nonprofits, even those without formal violence prevention programs, can and should be involved in systems-level, collaborative violence reduction efforts which address the root causes of community violence. Preliminary analysis of 2010 homicide and nonfatal shooting incidents, victims, suspects, and witnesses will be discussed along with implications for new and existing programs, practices, and systems.

Presenters: MALLORY O'BRIEN, Ph.D., Founding Director, Milwaukee Homicide Review Commission, NICOLE ROBINSON, MPH/MSW, Research Associate, Milwaukee Homicide Review Commission

Fee: \$35; \$20 Nonprofit Center members and CDBG agency attendees.

The Role of Nonprofits in Quality Child Care: YoungStar

Wednesday, March 30 / 8:30-10:30 a.m.

Location: Malaika Early Learning Center, 125 W. Auer Avenue, Milwaukee, 53212

YoungStar, the new quality rating and improvement system for child care in Wisconsin, was created to improve child care throughout the state. Nonprofits, even those without formal early childhood programs, can and should play a role in ensuring high quality early childhood programs for all families. Learn how your nonprofit can equip parents to make good choices for their children, and how established nonprofit early childhood providers can reach out to support & nurture smaller providers to be in compliance and move beyond what is required to receive a high rating on the five-star scale.

Presenter: JOYCE MALLORY, Executive Director, Malaika Early Learning Center

Fee: \$35; \$20 Nonprofit Center members and CDBG agency attendees.

DATA, INFORMATION SYSTEMS & TECHNOLOGY

What's Coming in the 2010 Census

Wednesday Feb 23 / 11:30 a.m.-1:00 p.m.

Location: Pettit National Ice Center 500 S. 84th St., Milwaukee 53214

Lunch will be provided.

The US Census Bureau has started to release the results of the 2010 Census. While results of this round-the-clock effort won't be fully available until late summer, learn what to expect and how to use the information. Also learn about the American Community Survey which will give a first time annual look into our neighborhoods.

Presenters: TODD CLAUSEN, Data Center Coordinator, & JEFF ARP, Data Center Specialist, Nonprofit Center of Milwaukee

Fee: \$20; FREE Nonprofit Center members, CDBG agency attendees and RC Insurance clients.



COMMUNITY CONNECT
A Division of the Nonprofit Center of Milwaukee

Co-presented with RC Insurance Services.

The Neighborhood Data Center: Support for Informed Decisions

Wednesday, March 2 / 1:00-3:00 p.m.

The Neighborhood Data Center is a great resource for information about Milwaukee neighborhoods. Learn how you can use the data services and products - including new products you may not be aware of - that can provide your organization with informed data to plan, develop, and implement programs to achieve greater impact.

Presenters: TODD CLAUSEN, Data Center Coordinator & JEFF ARP, Data Center Specialist, Nonprofit Center of Milwaukee

Fee: \$20; FREE Nonprofit Center members, CDBG agency attendees.

RELATED TOPICS:

Evaluating Your Impact to "Tell Your Story", page 6

EMPLOYEE DEVELOPMENT

Working Smart with Time to Spare

Wednesday, January 12 / 9:00-11:30 a.m.

This workshop is designed to assess your current time management skills, and strengthen the most important skills. Learn how to gain more time in your day, reduce your stress and assist others to do the same. Bring your personal calendar or coordination system that you use to keep yourself organized. Please... be prompt!

Presenter: CRAIG BODOH,
Coach, Seminar Leader, Author,
Personal Effectiveness Plus, LLC.

Fee: \$60; \$40 Nonprofit Center members and CDBG agency attendees.

NETWORKING ROUNDTABLES



Networking Roundtables provide a forum for nonprofit staff to share successes and challenges, and keep current on events and technology that impacts their work in specific areas of expertise. Sessions are built around a topic, and may include a guest speaker, small group discussion, sharing of information and resources, and networking. Join the 2011 roundtable that is right for you!

Planners & Grant Writers, page 7

Nonprofit Accounting Group, see next column

Administrative Support Professionals, page 3

RELATED TOPICS;

Reduce Stress, Find Joy and Be Happy with Mindfulness Meditation, page 12

EVALUATION

Evaluating Your Impact to "Tell Your Story"

Thursday, March 24 / 9:00-11:30 a.m.

Creating a strong success story is critical to sustaining your organization's funding sources. At this interactive workshop, learn how to "Tell Your Story" by defining your success factors, capturing supportive data, and presenting your story through a powerful combination of quantitative results and qualitative feedback.

Presenters: JOE CAYEN, Owner and Beth O'Lear, Marketing Manager, Cayen Systems

Fee: \$60; \$40 Nonprofit Center members and CDBG agency attendees.

FINANCE CENTER OFFERINGS

NONPROFIT ACCOUNTING GROUP ROUNDTABLES

Sponsored by:



2011 Dates: January 13, March 17, May 19, July 21, October 20

Thursdays, Noon-1:30 p.m.

 Bring a brown bag.

Join this group of nonprofit accounting professionals to share successes and challenges and keep current on events and technology that impact your work. Enhance skills by learning from others and experts in the field. This knowledge filled group can help you navigate the nonprofit accounting terrain.

Register NOW for the series and SAVE!
Series Fee: \$115; \$85 Nonprofit Center Members and CDBG agency attendees.

Single Session Fee: \$30; \$20 Nonprofit Center Members and CDBG agency attendees. Note: Participants who pay for the year but can't attend all sessions are invited to send a colleague from the same organization in their place as refunds are not given for absence at individual roundtable sessions when paid for the year.

DATES & TOPICS

Filing IRS 1099

Miscellaneous Forms

Thursday, January 13 / Noon-1:30 p.m.

The filing deadline is January 31. Learn the reporting rules for 2010, changes for 2011 and anticipated changes for 2012. Identify what services require 1099 reporting, who should receive a Form 1099-MISC, reporting requirements for payments to attorneys and corporation, vendor information, expense reimbursements and handling reporting errors and B notices. Bring your questions about 1099 reporting requirements on vendors and invoices paid for 2010.

Presenter: ANN PRZYBYSZ, Sattell, Johnson, Appel & Co., S.C.

Fee: \$30; \$20 Nonprofit Center Members and CDBG agency attendees.

Accounting for Fundraising Events

Thursday, March 17 / Noon- 1:30 p.m.

This roundtable will focus on properly accounting for fundraising events and activities. Learn the distinction between fundraising and program events, how to properly record revenues and expenses, the reporting requirements to raffle and auction recipients, and more. Attendees are encouraged to share examples of the fundraising events they host and any related accounting questions/challenges.

Presenter: TBA

Fee: \$30; \$20 Nonprofit Center Members and CDBG agency attendees.

Unrelated Business Income

Thursday, May 19 / Noon-1:30 p.m.

Join this sharing session and learn how to determine related and unrelated business activities and properly documenting unrelated income. Discuss common situations that can trigger unrelated income, and how unrelated business income tax is calculated. Participants are encouraged to share how their organizations view unrelated business income and how unrelated business income activities help support the mission.

Presenter: TBA

Fee: \$30; \$20 Nonprofit Center Members and CDBG agency attendees.

Financial Statements

Thursday, July 21 / Noon-1:30 p.m.

At this roundtable we will share examples of reporting formats, discuss required reporting, and review reports generated either through accounting software or via outside spreadsheets that are used to provide financial information to the board, management, program staff, and donors. Bring examples of your organization's formats and financial data to that you use to share financial information.

Presenter: TBA

Fee: \$30; \$20 Nonprofit Center Members and CDBG agency attendees.

Fixed Assets

Thursday, October 20 / Noon-1:30 p.m.

Sharing session on headaches associated with fixed assets. We will define fixed assets, capitalization policies, methods of depreciation, and tracking the organization's fixed assets. We will problem solve the common struggles associated with fixed assets vs. maintenance and repair costs, and proper reporting when items are purchased with grant dollars.

Presenter: TBA

Fee: \$30; \$20 Nonprofit Center Members and CDBG agency attendees

RELATED TOPICS:

QuickBooks workshops, page 4-5

FUND DEVELOPMENT

Planners & Grant Writers Roundtable



2011 Dates: January 20, April 14, July 14, October 13

Thursdays / 9:00-11:00 a.m.

New Location: Greater Milwaukee Foundation 101 W. Pleasant St., Suite 210, Milwaukee, WI 53212

Join this group of nonprofit planning and grant writing professionals to share successes and challenges and keep current on events and technology that impact your work. Learn from others and experts in the field. Increase your access and effectiveness in the world of planning and grant writing

Register NOW for the series and SAVE!

Series Fee: \$95; \$65 Nonprofit Center Members and CDBG agency attendees.

Single Session Fee: \$30; \$20 Nonprofit Center Members and CDBG agency attendees. Note: Participants who pay for the year but can't attend all sessions are invited to send a colleague from the same organization in their place as refunds are not given for absence at individual roundtable sessions when paid for the year.

Facilitators: JANICE WILBERG, Ph.D., Wilberg Community Planning LLC; **ROCHELLE M. FRITSCH,** Fund Development Director, IMPACT & **JANET PESHEK,** Director of Resource Development, The Cathedral Center, Inc.

DATES & TOPICS

Foundations in 2011

Thursday, January 20 / 9:00-11:00 a.m.

Get the best information available about the state of philanthropy in Milwaukee. Deborah Fugenschuh provides an amazingly informed read on the foundation world. What are foundations worried about in 2011? How are they shifting priorities? How can your organization be competitive? Don't miss this and get on a productive fund development course in the new year.

Presenter: DEBORAH FUGENSCHUH, Executive Director, Donors Forum of Wisconsin

Fee: \$30; \$20 Nonprofit Center Members and CDBG agency attendees.

When Both Business and Nonprofits PROFIT

Thursday, April 14 / 9:00-11:00 a.m.

Ever glanced through a restaurant menu and noticed that a certain nonprofit organization – perhaps one of your competitors – had been selected to receive \$1 for every order of that day's special dish? Wonder how that happens and how can you get that deal for your organization? Learn exactly how it's done from a panel of private business owners and nonprofits that have made that connection.

Presenter: TBA

Fee: \$30; \$20 Nonprofit Center Members and CDBG agency attendees.

Faith-Based Funding: An Untapped Resource?

Thursday, July 14 / 9:00-11:00 a.m.

Organizations that have successfully developed funding relationships with faith-based organizations have special insights and strategies to share. Faith-based funding is mission driven and personal. It takes a different kind of skill and commitment to access over the long term. Our panel will walk you through the steps needed to build these important relationships.

Presenter: TBA

Fee: \$30; \$20 Nonprofit Center Members and CDBG agency attendees.

Social Media World Café: New Developments, New Skills

Thursday, October 13 / 9:00-11:00 a.m.

Already get it about Facebook but not so sure about Jumo? Twittering but can't connect Twitter to other media? Wondering how social media connects to enhanced fundraising capacity? Join this World Café, featuring experts at tables to talk specifics with you – what works, what's right for your organization, how to connect the dots - so your organization benefits. A fast, efficient and fun way to learn.

Presenter: TBA

Fee: \$30; \$20 Nonprofit Center Members and CDBG agency attendees.

SPECIAL SERIES

Making Radical Changes to Your Development Results

Six Wednesdays, 8:30 - 11:30 a.m.

January 26, February 16, March 16, April 13, May 11, June 15

Areas of focus and discussion will include running a successful office on a limited budget, creating a marketing initiative concurrent with advancing income goals, the imperative of planned + endowment gifts, no matter the size of the organization, differentiating your organization from others doing similar things. Students are invited to arrive early for individual time with the instructor. **Don't miss this opportunity to learn from the best.**

Prerequisite: Five years of development experience and a commitment to honing your development skills.

Requirements: Assigned reading and homework from *Harvard Business Review*, *The New York Times*, *The Business Journal*, and short business books. Final project will be critiqued by class and instructor. Only one excused absence.

Instructor: SUSAN G. STEIN, Chief Philanthropy & Marketing Office, Silver Spring Neighborhood Center, Inc.

Fee: \$350; \$250 Nonprofit Center members and CDBG agency attendees.

Grant Writing: The Basics

Thursday, March 3 / 9:00 a.m.-Noon

Learn the essential elements of any grant proposal, identify who in your organization has the information you need, and how to package it all. We will review the Common Grant Application, the standard for funders throughout Wisconsin. Go from having a good cause to making your programs a reality.

Presenter: **BRIAN R. SCHARFENBERGER**, Director of Grants Administration, Boys & Girls Clubs of Greater Milwaukee



Fee: \$75; \$50 Nonprofit Center members and CDBG agency attendees.

Finding the Funder that Fits

Tuesday, April 5 / 8:30-10:00 a.m.

Before you write a grant, you need to decide which funding sources to approach. Choosing wisely from the wide array of local and national foundations, corporations, and government programs can be daunting, and poor choices lead to wasted time, effort, and money. This workshop will explore resources to help you make informed decisions that will increase the effectiveness of your grant writing program.

Presenter: **SANDRA J. CHRISTENSEN**, Grant Writer and Adult Educator

Fee: \$35; \$25 Nonprofit Center Members and CDBG agency attendees.

CUP Grants – Free Information Sessions

Thursday, March 3 / 12:30-2:00 p.m.

Monday, March 14 / 1:00-2:30 p.m.

Tuesday, April 5 / 10:30a.m.-Noon

Community/University Partnership (CUP) Grants support limited-term projects and events that promote activities between UWM and the diverse communities it serves. Any coordinated activity centered on an educational, cultural or social justice project or event that brings together a community group and a university group constitutes an eligible partnership project. This informational meeting will provide prospective applicants with step by step instructions on how to develop a competitive grant. Former CUP recipients may be present to share their successful projects. For further information and to register go

to www.cc.uwm.edu/cup or call 414.229.1159. Registration required.

Presenters: **DR. CHERYL AJIRO TUTU**, Associate Professor of Anthropology, Senior Associate Director, Cultures and Communities Program, **MONIQUE HASSMAN**, Graduate Project Assistant

Fee: FREE

RELATED TOPICS:

Triad Leadership: How the Best Fundraising Teams Work, page 4

Community Engagement: The Road to Sustainability, below right

Evaluating Your Impact to “Tell Your Story”, page 6

NEW

No Nonsense Resource Guides from the Nonprofit Center

A new series of No Nonsense Resource Guides for nonprofits will be launched in 2011, offering topic overviews, best practices, tips, and forms in a variety of organizational development and capacity building areas.

Each booklet takes an easy-to-use approach to give staff grounding in the field and includes checklists and forms that can be applied to any organization.

Titles available in the coming year will include:

- **Human Resource Management** (available February 2011)
- **Starting a Nonprofit Organization** (available February 2011)
- **Youth Volunteer Action Guide** (now available)
- **No Nonsense Volunteer Management** (now available)

Watch for more details and pricing on the new No Nonsense guides and contact the Nonprofit Center for ordering information.

HUMAN RESOURCES

Stories from the Frontier: Creating a Social Media Policy for Your Organization

Thursday, February 24 / 1:00-3:30 p.m.

Feeling behind because your organization is not using social media for HR? Social media has powerful implications but does come with risks. Balancing successful participation in a powerful new medium with policies and procedures designed to protect your employees and your brand while observing legal requirements can be a daunting task. Learn how to construct a social media policy that will maximize participation and allow you to sleep at night.

Presenter: **JENN TURNER**, Director, Bucketworks & Founding Partner, Bucket Brigade

Fee: \$60; \$40 Nonprofit Center members and CDBG agency attendees.

RELATED TOPICS:

What Every Manager & Supervisor Must Know about Human Resources, page 11

LEADERSHIP & MANAGEMENT

Community Engagement: The Road to Sustainability – Thrive Rather Than Survive

Tuesday, February 22 / 9:00 a.m.-Noon

The road to sustainability is community engagement which involves three essential steps: (1) Telling your story in a way that inspires people; (2) Leveraging your board; and (3) Relationship fundraising. Learn about the components of a professional case statement, a tool to analyze the strengths and weaknesses of your board and how to cultivate relationships more strategically.

Presenter: **DEBORAH LUKOVICH**, President/Owner, alinea, LLC

Fee: \$75; \$50 Nonprofit Center members and CDBG agency attendees.

SPECIAL TWO-PART COURSE**Best Leadership Practices for Executives and Senior Managers****Tuesdays, May 3 and May 24****8:30-11:30 a.m.**

Location: To be announced

This high-impact course focuses on best leadership practices found in stellar organizations. Get the knowledge, tools, proactive behaviors and skills to create a motivating and productive, world-class performance culture in your organization.

Learn to strengthen trust and relationships, improve communication, and achieve high-levels of individual, team, and organizational performance. Learn how to achieve the change transitions required for organizational success.

Presenter: BOB WEISS, Executive Coach and Leadership Consultant, R J Weiss Consulting

Fee: \$150; \$100 Nonprofit Center members and CDBG agency attendees.

**SAVE THE DATES!
AEG, the Forum for Executive Directors****Tuesdays: January 18, February 15, March 15, April 19, May 17, September 20, October 18, November 15****Executive Committee Program Planning: June 21****7:30 a.m. Continental Breakfast and Networking / 8:00-9:00 a.m. Program**

Location: America Red Cross, 2600 W. Wisconsin Ave. Free parking.

Through education, support and information sharing, the Agency Executives Group of Greater Milwaukee has served as a popular and effective forum for the professional development of executive directors for the past 39 years. Learn about issues affecting the nonprofit sector; improve personal skills, knowledge and professional development; and share concerns and interests with executives of other nonprofit organizations. Eight regular meetings offer wonderful

opportunities to network with other professionals. Presentations and roundtable discussions cover a broad range of topics and areas of interest.

Membership Fee: \$75. For membership and meeting information, contact Rodney Sanchez, rsanchez@nonprofitcentermilwaukee.org or 414-344-3933, ext. 124.

MARKETING**Smart, Cost-Effective Marketing****Thursday, February 3 / 9:00-11:30 a.m.**

Marketing in tough economic times and with an ever-growing array of communication tools is challenging. Find out how to focus on what's really important, cost-effectively positioning your nonprofit business for maximum success. Learn the essentials of planning, execution and using the right offline and online tools to get the job done.

Presenter: RICK ROMANO, President, Romano Communications

Fee: \$60; \$40 Nonprofit Center members and CDBG agency attendees.

NONPROFIT STARTUP**Orientation to Starting a Nonprofit: To Be or Not to Be****Tuesday, February 8 / 3:00-5:00 p.m.****Tuesday, May 10 / 3:00-5:00 p.m.**

Assess your readiness to start a nonprofit, including experience, available finances, intended mission and vision, and access to resources to support the process. Examine the importance of financial accountability, board development, fundraising, and developing by-laws. Review a "things to be done" checklist. Recommended prerequisite to "Starting a Nonprofit and Beyond: Legal Issues and Documents."

Presenter: JOYCE MALLORY, Executive Director, Malaika Early Learning Center

Fee: \$20.

Starting a Nonprofit and Beyond: Legal Issues and Documents**Thursday, March 10 / 9:00 a.m.-Noon****Wednesday, June 8 / 9:00 a.m.-Noon**

This hands-on workshop guides you in completing the necessary forms to become a 501(c)(3), including Articles of Incorporation, Application for Employer Identification Number (Form SS-4), and Application for Recognition of Exemption (Form 1023), as well as developing specific organizational by-laws. "Orientation to Starting a Nonprofit: To Be or Not to Be" is a recommended prerequisite.

Presenter: JACQUELINE BOYNTON, Attorney, Boynton Law Offices

 Fee: \$70; \$50 Nonprofit Center members and CDBG agency attendees.

Nonprofit Legal Clinic**Wednesdays / Noon-2:00 p.m.****February 2, March 2, April 6, May 4**

Free legal advice for Wisconsin 501(c)(3) organizations is now available at the Nonprofit Center of Milwaukee, Inc. through Marquette Legal Initiative for Nonprofit Corporations (M-LINC).

M-LINC's attorney and attorney volunteers will provide free legal guidance and help with legal issues such as annual filings, fundraising registration, bylaws updates, contract drafting and negotiation, compliance with employment laws, lease drafting and negotiations, property tax exemptions, copyright and trademark protection, etc.

Contact Rodney Sanchez to make an appointment for an upcoming session: rsanchez@nonprofitcentermilwaukee.org 414-344-3933.

The Nonprofit Center of Milwaukee

The experienced staff and consultants at the Nonprofit Center are passionate about the health of nonprofits. All organizations in our diverse and dynamic sector count on these creative problem solvers to provide expert consultation and high quality services.

Member groups receive an array of benefits, including significant discounts on trainings and resources.

Our Programs

CONSULTING AND TRAINING

Building Organizational Capacity and Excellence

Workshops and services designed to help nonprofits grow, increase effectiveness, and save time and money

DATA CENTER

Support for Informed Decisions

Data and analysis to help nonprofits better know the people they serve and to reach them with viable programs

MANAGEMENT ASSISTANCE PROGRAM

Matching Experienced Consultants to Nonprofit Needs

Consultants with diverse backgrounds and skills provide expertise in a range of nonprofit management areas

VOLUNTEER CENTER OF GREATER MILWAUKEE

Expanding Effective Volunteerism

The area's essential resource for volunteerism, featuring instant online connection at VolunteerMilwaukee.org

JOBS THAT SERVE

Find the Right People to Meet Your Mission

An affordable job posting service at JobsThatServe.com designed exclusively for nonprofit organizations

FINANCE CENTER

Bringing Excellence to Nonprofit Financial Accountability

Direct services and consultation to support the financial responsibilities required of nonprofit organizations



**Helping
You
Help
Others**

NonprofitCenterMilwaukee.org

VolunteerMilwaukee.org

JobsThatServe.com

414-344-3933


2819 W. Highland Blvd., Milwaukee WI 53208

SUPERVISION

What Every Manager & Supervisor Must Know about Human Resources

This three part series will define the role of the supervisor in conjunction with the human resource professional, and will address key human resource responsibilities critical for effective management and supervision of employees. You can take all three classes, or just those that address your particular needs.

Presenter: ANN HEIDKAMP, Management Development Instructor, Milwaukee Area Technical College

 Single Session Fee: \$75; \$50 Nonprofit Center members and CDBG attendees.

Series Fee: \$200; \$125 Nonprofit Center members and CDBG attendees.

Session One: Participating in the Recruiting and Hiring Process

Tuesday, March 15 / 9:00 a.m.-Noon

When you have an open position in your department, HR will need your input to hire the best candidate. Learn about the importance of an up-to-date job description, formulating legal interview questions and tests to assess skills, how to conduct interviews, and simple ways to rate candidates and make the final decision.

Session Two: Orienting and Training a New Employee in Your Department

Tuesday, March 22 / 9:00 a.m.- Noon

A lot of time and money is spent hiring the best candidate, and that new employee comes eager and motivated on the first day. Learn simple methods of planning and conducting your new employee departmental orientation and job training to help new employees learn about the agency, the department and their job.

Session Three: Managing and Improving Employee Performance

Tuesday, March 29 / 9:00 a.m.-Noon

The supervisor plays the most critical role in ensuring high performance. Employees need feedback on performance throughout the year. Learn about using both your agency's formal performance appraisal system and on-going feedback techniques to keep employee's accomplishment high. Learn how to coach for improvement, and use discipline procedures effectively.

VOLUNTEER CENTER TRAINING

Sponsored by 

Create a "Volunteer Friendly" Culture

Thursday, January 27 / 9:00 a.m.-Noon

Learn the elements of a positive environment for volunteers and create a plan to get there. We'll look at staff and volunteer relationships, training staff to work with volunteers, influencing the organization's leadership and how to expand the role of volunteers. **Designed for experienced volunteer managers.**

Presenter: BONNIE ANDREWS, Volunteer Center Manager, Nonprofit Center of Milwaukee

 Fee: \$75; \$50 Nonprofit Center members and CDBG agency attendees.

Valuable Volunteer Management Tools for Nonprofit Organizations

Wednesday, February 23 / 8:30 a.m.-3:00 p.m.

This session is part of the Professional Certificate in Nonprofit Management at the UWM Helen Bader Institute. To register, contact Shirley Bufford, 414-227-3157, sbufford@uwm.edu.

Instructor: BONNIE ANDREWS, Volunteer Center Manager, Nonprofit Center of Milwaukee.

Fee: Early Bird: \$150 (register by Feb 11); \$165. Includes lunch.

Exploring Board Service: Get Ready – Get Connected

Tuesday, March 15 / 4:30-6:30 p.m.

Is serving on a nonprofit board right for you? Join this workshop and learn about nonprofits (organization and board structure, duties and responsibilities) and complete a brief self-evaluation as a basis for making a good board connection. Attendees will participate in 2 roundtable options to learn about specific nonprofit organizations seeking board members.

Presenters: MICHELLE CROCKETT, active board member and 2010 FRAN SWIGART Board Leadership Award Winner and active members of nonprofit boards

Facilitator: BONNIE ANDREWS, Volunteer Center Manager and DEBBIE KNEPKE, Corporate & Events Manager, Nonprofit Center of Milwaukee

Fee: \$20; FREE Nonprofit Center members and CDBG agency attendees.

Retention: Reap the Returns on Your Volunteer Investment

Tuesday, June 14 / 9:00 a.m.-Noon

Building on the research of Jeffrey Brudney, Ph.D., who advocates for an "investment approach" to volunteer engagement, this workshop will explore what would happen if we valued retention as much as we do recruitment. Attendees will develop strategies to keep volunteers engaged for the long term and move casual volunteers to organizational builders and sustainers.

Presenter: BONNIE ANDREWS, Volunteer Center Manager, Nonprofit Center of Milwaukee

 Fee: \$75; \$50 Nonprofit Center members and CDBG agency attendees.

Inclement Weather

Nonprofit Center workshops will be cancelled for inclement weather when the Milwaukee Public School System is closed as announced by your local news sources.



VOLUNTEER CENTER NETWORKING

One of the most valuable ways to learn is by sharing information with peers. The Volunteer Center's Networking Sessions provide an opportunity for you to meet and exchange ideas on current topics in volunteer management.

Your Nominee Could Be the Winner!

Thursday, January 13 / 9:00-10:15 a.m.

You have great volunteers – why not tell the world! Review how to write a winning nomination for our Inspire by Example Award given annually during National Volunteer Week. Nominations are due soon. Come meet with one of our judges, learn what they look for and how to write that winning nomination! **Nominations are due February 4, 2011.**

Presenters: BONNIE ANDREWS, Volunteer Center Manager, Nonprofit Center of Milwaukee; CANDY WALTON, Director of Major and Planned Gifts, American Red Cross and Inspire by Example Judge, will share insights about how your nomination can catch the judges attention.

Fee: \$15; FREE Members and CDBG agency attendees.

Case Study – Volunteer Placement

Friday, March 11 / 9:00-10:30 a.m.

What comes first, the volunteer or the volunteer position? While most organizations take a look at their “needs” and then find volunteers to fill them, Aurora Health Care is trying something different. They start with the volunteer’s interests and then find them the right spot in the hospital. When Aurora recruits with a broad message, they find that more volunteers respond and those with higher level skills. This technique also helps with retention. Learn more about this successful strategy and how it can fit your organization.

Presenter: KAREN SCHAEFER, Regional Director of Volunteer Services, Aurora Health Care

Fee: \$15; FREE Members and CDBG agency attendees.

Are There Any BAD Volunteers?

Tuesday, May 17 / 11:30 a.m.- 1:00 p.m.

Maybe they are just wrong for your organization! Many of you answered a recent survey by asking “how can I manage unproductive volunteers, or get rid of problem volunteers?” Does that sound familiar? We’ll begin the session with some practical information and then look at actual issues. Come with your concern or successful problem-solving techniques.

Presenter: BONNIE ANDREWS, Volunteer Center Manager, Nonprofit Center of Milwaukee

Fee: \$15; FREE Members and CDBG agency attendees.

VOLUNTEER CENTER ORIENTATIONS

Thursday, January 20 / 1:00- 2:00 p.m.

Learn about the services available through the Volunteer Center and how to use VolunteerMilwaukee.org, the online system for listing volunteer opportunities. PLUS sessions include a topic of interest. This orientation is for coordinators new to their positions, agencies new to the Volunteer Center, and coordinators who may need a refresher.

Facilitator: LAUREL TURNER, Program Assistant, Nonprofit Center of Milwaukee

Fee: FREE

Orientation Plus: Technical Website Assistance:

March 9 / 1:00-2:00 p.m.

Is the process of posting volunteer opportunities on our website a mystery? Let us solve it for you! We’ll cover posting, editing, and renewing opportunities as well sharing information on other resources available to you through the Volunteer Center. This orientation is for agencies new to the site, new users or for those who may need a refresher.

Facilitator: LAUREL TURNER, Program Assistant, Nonprofit Center of Milwaukee

Fee: FREE

Orientation Plus: Increasing Your Visibility

April 19 / 9:00 – 10:00 a.m.

Marketing & Public Relations are two major components of nonprofit work. Learn how www.volunteermilwaukee.org can increase your visibility and work in tandem with your Social Media. We will also cover all the resources available to you through the Volunteer Center. This orientation is for agencies new to the site, new users or for those who may need a refresher.

Facilitator: LAUREL TURNER, Program Assistant, Nonprofit Center of Milwaukee

Fee: FREE

Nonprofit Center Orientation

Tuesday, February 15 / Noon- 1:30 p.m.

Wednesday, May 18 / Noon-1:30 p.m.

See page 4 for details on this combined session which includes an orientation to the Volunteer Center. One half hour will be devoted to using volunteermilwaukee.org, the web-based system for listing volunteer opportunities and recruiting volunteers.

WELLNESS

Reduce Stress, Find Joy and Be Happy with Mindfulness Meditation

Thursday, February 10 / 8:30-9:30 am

Find calm, ease and happiness with the practice of mindfulness meditation. Learning how to meditate with the breath is easy. Join us to explore simple methods that help you reduce stress and find balance in your day to day activities. The workshop consists of instruction, discussion and a guided meditation.

Presenter: RODNEY SANCHEZ, Meditation Teacher; Executive Assistant, Nonprofit Center of Milwaukee.

Fee: \$15; FREE Nonprofit Center members and CDBG agency attendees.

RELATED TOPICS:

Working Smart with Time to Spare, page

A Very Special Thank You to the 2010 Training Faculty

Steve AdamsCommunity Development Management Partnerships
 Dr. Cheryl AjitrotutuCultures and Communities Program, UW-Milwaukee
 Jaime AlvaradoAPM Milwaukee
 Dennis AndersonMRA The Management Association
 Bonnie AndrewsNonprofit Center of Milwaukee
 Jeff ArpNonprofit Center of Milwaukee
 Dr. Christopher BeemConsultant
 Tammy Belton-DavisAthena Communications
 Craig BodohPersonal Effectiveness Plus, LLC
 Jacqueline BoyntonBoynton Law Offices
 Martha L. BrownMilwaukee Dept. of City Development
 Pamila BrownManpower
 Mary BuchelBuchel & Associates - Strategies Unlimited
 Dana ChabotConsultant
 Doris Hersh ChortekCommunity Volunteer
 Todd ClausenNonprofit Center of Milwaukee
 Marge CombeVernal Management Consultants, LLC
 Suzanne M. DennikConsultant
 Emilio De TorreACLU of Wisconsin
 Kate FlynnPublic Allies
 Alice FoleyEmerging Visions Enterprise
 Deborah FugenschuhDonors Forum of Wisconsin
 Ken GeninThe Women's Center – Waukesha
 Ylonda GloverNonprofit Center of Milwaukee
 Bob GlowackiEaster Seals Southeast Wisconsin
 Merilou GonzalesPublic Allies
 Rob GoodmanMilwaukee Youth Arts Center
 Jennifer GreenCommercial Realty Advisors, LLC
 Dextra A. HadnotAT&T
 Wanda J. HarkinsWells Fargo
 Anthony HarrisALH Enterprises Inc.
 Kevin HerShee Yee Community of Milwaukee, Inc.
 Monique HassmanCultures and Communities Program, UWM
 Christine B. HillCollaborative Nature
 Alvin C. Hill, Jr.Milwaukee Center for Independence
 Darrell L. Hines, Jr.Christian Faith Fellowship Church
 Andy HolmanRitzHolman CPAs
 Theresa IsloWellness Council of Wisconsin
 Ted JohnSEWIICC
 David JohnsenWegner LLP, CPAs & Consultants
 Marie KingsburyThe Women's Center –f Waukesha
 Debbie KnepekeNonprofit Center of Milwaukee
 Darren KroenkeSpotted Eagle
 Laurel KuppermanCenter for Communication, Hearing & Deafness
 Erin (Flehmer) LeMoineUnited Way of Greater Milwaukee

continued next page

Thank You to our Trainers *continued*

| | |
|-------------------------|--|
| Honia B. Leon | HBLT & Associates, LLC |
| Elizabeth Lierk | Nonprofit Center of Milwaukee |
| Kristi Luzar | Urban Economic Development Association of WI (UEDA) |
| Steve Mahan | City of Milwaukee |
| Tatiana Maida | Latino Nonprofit Leadership Program |
| Joyce Mallory | Malaika Early Learning Center |
| Mary Beth Malm | Nonprofit Management Excellence, MBM Consulting |
| Barbara Markoff | Collaborative Change Consulting |
| Ann Bartos Merkow, MD | The Women's Center Board – Waukesha |
| Lynn E. Miner | Miner and Associates, Inc. |
| Jennifer Morales | Clean Copy Editing |
| Barbara Notestein | Safe & Sound, Inc. |
| Mallory O'Brien | Milwaukee Homicide Review Commission |
| Shawn Perrin | Vision First, LLC |
| Robert Pietrykowski | Nonprofit Consultant |
| Angela Rester | Rester & Associates Consulting & Training Services |
| Frances S. Richman | Milwaukee Youth Symphony Orchestra |
| Nicole Robinson | Milwaukee Homicide Review Commission |
| Kim Rogne | Donor Snap |
| Karen Royster | Institute for Wisconsin's Future |
| Kimberly Ruef | Wegner LLP CPAs & Consultants |
| Lesley Salas | Boys & Girls Clubs of Greater Milwaukee |
| Rodney Sanchez | Nonprofit Center of Milwaukee |
| Brian R. Scharfenberger | Boys & Girls Clubs of Greater Milwaukee |
| Lori Sheets | Wisconsin Community Services |
| Tony Shields | United Neighborhood Centers of Milwaukee (UNCOM) |
| Andrew D. Stefanich | CB Richard Ellis / Eastern Division |
| Dan Stefanich | Consultant |
| Susan G. Stein | Silver Spring Neighborhood Center; Strategies for Philanthropy |
| Megan Stoelb | Nonprofit Center of Milwaukee |
| Jenny Tarkowski | Wegner LLP CPAs & Consultants |
| Yigit Uctum | Wegner LLP CPAs & Consultants |
| Dr. Murali Vedula | UWM School of Continuing Education |
| Susanne Vella | Nonprofit Center of Milwaukee |
| Mary I. Voelker | Consulting on Change |
| Joe Volk | Community Advocates, Inc. |
| Carol Voss | IndependenceFirst |
| Bob Weiss | R J Weiss Consulting, LLC |
| Karin Holmberg Werner | Milwaukee Legal Initiative for Nonprofit Corporations (M-LINC) |
| Paul Wierzba | Mutual of America |
| Fran Wiesner | MRA - The Management Association |
| Janice Wilberg | Wilberg Community Planning LLC |
| Tom Wolff | Tom Wolff & Associates |
| Naresh Yallapragada | Art of Living Foundation USA |

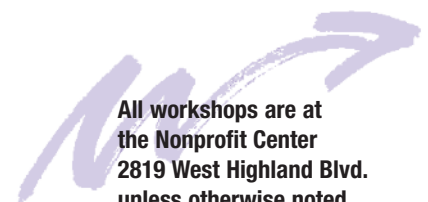


Looking Ahead

...from page 2

MAY 2011

| | |
|--|----------|
| Best Leadership Practices for Executives and Senior Managers Tuesdays, May 3 / 8:30-11:30 a.m. | page 8 |
| Nonprofit Legal Clinic Wednesday, May 4 / Noon-2:00 p.m. | page 9 |
| Orientation to Starting a Nonprofit: To Be or Not to Be Tuesday, May 10 / 3:00-5:00 p.m. | page 9 |
| Making Radical Changes to Your Development Results Wednesday, May 11 / 8:30 - 11:30 a.m. | page 7 |
| Are There Any BAD Volunteers? Tuesday, May 17 / 11:30 a.m.- 1:00 p.m. | page 12 |
| AEG Tuesday, May 17 / 7:30-9:00 a.m. | page 9 |
| Nonprofit Center Orientation Wednesday, May 18 / Noon-1:30 p.m. | page 4 |
| Career Reality Check Thursday, May 19 / 9:00-11:00 a.m. | page 3 |
| Unrelated Business Income Thursday, May 19 / Noon-1:30 p.m. | page 6 |
| Best Leadership Practices for Executives and Senior Managers Tuesday, May 24 / 8:30-11:30 a.m. | page 8 |
| Maximizing QuickBooks: Tips, Tricks & Add-Ons Wednesday, May 25 / 9:00-11:00 a.m. | page 4-5 |



All workshops are at
the Nonprofit Center
2819 West Highland Blvd.
unless otherwise noted.
NonprofitCenterMilwaukee.org

NONPROFIT CENTER OF MILWAUKEE REGISTRATION FORM

REGISTRATION INFORMATION: PLEASE PRINT CLEARLY. USE A SEPARATE FORM FOR EACH PARTICIPANT.

Organization: _____

Street Address: _____

City, State, Zip Code: _____

PARTICIPANT NAME: _____ POSITION: _____

E-MAIL: _____ PHONE WITH AREA CODE: _____

WORKSHOP TITLE: _____ DATE: _____ FEE: \$ _____

*RACE _____ GENDER Male Female

*As a United Way funded agency, we are required to track the race and gender of those we serve. We use this information for outcomes reporting purposes only.

TOTAL FEES: \$ _____



: Have you considered your discount? See discount options below.

Billing Contact: _____ Indicate Method of Payment: Check Enclosed Voucher Charge to Mastercard/Visa/Discover Other

Credit Card Number _____ Expiration Date _____ Customer Code _____

Name as it appears on credit card: _____ Organization name if it appears on credit card: _____

Street Address _____ City, State, Zip Code: _____

PAYMENT & REGISTRATION

Payment Information

- Full payment is required along with registration prior to attending a workshop. **A participant is not registered until payment is received.** Registration and payment should be made at least 3 days prior to the workshop.
- Registration and payment may be made via phone, fax or regular mail using check, credit card, cash or voucher.
- If paying by credit card, mail or fax the completed registration form
- If paying by check, please fill out this form and mail with your check payable to: Nonprofit Center of Milwaukee, 2819 W. Highland Blvd., Milwaukee, WI 53208
- If paying with a voucher, the original voucher must be included with your registration form.
- If registering and paying by phone, have your credit card information available.
- Preregistered participants will receive an email one week prior to the workshop confirming registration.
- Registration and payment will be accepted at the door on the day of a workshop. Bring your payment and completed registration form with you. **IF YOU HAVE NOT REGISTERED AND PAID IN ADVANCE, CALL TO CONFIRM THAT THE WORKSHOP IS BEING HELD AS SCHEDULED AND THAT SPACE IS AVAILABLE.**


Cancellations, Refunds, Credits and Transfers

- The deadline to cancel is 3 business days prior to the workshop. Cancellations made after the deadline are non-refundable. If you are unable to attend, and have not cancelled in advance, you will not receive a refund or credit.
- For cancellations made prior to the deadline, registrants may choose a refund or apply the amount paid toward a future workshop.
- Refunds or credits will be offered for workshops cancelled by the Nonprofit Center.
- Paid workshop registrations may be transferred to another person within the same organization upon request.

Inclement Weather

Nonprofit Center workshops will be cancelled for inclement weather when the Milwaukee Public School System is closed as announced by your local news sources.

Winter Discounts

 symbols mark workshops that qualify for the winter training special. Bundle and SAVE \$25 on three! Any three registrations \$200; \$125 Nonprofit Center members and CDBG agency attendees. All three registrations must be submitted together to receive the discount.

Phone: 414-344-3933 • Fax: 414-344-7071

Mail: Nonprofit Center of Milwaukee, 2819 W. Highland Blvd., Milwaukee, WI 53208

Everyone profits from nonprofits.

Helping You Help Others

Continued from page 1

WAGE, SALARY & STAFFING ASSESSMENT “I have found the Nonprofit Center to be a very helpful partner in assisting our revamping of Milwaukee LGBT Community Center salaries and wages.”

– MAGGI CAGE, PHD, EXECUTIVE DIRECTOR,
MILWAUKEE LGBT COMMUNITY CENTER

FINANCIAL MANAGEMENT “The accounting services that the Finance Center provided to Walnut Way not only helped us establish a good accounting system, they have also grown our financial management capacity by helping to train staff and establish good financial management policies and procedures. This has helped us keep pace with our continued growth and development. We went from a limited accounting system to a functioning QuickBooks accounting system, had our first full audit which was clean, and established an accounting procedures manual that we continue to build on.”

– SHARON ADAMS, PROGRAM DIRECTOR, WALNUT WAY CONSERVATION CORP.

EXECUTIVE SEARCH “The Nonprofit Center provided St. Vincent de Paul Society with an extremely professional executive search process that yielded multiple competitive candidates including four excellent candidates to chose from. We made our selection and are extremely pleased with the new ED and the process. We highly recommend the Nonprofit Center to other organizations facing an executive search.”

– DICK BUSCHMANN, BOARD MEMBER,
ST. VINCENT DE PAUL SOCIETY OF MILWAUKEE

The Nonprofit Center of Milwaukee

M I S S I O N ▼

promotes the interests and effectiveness of the nonprofit sector through strengthening organizational capacity, expanding volunteerism and encouraging collaboration.

NonprofitCenterMilwaukee.org
VolunteerMilwaukee.org
JobsThatServe.com
414-344-3933

Miracle on Canal Street Special thanks to the Forest County Potawatomi Community Foundation for the Miracle on Canal Street events in December. The funds distributed to the Nonprofit Center and many other area nonprofits are greatly appreciated.

NEIGHBORHOOD DATA & ANALYSIS “The technical and research assistance provided by the Data Center has been an invaluable resource to the Council’s analyses of housing policies and residential patterns. The Data Center’s professional and comprehensive work is unmatched in its field.”

– BILL TISDALE, EXECUTIVE DIRECTOR,
METROPOLITAN MILWAUKEE FAIR HOUSING COUNCIL

VOLUNTEER MANAGEMENT “The training (provided by the Volunteer Center) that our group needed was tailored to meet the specific needs of The Salvation Army volunteer coordinators and officers... gave much needed knowledge to the staff in the volunteer management field and helped them look at different ways that volunteers could enhance their mission. (Staff and officers) have asked that we now consider having this type of training at their annual meeting, which is a great step in the right direction.”

– JOY ALEXANDER, VOLUNTEER ADMINISTRATOR,
THE SALVATION ARMY - WISCONSIN AND UPPER MICHIGAN

save the date

Friday, February 4
Inspire by Example Volunteer Award Nominations Due
Information and forms at VolunteerMilwaukee.org

Tuesday, February 8 / 8:30-11:00 a.m.
Critical Issue Forum: The Role of Nonprofits in Reducing Community Violence

Thursday, April 7 / 8:30-10:30 a.m.
Developing a Generation of Collaborative Leaders: Moving Leaders from Next to Now

Wednesday, April 13 / 11:30-1:00 p.m.
Inspire by Example Awards Luncheon
Italian Community Center

Tuesdays, May 3 & 24 / Two-part series, 8:30-11:30 a.m.
Best Leadership Practices for Executive Directors & Senior Managers

Thursday, December 1 / 5:30-8:30 p.m.
17th Annual Spirit of the Nonprofit Sector Holiday Celebration of Diversity
Italian Community Center