

COVID-19 Virtual Townhall – March 18, 2020

Thank you for joining us for Envision Consulting’s first virtual townhall in response to COVID-19. We’re sharing a recording of the townhall, slides presented, questions and ideas shared by participants, an expanded resource list, and list of attendees.

If you have topics or needs that would be helpful to include in our next townhall – or suggestions for other ways to facilitate information sharing, support and collaboration during this time – please [contact us](#).

Thank you for all you do to serve our communities!

Townhall recording: <https://www.youtube.com/watch?v=A5n5yhbc3aU>

[PowerPoint presentation used during townhall](#)

Questions and ideas shared by participants:

EMPLOYEES: Safety & Well-being, Remote Work, Workforce Reductions

- “For our employees that cannot work remotely we are rotating work from home days and office days. This cuts down on the number of people in the office and allows greater social distancing.”
- “We are still in the office but have discussed using google docs to share task lists and google hangouts or zoom for meeting while at home.”
- “We have moved to remote working already. Using Asana for managing tasks, google hangouts for chat functionality and Zoom for video meetings. Setting up remote calling through RingCentral so that staff don't need to make calls from their cell phones - they are providing free services for 90 days. Setting everyone up on GoToMyPC for remote log in.”

INCOME: Events, Fee-for-Service Reimbursement, Fundraising

- “How do we approach asking donors for money during this difficult time? Our office is still open and we still need to provide resources to clients (survivors of domestic violence). Do we send a special appeal? How do we do that without turning people off?”
 - *Envision:* You need to continue communicating with your donors. In your communications, donors want to know:
 - How this is impacting your PEOPLE. Your donors already care about who you serve and how you serve them. They want to know how your client are being impacted, if your staff are safe and able to work. Be clear, concise, and honest.
 - What PROGRAMS are impacted. What programs are continuing, what programs are on hold, what programs have been brilliantly modified.
 - What HELP do you need? Are you in crisis and you need to raise \$15K to keep your constituents fed this week? Are your clients in need milk, toilet paper, thermometers? Do you have expert information that you need me to share? Do you need in-kind tech services? Be specific, make it do able.
 - THANK YOU. Gratitude and humility is the tone for everything right now. You are a strong organization, you're committed, you're resilient, and it is donations and support that you have received up until this moment in time that will get you through this.
- “Nonprofit Finance Fund has some special funding options now across the US. In Pasadena, the Pasadena Community Foundation also has some emergency funds available”

- “What is your approach to having a virtual event? We rescheduled our March event to June, but who knows if we will be able to have it.”
 - *Envision:* Some ideas for a virtual event include shifting your auction to an online format and adding “virtual experiences” for bidding; streaming remarks and videos that you would have presented at the event; asking people to make a donation in lieu of buying a ticket; increasing social media promotion for sponsors.
- “Question about the Hispanics in Philanthropy grant - can new nonprofits apply, as in if we aren’t an already existing grantee? Or is it for existing partners only?”
 - *Envision:* At this time, the new funding is primarily for existing grantees and a limited number of new grantees recommended by HIP’s partners. <https://hiponline.org/hip-covid-19-rapid-response-migration-fund-funder-note/>
- “Is it appropriate to call donors right now versus emailing them? We had some donate items and monetary amounts to help with emergency funding and want to thank them in the best way.”
 - *Envision:* Calling donors is exactly what you should be doing. Letters are good, too, as long as they are personal and relevant to what is happening. And when you call, ask them how they are doing. We are all in this together.

Resources

Association of Community Human Service Agencies

Compilation of latest guidance for human service providers in LA County related to COVID-19:

<http://achsa.net/covid-19-resources/>

Human Services Council

Compilation of latest guidance for human service providers in NY State related to COVID-19:

<https://humanservicescouncil.org/covid-19-resources-for-human-services-providers/>

National Council of Nonprofits

Resources related to HR, communications, insurance, plus nonprofit advocacy and links to state associations:

<https://www.councilofnonprofits.org/nonprofits-and-coronavirus-covid-19>

Candid

Emergency funding RFPs, grants awarded and other news about philanthropy responding to COVID-19:

<https://candid.org/explore-issues/coronavirus>

(We also recommend you check with your local community foundation as many are establishing emergency funds for nonprofits.)

Small Business Administration

Nonprofits have access to disaster relief loans of up to \$2 million to pay fixed debts, payroll, accounts payable and other bills that can't be paid due to the impact of COVID-19:

<https://www.sba.gov/about-sba/sba-newsroom/press-releases-media-advisories/sba-provide-disaster-assistance-loans-small-businesses-impacted-coronavirus-covid-19>

Nonprofit Finance Fund

Understand your situation and evaluate your options with a cash flow tool, financial scenario template and more:

<https://nff.org/blog/covid-19-what-nonprofits-should-do-right-now>

Debevoise and Plimpton

Coronavirus Checklist for Employers:

<https://www.debevoise.com/insights/publications/2020/03/debevoise-coronavirus-checklists-us-employer>

The Lawyers Alliance for New York *(NYC focused, but also includes general information and legal alerts applicable for all nonprofits)*

Government and regulatory resources, plus an excellent legal alert about contract considerations issued on 3/16:

<https://lawyersalliance.org/coronavirus-information>

TechSoup

Nonprofit resources for remote work during COVID-19, plus a link to TechSoup's March 12 virtual workshop on this topic:

<https://blog.techsoup.org/posts/nonprofit-resources-for-remote-work-during-the-covid-19-outbreak>

Bridgespan

"Eight Steps for Managing Through Tough Times" was updated in September 2019 and includes valuable insights on contingency planning, supporting your people, protecting your assets, collaborating with others, and more:

<https://www.bridgespan.org/insights/library/strategy-development/eight-steps-for-managing-through-tough-times>

Townhall participants:

Elizabeth Dever, Fire Family Foundation

Cristina, Haven Hills

Cristina Fariaz, Jericho Road Pasadena

Stacey Gallaher, United Friends of the Children

Kim Navoa, California Immigrant Policy Center

Jaelyn Cherubini, Hoboken Shelter

Christie Hight, The Adult Skills Center

Denise Bickerstaff, Cabrillo Economic Development Corporation

Bill Morgan, Airport Marina Counseling Service

Jeannie DeLaura, Bolton and Company

Melanie Goodyear, Jericho Road Pasadena

Katie Pieri, WNY Nonprofit Support Group

Michelle Mapp, Ex Director, RIE

Regina Bette

Celine Kennelly, Executive Director, Irish Immigration Pastoral Center

Tura Campanella Cook, Jane Addams Peace Association