**St Mary’s County  
Nonprofit Institute Report  
June 1, 2014 – September 30, 2014**

The St. Mary’s County Nonprofit Institute used the summer months of the third quarter of its operation to assess its accomplishments to date and look toward building a strong foundation for the future. To that end, work was completed in moving the registration process to the Continuing Education division at the College of Southern Maryland. This change will allow patrons to register easier, facilitate the distribution of certificates to attendees, and better publicize the NPI’s course offerings as they will now be published in the quarterly Continuing Education brochure. The NPI will have a special section.

Additionally, newly-reintroduced, twice-monthly eblasts to the entire NPI mailing list have increased visibility and reach of the Institute, resulting in increasing in workshop enrollments.

Work has also begun on updating and expanding the NPI mailing list to reach all nonprofits in the counties served.

**Training:**

June 5: Public Speaking for Nonprofits, led by Laura Joyce of St Mary’s Center for Family Advocacy. 8 attendees

June 26: Best Practices in Volunteer Management, led by Megan Timmons, formerly with the State Department volunteer program, 12 attendees

June 27: Fundraising 101, led by Linda Gottfried, Director of Philanthropy, MedStar Southern Maryland Hospital Center, 12 attendees

September 11: Outcome Based Evaluations, led by George Hurlburt, Board Member of Patuxent River Naval Air Museum and Nancy Easterling of Historic Sotterley Plantation, 5 attendees

September 18: An Overview of Grant Writing, presented to Maryland Activity Coordinators by Tammy Vitale, Coordinator of St. Mary’s Nonprofit Institute at the College of Southern Maryland, 8 attendees

September 25: An Overview of Grant Writing, led by Tammy Vitale, Coordinator of St. Mary’s NonProfit Institute at the College of Southern Maryland, in partnership with Diann Thompson, Lexington Park Library Foundation Center Resource person, 13 attendees

A total of 52 individuals attended these training sessions from 21 nonprofits, plus one individual with no affiliation. The nonprofits that participated (including as facilitators), include:

American Chestnut Land Trust  
Archbishop Neale School  
Battle Buddies  
Boy Scouts of America  
Center for Life Enrichment  
Greenwell Foundation  
Historic Sotterley Foundation  
Jefferson Patterson Park  
Leadership Southern Maryland  
Lexington Park Library, Foundation Center Resource Center  
Maryland Activities Coordinators  
P.D. Brown Memorial Library  
Patuxent Habitat for Humanity  
Patuxent River Naval Air Museum  
Rotary Club of Lexington Park  
St Mary’s Center for Family Advocacy  
St. Mary’s Literacy Council  
Southern Maryland Animal Welfare League (SMAWL)  
Southern Maryland Community Resources  
SpringDell Center  
Unaffiliated  
Watermen’s Association of St. Mary’s

**Future Workshops, October 1 – December 30, 2014:**

October 24 and 31: Jump Start Your Major Gifts Program, led by Paul Jolly, Principle of Jump Start Growth (these are 3 hours sessions vs. the usual 2 hour sessions)

November 13, The Power of Your 990 Statement, led by Angelyn Zephyr, Principle of Accurate Accounting LLC

November 20: Financial Literacy: The Responsibilities of the Board Treasurer, led by Candlist Greenwell, Principle of Accurate Accounting LLC

December 4, 11, 18: Grant Writing: Honing Your Storytelling Skills, led by Tammy Vitale, M.A. Storytelling and Social Change, Coordinator of St. Mary’s Nonprofit Institute at the College of Southern Maryland

**Meetings**

June 11, July 9, August 13 and September 10: Executive Directors’ Roundtable. On-going, one-hour monthly meetings for Executive Directors and other nonprofit leaders to get together to share experiences and challenges, help each other with administrative-type information, and provide an opportunity for collaboration and interaction.

Organizations who have attended include: Camp Maria, Center for Life Enrichment, Community Foundation of Southern Maryland, Historic St. Mary’s City, Historic Sotterley Plantation, Leadership Southern Maryland, New Generation Ministry, the Promise Center, St Mary’s Animal Welfare League (SMAWL), St. Mary’s Arts Council, St. Mary’s Caring, St. Mary’s Historic Society, St. Mary’s Literacy Council, St. Mary’s Mediation Center, Southern Maryland Center for Independent Living, Southern Maryland Community Resource Center, Southern Maryland RC&D, Three Oaks, Walden Sierra

August 20 and September 17: Volunteer Coordinators’ Roundtable. On-going, one-hour monthly meetings for Volunteer Coordinators and other nonprofit staff who work with volunteers to share experiences and challenges, learn from each other, help each other with administrative-type information, and to get to know each other and provide an opportunity for collaboration and interaction.

Organizations who have attended include: Greenwell Foundation, Historic Sotterley Plantation, Patuxent Habitat for Humanity, St Mary’s Literacy Council, Southern Maryland Animal Welfare League (SMAWL), Southern Maryland Community Resources, Southern Maryland Library

June 11: Advisory Council meeting

June 11: One-on-One with Helen Werneke, new Director Leadership Southern Maryland

**Presentations**

August 20: presentation on the Nonprofit Institute by Tammy Vitale to United Way Board of Directors (10 in attendance)

September 4: presentation on the Nonprofit Institute by Tammy Vitale to the Rotary Club which meets at St Mary’s Hospital (16 in attendance)

**Miscellaneous**

Brad Gottfried, with his wife, Linda, completed the Three Oaks’ Center Strategic Plan