

Better Business Bureau serving Central Ohio
1335 Dublin Rd., Suite 30 A, Columbus, OH 43215
www.centralohiobbb.org

BBB Information Form for Charities and Nonprofit Organizations

Organization Name: Chimorel Services Inc
Main Location Address 1060 Beechview Dr S, Worthington, OH 43085
Main Mailing Address: 1060 Beechview Dr S, Worthington, OH 43085
Main Phone: (614) 885-0000 Main Fax : (614) 885-0000 please call first
WebSite: www.chimorel.com E-mail: wegoodenow@yahoo.com
CEO of Organization: Warren E Goodenow
Additional Organization Names, Acronyms: Chimorel, a member of The Chimorel Group
Additional Locations/ Addresses / Phone #s: Chimorel has no other locations, but we do work with RICH-CDC at The Neighborhood house, 1060 Mt Vernon, Columbus, OH.

Use of Information: To assist the Better Business Bureau in responding to inquiries about your organization, please complete the following questionnaire and submit the requested materials. Attach separate sheets as necessary. All of the items provided will be considered public information and made available, upon request, to inquirers. We believe both the public and soliciting organizations will benefit from voluntary disclosure of an organization's activities, finances, fund raising practices and governance. If your organization is a charity or solicits for charitable contributions, the information provided may be used to determine if your organization meets the 20 voluntary Standards for Charitable Accountability (copy enclosed with this form). **Please note: It is important to submit all of the requested information and the questionnaire as one complete package. If a charity evaluation is completed, it will be based on this package, or information on file with the BBB, or otherwise available to the public. The omission of any of the requested information or item(s) could affect this evaluation and may result in not meeting some of the mentioned voluntary charity standards.** If your organization is in the midst of completing a more current annual report, financial statement, and/or IRS Form 990, please submit the latest available copies with this questionnaire and forward more current reports when available.

Use of the Better Business Bureau Name: The name "Better Business Bureau" and the BBB torch logo are federally registered service marks owned by the Council of Better Business Bureaus, Inc. Unless licensed for use, others may not use the Better Business Bureau service marks. The completion of this form and the submission of information to the Better Business Bureau does not imply any form of endorsement, approval or membership. The information is provided solely to help us assist donors in their contribution decisions.

Signing this form indicates your organization's agreement to the above conditions regarding use of submitted information. In addition, by signing below your organization agrees that it will not use the BBB name, evaluation conclusions, or make any reference to whether your organization meets the Standards for Charitable Accountability.

Signature of Person Completing this Questionnaire Date

Warren E Goodenow, Executive Director
Printed Name and Title Of Person Signing Above

Chimorel Services Inc
Name of the Organization Represented by the Person Signing Above

If you have any questions, please contact the following BBB staff member: Ron Miller 614-486-6531, ext 137
email: rmiller@columbus-ohbbb.org

CHECKLIST OF ENCLOSURES: **Please provide a copy of the following items.**

Enclosed? (Check Yes or No for Each)

Yes No

No/Yes 1. **Annual Report** (This is an annually produced fact sheet, brochure, or other publication that summarizes your mission, programs, finances, and governance for the past year.)

If not available, please clarify We do not have an annual report, but intend to write one for 2006. Subsequently we created an annual report, which is now posted on the website.

No/Yes 2. Latest audited **Financial Statements** (If not audited, send unaudited statements)

If not available, please clarify we do not have an audited financial statement for 2005. In 2006 and thereafter we have been audited or reviewed by a CPA each year.

Yes 3. Complete **IRS Form 990** (with Schedule A, if applicable)

If not available, please clarify Our 2005 IRS 990 is on our website. You have already reviewed it.

Yes 4. **Budget** for the current fiscal year in progress.

If not available, please clarify Our 2006 Budget is on our website. We have attached a copy.

No 5. **Fund Raising Contracts/Agreements** Please enclose a copy of the complete written fund raising agreement with each fund raising firm(s) or consultant(s) used in the past year. We do not have any fund raising agreements.

Yes 6. **Board Roster**, specifying the officers (i.e., who serves as chairman, secretary, treasurer) and the professional affiliations of each board member (i.e., John Jones, marketing director, XYZ Bank)

Yes 7. **Fund Raising Requests** (Please check all fund raising methods used in the past year and please include a copy of all versions of appeals used for each applicable item.) During 2005 and 2006 we have not done any fund raising. We have sold memberships by directing people to our website and inviting people to our Mutual Referral meetings. If you would like we will include you in our invitations to the Mutual Referral meetings.

a) direct mail appeals

b) telephone appeal scripts

c) invitations to fund raising events

d) print advertisements (newspapers, magazines, etc.)

e) scripts of television or radio appeals

f) grant proposal (only one recent sample needed for this)

g) planned giving

h) internet appeals You have already reviewed our website. If you would like a telephone tour, I'll call and take you on one.

i) other, please specify _____

No 8. **Cause Related Marketing Promotions**. Some charities have promotions that involve arrangements with for-profit firms that sell consumer goods or services that state the charity will benefit from sales (for example, affinity credit cards, household products, breakfast cereals, merchandise catalogs, etc.).

a) If applicable, please enclose copies of such promotions from the past year.

b) Did your organization have any written agreements/contracts with these companies?

Yes No

If yes, please provide copies of these arrangements. If there are any privacy restrictions regarding these marketing arrangements, please contact the BBB.

Yes 9. **Board-Approved Conflict of Interest Policy**.

If not available, please clarify [We have already provided this to you. If you need it again, please let me know.](#)

- If this box is checked, please answer items 10 through 15. If this box is not checked, proceed to question 16.
Enclosed? **Yes** No
- No** 10. **Informational brochures** and other materials that describe your organization's activities.
[We don't currently do fund raising and don't have any brochures or materials.](#)
- Yes** 11. **IRS Determination Letter** (This is the 2-page letter that confirms your tax-exempt status.) If not available, please clarify. [This is available on our website. I believe you have already reviewed it.](#)
- Yes** 12. **Bylaws** [Available on our website, also attached.](#)
- Yes** 13. **Articles of Incorporation** [Available on our website, also attached.](#)
- No** 14. If applicable, **Agreements with Affiliate(s)** and/or a National Office [There is no National Office.](#)
15. Year and State Incorporated [Ohio in 1972](#)

16. Please state your organization's purpose(s).

[Chimorel's mission is to help individuals and organizations solve problems, achieve goals and to enhance our nation's productivity, one life at a time.](#)

17. On a separate sheet, please summarize your organization's principal program service activities. So that we may include this program description in our report, it would be helpful if it is no more than 250 words, includes objective language, and appropriate statistics. [We have attached a list of our programs and memberships. A comprehensive description of these are on our website.](#)

18. Have there been any significant changes in your organization's purpose(s) and/or program activities in the past year? (For example, amending of the official stated mission, adding or terminating a major program, etc.)

Yes ___ No x If yes, please explain

19. Did your organization use any outside fund raising firm(s) and/or consultant(s) in the past year?

Yes ___ **No** x. If yes, please answer (a) through (c) below:

(a) How many fund raising firms or consultants were used in the past year? ___

(b) Did your organization have written agreements with each of these firms?

Yes ___ No x

(c) Was the board of directors informed of the financial terms of these agreements? n/a

Yes ___ No ___

20. What is the scope of your organization's fund raising activities?

National, Regional, or **Local**? [Our activities are primarily local, but because of our website we have a national or even international potential.](#)

21. Does your organization have affiliates, chapters, subsidiaries, and/or other related entities?

Yes ___ **No** x. [Chimorel Services in a member of The Chimorel Group. The intention is to have profit entities do those activities which could jeopardize Chimorel's nonprofit status. In the future we intend to develop affiliate relationships with many profit and nonprofit entities. These have not yet been established. We are working with RICH-CDC to provide employment services to refugees and immigrants at 1060 Mt Vernon Dr, Columbus, OH. Seleshi Asfaw, Exec Dir of RICH is currently on Chimorel's Board. We anticipate his resignation in the future as we bring on new Board members. Warren wrote part of the grant which is funding RICH's program.](#)

If yes, (a) please provide a list of the names and addresses of these organizations and/or businesses, and (b) briefly describe the nature of the relationship with the affiliates and/or other entities listed. In answering this question, please describe any program, financial, fund raising, and/or governing board relationship.

22. In regard to your organization's fund raising activities, does any city, county or state either (a) have any currently pending legal action against your organization and/or (b) have any concluded legal action within the past three years?

Yes ___ No x.

If yes, on a separate sheet, name the places and briefly describe the nature and status/resolution of the action(s).

23. If applicable, on a separate sheet of paper, please provide the following information based on your most recent financial statements:

1. the total amount of donated goods and/or services included as part of income,
2. the total amount of donated goods and/or services that were recognized as part of expenses. Also, identify the portion of this amount that was allocated to fund raising, administrative and each major program service expense category,
3. a breakdown that shows the nature of the recognized in-kind expenses (e.g., how much of this total consisted of food, clothing, medical equipment, pharmaceuticals, legal services, accounting services, etc.) and
4. briefly describe how your organization determined the value of these in-kind contributions.

Provided

24. Do any compensated staff members serve as voting members of the board? Yes ___ No x.

Warren, the Executive Director, is no longer a voting Board member. In the event he is needed to achieve a quorum, the Board members present may give him voting privileges for that specific meeting. His compensation for 2005 was apx \$132. If yes, please provide name(s), title(s) and total compensation during the past fiscal year?

25. Do any paid staff of affiliated organizations serve as voting members of the board? Yes ___ No x.

26. Do any relatives of compensated individuals serve on the board? Yes ___ No x.

If yes, attach schedule identifying the name(s), title(s) and relationship(s).

27. Do board members receive paid honoraria or receive reimbursements? Yes ___ No x.

There is provision in our Board Bylaws to reimburse Board members for small relevant expenses, but no Board members have received reimbursements. The Bylaws specify that Board members serve without compensation.

If yes, please describe the nature of the compensation and identify the board member(s) and amount(s) involved.

28. Does your organization's Board regularly review the CEO's performance? Yes x. No ___

If Yes, how often? Annually

29. Does your organization have a board policy of assessing, no less than every two years, the organization's performance and effectiveness and of determining future actions required to achieve its mission?

Yes x. No ___ The Executive Director's review is part of this assessment. A copy of our Performance Policy has already been provided.

If Yes, please provide a copy of the **policy**.

30. Does your organization submit a written report to its governing body outlining the results of the aforementioned performance and recommendations for future actions? Yes x. No This is part of the annual performance assessment.

31. Does the board of directors formally approve the annual budget? Yes x. No ___ This typically is done in February.

32. In the past year, has your organization purchased goods and/or services from either:
1. any member of the board, and/or professional staff? Yes _____ No x.
 2. any firm, organization or institution with which a board member's and/or professional staff members' direct family relation is affiliated? Yes _____ No x. Members of The Chimorel Group periodically purchase computers and other items from Chimorel with the intention of providing resources/funding to Chimorel.

If yes, on a separate sheet, please:

- a) provide names and titles of individuals, and identify their relationship to the related party,
- b) identify goods or services purchased,
- c) list amounts paid for such goods or services,
- d) identify the size of the transaction relative to like expenses of the charity (for example, if the transaction is for printing expenses, what portion of the total printing expenses in the past year were purchased through the board member or professional staff member related entity?)
- e) state if at least two other competitive bids were considered,
- f) state if the interested board member(s) participated in the vote to hire the related firm(s)
- g) describe if the transaction is one-time, recurring or ongoing, and
- h) identify any other steps taken to ensure arm's length transactions.

33. In the past year, has your organization made any grants, contributions or loans to

1. any member of the board and/or professional staff, or to Yes x. No _____
2. any firm, organization or institution with which this board member, professional staff member, or his/her direct family relation is affiliated? Yes _____ No _____ If yes, on a separate sheet, please:

- a) provide names and titles of individuals, and identify their relationship to the related party,
- b) provide details of the arrangements,
- c) list the amount of the award or loan,
- d) identify the size of the transaction relative to other grants, contributions, or loans made by the charity (for example, if the transaction is for grants, what portion of the total grant expenses in the past year were purchased through the board member related entity?)
- e) state if the interested board member(s) participated in the vote to hire the related firm(s)
- f) describe if the transaction is one-time, recurring or ongoing, and
- g) identify any other steps taken to ensure arm's length transactions.

A significant part of Chimorel's long range planning includes business incubation. In 2005 Chimorel Group funded \$400 to Dave Atkin for his involvement in YTB travel. Dave is to provide an \$800 return for this investment within the next two years. He is currently taking steps to return \$500 at this point. In 2006 Chimorel funded \$400 to establish Chimorel Travel.com. A similar return is anticipated within three years on this investment.

34. Total number of (full-time plus part-time) employees: 1.

35. Please identify the total past year's compensation for your organization's chief paid executive. This total compensation should include annual salary and, if applicable, benefit plans, expense accounts and other allowances. If this person is not the highest paid executive, please also provide the name, title and compensation for that person. In 2005 Warren received \$132.06 from Chimorel. In 2006 he has received \$200 thus far this year.

36. If your organization has a website, please identify the internet address for the **specific** page on the website where the following information can be found, where applicable:

Annual report: No annual report is currently available.

Organization's mission statement: Mission statement (briefly) is in the picture on the first page and completely when you click the picture to view an enlarged version.

Program service accomplishments of the past year: Not currently available.

Most recent roster of the officers and members of the board of directors: Click the Chimorel tab. Under Boards & Compliance click Chimorel Services Inc.

Most recent financial information: See IRS 990.

Most recent IRS Form 990: Click the Chimorel tab. Under Compliance click Internal Revenue Service. Click Go To IRS Form 990.

Donation/contribution information: *I'm not sure what you are asking for here. Money donate?. Policy re donations? What? Subsequently we provided the information requested after clarifying what was needed.*

Organization's mailing address: On the first screen click Contact Us. Our mailing address is a Post Office Box. My wife does not want me to post our home address on the website. Chimorel's office is in my home.

Internet Privacy Policy: We have not written a privacy policy yet. There is information re cookies, etc. that I do not yet understand.

37. Regarding written appeals; does your organization rent, exchange, or sell names, addresses, or other donor information with outside organizations? Yes ___ No x.

If yes, please provide solicitations from the past year indicating how donors can "opt out" if they do not want their information shared outside your organization.

Please also indicate how often this option is offered: _____

38. Does the board of directors receive, on an annual basis, the following documents?

Most recent IRS Form 990 Yes x, No ___

Most recent audited financial statements Yes ___ No x. We don't have audited statements yet.

Auditor's management letter (if one was issued) Yes ___ No x. We don't have audited statements yet.

If there is no audited statement, then the charity's unaudited financial statement Yes x, No ___

This is in effect the 990 and the statement prepared for the Columbus Charitable application.

39. Has your organization received any complaints brought to your attention by local Better Business Bureaus in the past three years? Yes ___ No x. If you are aware of any complaints, please let me know.

If yes, please let us know which Bureau and provide details on actions taken, if applicable.

40. On the following chart, please list the dates of all board of directors meetings held during the past year and indicate the number of voting members who attended the meeting and the total voting membership at the time of the meeting. Please do not include meetings of the executive committee or other interim governing body that meets between meetings of the full board. Attach additional sheets as necessary. If any of the members included in the meeting attendance chart did not participate in person, on a separate sheet, please identify the member(s) and how they participated (for example, by proxy, telephone, video conferencing, internet, etc.)

Board of Directors Meeting Attendance Fiscal Year Ended: Month _____ Year _____

Separately we provided a list of board meetings, dates, etc.

END OF BBB INFORMATION FORM FOR CHARITIES AND NONPROFIT ORGANIZATIONS