



***DoveLewis***<sup>®</sup>  
Veterinary Emergency & Specialty Hospital

**Endowment  
Investment Policy Statement**

August 2025

## I. Introduction

The Dove Lewis Emergency Animal Hospital, Inc. (“DoveLewis” or “the Organization”) is a not-for-profit organization incorporated in the State of Oregon.

The policy statement that follows is a sub-policy of DoveLewis’ main Investment Policy, dated March 11, 2022.

The goal of this Endowment Investment Policy Statement (for simplicity called the “Policy” or “EIPS” in this document) is to provide a framework for the management and investment of DoveLewis’ endowment assets and to assist the DoveLewis Board of Directors (“The Board”, “Directors”) in achieving their goal to preserve the principal value of the assets while also fulfilling the operational obligations and supporting its mission. This EIPS has been formulated, based upon consideration of the financial implications of a wide range of policies, and describes the prudent process that the Board deems appropriate.

The main objective of DoveLewis’ endowment investment account is to provide sufficient income to be used in fulfilling operational obligations. The long-term goal is to grow endowments in which a principal will grow in perpetuity while its proceeds provide support to the Organization’s mission.

Investment decisions and selections are to be made based on the following criteria:

- A. Investments shall be made with the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person in a like capacity and familiar with these matters would use in the conduct of an enterprise of a like character with like aims.
- B. Investments will align with the strategies, approach, and values of DoveLewis.
- C. Investments shall be diversified to minimize the risk of large losses, unless under the circumstances it is clearly prudent not to do so.
- D. Endowment investments will be invested long-term and will follow coordinated policies regarding spending.
- E. It shall be assumed that DoveLewis’ Endowment is expected to operate in perpetuity.

## II. Purpose

This Endowment Investment Policy Statement is intended to:

- A. Establish the Board of Directors' responsibilities including defining the investment policy, the selection and monitoring of the Investment Manager and asset allocation as well as the expectations, objectives, and guidelines in the investment of the Organization's assets.
- B. Create the framework for a well-diversified asset mix that can be expected to generate acceptable long-term returns at a level of risk suitable to the Board of Directors, including:
  - a. describing an appropriate risk posture for the investment of the portfolio; and
  - b. establishing the relevant investment horizon for which the Organization’s portfolios will be managed, establishing reasonable expectations, objectives and guidelines in the investment of the Organization’s assets, defining and assigning the responsibilities of all involved parties.

- C. Establish reporting requirements to ensure the policy is adhered to and determine if performance objectives are met.
- D. Comply with the fiduciary, prudence and due diligence requirements for the Organization.

This Endowment Investment Policy Statement is intended to be a summary of an investment philosophy that provides guidance for DoveLewis' endowment assets. The Endowment Investment Policy Statement shall serve the Investment Manager as the principal source for developing an appropriate asset allocation strategy.

The investment policies described in this Endowment Investment Policy Statement should be dynamic. These policies should reflect the Board's philosophy regarding the investment of the portfolio.

These policies will be reviewed and revised periodically to ensure they adequately reflect any changes related to the Organization's assets and to the Board's attitude towards risk. Any changes in this Endowment Investment Policy Statement will be communicated to the Investment Manager in writing.

### III. Executive Summary

<i>Organization/Endowment Name:</i>	Dove Lewis Emergency Animal Hospital, Inc.
<i>Account Information</i>	Total Market Value as of June 30, 2025: \$965,828
<i>Primary Investment Objective:</i>	The Endowment investment goal is to achieve a positive return on investment while also meeting the cash operating needs of the business. Additionally, it is meant to preserve the principal in perpetuity and generate income. The portfolio objectives are capital preservation, capital appreciation and income generation.
<i>Time Horizon:</i>	Perpetuity
<i>Spending Policy:</i>	The Endowment assets will have a spending policy of 3.5% annually, based on the portfolio's market value over the trailing 36 months. This spending policy goes into effect only after the endowment has reached a minimum threshold as defined by the Board and has been invested for 12 months.
<i>Asset Allocation:</i>	Outlined in Appendix A - Allocation of Assets
<i>Rebalancing Procedures:</i>	Portfolio will be reviewed on an on-going basis and will be rebalanced as necessary to ensure that its allocation remains consistent with the Endowment Investment Policy Statement's guidelines.
<i>Investment Restrictions:</i>	The Organization prohibits direct investments in initial public offerings, securities acquired in an unregistered, private sale from the issuing company or from an affiliate of the issuer, private placements, real estate, private equity, venture capital, options, futures, and margined transactions.
<i>Meeting Frequency:</i>	At least annually

#### IV. Assignment of Responsibility:

The roles of the Board of Directors, Finance Committee and the Investment Manager regarding DoveLewis' assets are delineated as follows:

##### The Board of Directors:

The Board of Directors is responsible for overseeing the management of the Organization's assets in a prudent matter and has fiduciary responsibilities for investment of the Organization's assets. The Board shall have responsibility for the following:

- A. Projecting DoveLewis' spending policies and financial needs, and communicating such needs to the Investment Manager;
- B. Establishing the criteria for assets to be held as part of the Endowment, Operating Assets, Quasi-Endowment or other account type as appropriate;
- C. Establishing overall financial objectives, risk tolerance, investment time horizon setting investment policies and notifying the Investment Manager promptly of any changes to this information;
- D. Setting or approving parameters for the Organization's asset allocation;
- E. Approving or rejecting the recommendation of a qualified Investment Manager or Custodian submitted by the Finance Committee
- F. Monitoring investment results regularly to ensure that objectives are being met and the Endowment Investment Policy Statement guidelines are being followed;
- G. Communicating on a structured and ongoing basis with those persons responsible for investment results;
- H. Delegating authority, responsibility and/or specific duties to the Finance and/or Investment Committees;
- I. Establishing a Gift Acceptance Policy as outlined in Appendix C – Gift Policy.
- J. Ensuring that appropriate internal segregation of duties, controls, authorized signatories, and financial reporting policies and procedures are established.

##### The Finance Committee:

The Finance Committee is responsible for the development, recommendation, implementation and maintenance of all policies relative to the Organization's investment funds. The Committee shall have responsibility for the following:

- A. Developing and proposing policy recommendations to the Board regarding the management of all investment funds;
- B. Recommending short- and long-term investment policies and objectives for investment funds, including asset allocation and ranges with the assistance of the Investment Manager;
- C. Overseeing that funds are prudently and effectively invested with the assistance of the Board and any investment professionals;

- D. Recommending the retention and/or dismissal of investment professionals to the board including investment managers and custodians;
- E. Monitoring investment results regularly to ensure that investment objectives are being met, and the Endowment Investment Policy Guidelines are being followed;
- F. Convening regularly to evaluate whether this policy, investment activities, risk management controls and processes continue to be consistent with meeting the goals and objectives set for the management of investment funds.

The Investment Manager:

The Investment Manager has discretion to make all investment decisions for the assets placed under its jurisdiction by the Board of Directors. The Board permits the Investment Manager flexibility to maximize investment opportunities and practice prudent management to conserve and protect the assets and to prevent exposure to uncompensated risk. The Board, in recognition of the diversification benefits, expects the Investment Manager to construct the portfolio in a well-diversified manner.

- A. Discretionary investment management including decisions to buy, sell, or hold assets, and to alter asset allocation within the guidelines established in this statement.
- B. Informing the Board of any qualitative change to investment management organization: Examples include changes in portfolio management personnel, ownership structure, investment policy, etc.
- C. Voting proxies on behalf of the Organization or as requested by the Board.

## V. Investment Philosophy and Risk Tolerance

The Board of Directors believes that the assets should be managed in a manner which reflects the unique purpose for which DoveLewis was established. The Board understands that to achieve its objectives for the Organization's assets, the portfolio will experience volatility of returns and fluctuations of market value. Therefore, the Board supports an investment strategy to minimize the probability of losses of capital over the long- term.

The Board of Directors recognizes that prudent investing requires taking reasonable risks to increase the likelihood of achieving the targeted investment returns. The DoveLewis assets will be structured to maintain prudent levels of diversification. The Investment Manager is to make reasonable efforts to control risk and will evaluate regularly to ensure that the risk assumed is commensurate with the given investment style and objectives as stated in this Endowment Investment Policy Statement.

The basic tenets under which the Portfolio will be managed include the following:

- A. Investing for the long-term becomes critical to investment success because it allows the long-term characteristics of the asset classes to surface;
- B. Diversification helps reduce portfolio volatility. The proportional mix of assets determines the long- term risk and return characteristics of the portfolio as a whole;
- C. Equities have historically offered the potential for higher long-term investment returns than cash or fixed income investments. Equities are also more volatile in their performance. Investors seeking higher rates of return can increase the proportion of equities in their portfolio, while at the same time accepting greater variation of results (including declines in value);
- D. Over the long-term, the risk of owning equities has been, and should continue to be, rewarded with a somewhat greater return than that available from fixed income investments. The role of fixed income investments is to reduce overall portfolio volatility

with the potential of providing a predictable stream of income.

Given these tenets, the underlying approach to managing the portfolio shall be to optimize the risk-return relationship appropriate to the Organization's needs and goals. The portfolio will be diversified, employing a variety of asset classes.

## **VI. Investment Objective**

The investment objective of the DoveLewis Endowment portfolio is to invest in such a manner as to create a stream of investment returns, which considers the long- and short-term needs of the institution in carrying out its objectives. The DoveLewis assets will be invested for total return with appropriate consideration for portfolio volatility (risk). Emphasis should be on capital preservation, appreciation and income generation to satisfy the long- and near-term funding objectives of the organization. Total return means dividends, interest, and realized and unrealized capital appreciation.

The Board of Directors acknowledge that to achieve long-term growth of the Organization's assets, there may be periods of economic uncertainty or dislocation during which the performance may lag the benchmark or its objectives. After reviewing current and expected financial requirements, the Board has established the following objectives: a total, long-term rate of return for the Organization that is competitive with appropriate benchmarks and maximizes return within a reasonable and prudent level of risk.

## **VII. Time Horizon**

The time horizon for the DoveLewis Endowment assets will be long-term and anticipated to continue without significant modification. Normally, results will be evaluated over a seven to ten-year time horizon or full market cycle.

## **VIII. Asset Allocation & Style Diversification**

The Board recognizes the strategic importance of asset allocation and style diversification in the investment performance of the portfolio over long periods of time. The Investment Manager will determine how the Organization's assets are allocated on a discretionary basis according to the stated objectives as outlined in this Endowment Investment Policy Statement.

The target asset allocation for DoveLewis and the overall permissible ranges for eligible asset classes will be determined by the Board, based on advice from the Investment Manager, to facilitate the achievement of the Organization's long-term investment objectives within acceptable risk parameters. The target asset allocation and overall permissible ranges are detailed in the EIPS Appendix A - Allocation of Assets. Over time, it may be desirable to amend the long-term strategic asset allocation. When such changes are made, updates will be made to this Endowment Investment Policy Statement.

### Rebalancing Procedures:

From time to time, market conditions may cause the investment in asset classes to vary from the established asset allocation targets. To remain consistent with the asset allocation guidelines established by this Endowment Investment Policy Statement, the Investment Manager shall periodically review the portfolio and each asset class in which the Organization's assets are invested.

It is the responsibility of the Investment Manager to monitor the Organization's asset allocation on an on-going basis and to rebalance the portfolio as necessary to ensure the asset allocation remains consistent with the Endowment Investment Policy Statement's guidelines.

## **IX. Investment Guidelines**

The Investment Manager will consider investing in companies that do no harm to animals when selecting holdings for the portfolio. The Organization will rely on the Investment Manager's strategy in this regard.

The Investment Manager may populate any of the asset classes described below with individual securities, mutual funds, exchange-traded funds or other alternative instruments. While the Investment Manager will use its best efforts to utilize funds with investment objectives and policies that are generally consistent with the EIPS guidelines, the Board understands that individual fund's portfolio holdings may not at all times be consistent with the EIPS guidelines.

Restrictions: Direct investments in initial public offerings, securities acquired in an unregistered, private sale from the issuing company or from an affiliate of the issuer, private placements, real estate, private equity, venture capital, options, futures, and margined transactions are prohibited.

#### A. Equity Holdings

- i. Security Types: Allowable investments include, but are not limited to, publicly- traded common stocks, preferred stocks, ETFs , mutual funds, equity securities of foreign companies traded on registered U.S. stock exchanges, NASDAQ, or non-U.S. stock exchanges, as well as publicly traded REITs (Real Estate Investment Trusts) and other investments

#### B. Fixed Income Holdings

- i. Security Types: Allowable investments include, but are not limited to U.S. Government and corporate bonds, federal agency bonds, Treasury Inflation-Protected Securities, Mortgage Pass-Through Securities and collateralized mortgage obligations, asset backed securities, and commercial mortgage- backed securities, equipment trust certificates, short-term fixed income securities with maturities of one year or less, U.S. Treasury Bills, Yankee Bonds, and Eurobonds. Bonds must be rated investment grade (BBB-/BAA3) or higher, with an average rating of AA-/Aa3 or higher.
- ii. With the exception of U. S. Government and Agency issues, no more than 10% of the bond portfolio at market will be invested in the securities of a single issuer.

#### C. Alternative Assets

- i. Security Types: Allowable investments may include but are not limited to: absolute return or hedge fund strategies, private and venture capital, and real estate that may be accessed via mutual funds, ETFs, fund of funds or partnerships.
- ii. Partnerships or exchange-traded vehicles are allowed with consideration given for Unrelated Business Taxable Income (UBTI), liquidity, fees, and alignment with the goals and objectives of DoveLewis.

#### D. Cash Equivalents

- i. Security Types: Allowable investments include but are not limited to the following: U.S. Treasury Bills, quality (A1/P1 or equivalent at the time of purchase) commercial paper, savings accounts, and other money market investments at the discretion of the Investment Manager.

The Investment Manager may not buy securities on margin, borrow money, or pledge assets.

## X. Performance Objectives

The Board of Directors' willingness to accept risk and their expectation for investment growth have a direct bearing on the rate of return objective for DoveLewis' assets. Performance objectives will be reviewed and adjusted, if necessary, after consultation with the Investment Manager. The investment performance of the portfolio, as well as asset class components, will be measured against commonly accepted performance benchmarks. Consideration shall be given to the extent to which investment results

are consistent with the investment objectives, goals and guidelines as set forth in this Endowment Investment Policy Statement.

Performance measurement shall be based on total rate of return and shall be monitored over a sufficient period to reflect the investment expertise of the Investment Manager over one full market cycle, or seven years, whichever is less.

**FIXED INCOME GOALS** - The goals of the fixed income portion of the Organization are:

- A. Preservation of principal;
- B. Stability of Income; and
- C. Returns of fixed income equal to or higher than one of the major indexes, dependent on the duration of the asset class. Specific benchmarks are denoted in Appendix A.

**EQUITY GOALS** – The goals of the equity investment portion of the Organization are:

- A. Returns on equity investments earning 2% average over inflation as measured by the Consumer Price Index;
- B. Growth of principal; and
- C. Returns of equities equal to or higher than the Russell 1000 Value Index and S&P 500 Equal Weighted Index.

**ALTERNATIVE INVESTMENT GOALS** – The goals of the alternative investment portion of the Organization are:

- A. Returns commensurate with the risk profile of each strategy;
- B. Growth of principal;
- C. Preservation of capital in down markets; and
- D. Returns on equity investments earning 2% average over inflation as measured by the Consumer Price Index; and
- E. Returns of alternative investments equal to or higher than specific benchmarks.

**CASH RESERVE GOALS** – Cash reserves should be maintained from time to time depending on the liquidity needs of the account. Cash reserve investment should earn at least the current three-month Treasury Bill rate.

## **XI. Control Procedures**

### **A. Review and Evaluation of Investment Objectives:**

The achievement of investment objectives will be reviewed by the Board over varying periods of time, but not to exceed annually. This review will focus on the continued feasibility of achieving the objectives and the continued appropriateness of this Endowment Investment Policy Statement. It is not expected that the investment policies or guidelines will change frequently. In particular, short-term changes in the financial markets should not require an adjustment in this Investment Policy Statement.

### **B. Prudence:**

The fiduciaries to the Organization shall comply with the prudent investor rule. This rule includes, but is not limited to:

- i. A fiduciary shall invest and manage DoveLewis' assets as a prudent investor would, by considering the purposes, terms, distribution requirements and other circumstances of DoveLewis. In satisfying this standard, the fiduciary shall exercise reasonable care, skill and caution.
- ii. A fiduciary's investment and management decisions respecting individual assets shall be evaluated not in isolation but in the context of the DoveLewis portfolio as a whole and as a part of an overall investment strategy having risk and return objectives reasonably suited to the Organization.

C. Ethics and Conflicts of Interest:

The Board of Directors, the Investment Manager, staff, managers, and advisors involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. These parties are required to reveal all relationships that could create, or appear to create, a conflict of interest in their unbiased involvement in the investment process.

D. Start-Up and Transition Periods:

The Board of Directors understands and acknowledges that it may not be prudent for the Investment Manager to fully populate the Organization with securities that are consistent with this EIPS immediately upon the opening an account (the “Start-up period”) or immediately following a material change to the EIPS (the “transition period”).

During a start-up or transition period, the Organization’s accounts may not fully reflect the EIPS requirements. It is expected that under normal circumstances start-up and transition periods will be no more than 3 months.

## XII. Communications

The Investment Manager shall provide the Board with the following management reports on a periodic basis:

- A. Portfolio performance results over varying time periods
- B. Performance results of comparative benchmarks over varying time periods

As a matter of course, the Investment Manager shall keep the Board apprised of any material changes in the Investment Manager’s outlook, recommended investment policy, and tactics.

In addition, the Investment Manager shall meet with Finance or Investment Committee regularly to review and explain the Portfolio’s investment results and any related issues.

## XIII. Adoption

This Endowment Investment Policy Statement is adopted on August 20, 2025 by the Board of Directors.

Accepted by: *cinnamou.williams@oregonmetro.gov*

Treasurer

(Dove Lewis Emergency Animal Hospital, Inc. authorized signatory)

Date: August 20, 2025

Accepted by Becker Capital Management:

By: *T.J. McConville*

Title: Chief Investment Officer

Date: 2025-09-09

# Appendix A – Asset Allocation

## Dove Lewis Emergency Animal Hospital, Inc.

### Endowment Investment Policy Statement

**Purpose and Structure:**

This Appendix to the DoveLewis Endowment Investment Policy Statement (“EIPS”) has been issued to further describe the asset allocation of the portfolio.

**Summary of Asset Allocation Guidelines:**

The target asset allocation for the DoveLewis assets and the overall permissible ranges for eligible asset classes will be determined by the Board, based upon advice from its Investment Manager, to facilitate the achievement of DoveLewis’ investment objective within acceptable risk parameters. Over time, it may be desirable to amend the long-term strategic asset allocation. When such changes are made, updates will be made to this Endowment Investment Policy Statement.

After reviewing the long-term performance and risk characteristics of various asset classes and balancing the risks and rewards of market behavior, the following asset allocation strategy is incorporated to achieve the objectives of the Portfolio while it is growing to a minimum threshold for the spending policy/payout rate to take effect:

***Table 1. DoveLewis Endowment Portfolio***

<b>Broad Asset Class</b>	<b>Minimum</b>	<b>Maximum</b>	<b>Long-Term Strategic Asset</b>
Equity	65%	80%	75%
Fixed Income	15%	30%	20%
Alternatives/Real Estate	0%	10%	5%
Cash	0%	5%	0%
		Total :	100%

Once the spending policy/payout rate goes into effect, the asset allocation should be reviewed and possibly transitioned to a more conservative allocation to adjust for the spending requirement.

Benchmark: Blend of the Bloomberg US Intermediate Government/Credit, Bloomberg US Aggregate, S&P 500, Russell 1000 Value, Russell 1000 Growth, MSCE EAFE Net, Russell 2000, MSCI Emerging Markets Net, S&P 500 Global REIT net. Blends will be determined by the strategic asset allocation targets.

## Overall Performance Review:

The overall portfolio's performance will be reviewed, at least semi-annually, with long-term emphasis placed on results achieved over a 7-to-10-year period of time.

Based on the asset allocation ranges outlined in the Appendix's Summary of Asset Allocation Guidelines, the Endowment Investment Policy Index that should be used in evaluating the performance of the Portfolio is:

Table 4.

Broad Asset	Index
Total Portfolio	Blended Index
Equity	S&P 500, Russell 1000 Value, Russell 1000 Growth, MSCI EAFE Net, Russell 2000, MSCI Emerging Markets Net
Fixed Income	Bloomberg Int. Gov/Credit Index Bloomberg US Aggregate Bond Index
Alternatives	S&P Global REITs, Cambridge Associates U.S. Private Equity, HFRI FOF Conservative
Cash	NA

## Adoption:

This Appendix to the DoveLewis Endowment Investment Policy Statement is adopted on August 20, 2025 by the Board of Directors.

*cinuamou.williams@oregonmetro.gov*

Treasurer

Accepted by:

(Dove Lewis Emergency Animal Hospital, Inc. authorized signatory)

Date: August 20, 2025

Accepted by Becker Capital Management:

By: *T.J. McConville*

Title: Chief Investment Officer

Date: 2025-09-09

# Appendix B – Endowment Procedures

## Dove Lewis Emergency Animal Hospital, Inc.

### Endowment Investment Policy Statement

#### Building an Endowment

DoveLewis plans to grow Endowment funds and is looking to ensure long-term sustainability of the assets. Building an endowment signals fiscal maturity and can increase donor confidence. Key indicators that it's time to grow an endowment fund include:

- A strong and growing donor base
- A desire to support programs in perpetuity
- Major gifts or bequests earmarked for long-term investment.

#### Quasi-Endowments

At any point DoveLewis retains the authority to establish a Quasi-Endowment. This fund will have flexibility to invest alongside the long-term endowment, to use the income generated from these investments and will also have flexibility to spend the principal as the Board of Directors sees fit. The principal is not legally required to be held in perpetuity.

#### Underwater Endowment

An endowment is considered to be underwater when the fair value of the fund is either less than the original gift or the amount required to be maintained by law. In the event that an endowment goes underwater, the Board of Directors shall undertake a thorough analysis to make a determination on future spending distributions.

#### Adoption:

This Appendix to the DoveLewis Endowment Investment Policy Statement is adopted on August 20, 2025, by the Board of Directors.

*cinnamon.williams@oregonmetro.gov*

Treasurer

Accepted by:

(Dove Lewis Emergency Animal Hospital, Inc. authorized signatory)

Date: August 20, 2025

Accepted by Becker Capital Management:

*T.J. McConville*

Chief Investment Officer

2025-09-09

# Appendix C – Gift Acceptance Policy

## Dove Lewis Emergency Animal Hospital, Inc.

### Endowment Investment Policy Statement

#### Gift Policy

The official gift acceptance policy is on file with DoveLewis management. This policy governs the acceptance of gifts designated for endowment purposes and ensures gifts are structured to support the mission and long-term financial sustainability of DoveLewis.

Donors looking to make a gift of \$200,000 or greater may have a named endowment and designate its use to a specific program or purpose.

This policy may be periodically amended as necessary by the Board of Directors.

#### Adoption:

This Appendix to the DoveLewis Endowment Investment Policy Statement is adopted on August 20, 2025, by the Board of Directors.

*cinnawon.williams@oregonmetro.gov*

Treasurer

Accepted by:

(Dove Lewis Emergency Animal Hospital, Inc. authorized signatory)

Date: August 20, 2025

Accepted by Becker Capital Management

*T.J. McConville*

2025-09-09

# CERTIFICATE *of* SIGNATURE

REF. NUMBER  
ANQ7U-JRW2G-SPR3C-VYIEB

DOCUMENT COMPLETED BY ALL PARTIES ON  
04 SEP 2025 20:08:16 UTC

## SIGNER

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SHARED VIA  
LINK

## TIMESTAMP

SENT  
04 SEP 2025 19:08:04 UTC

VIEWED  
04 SEP 2025 20:06:33 UTC

SIGNED  
04 SEP 2025 20:08:16 UTC

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# CERTIFICATE *of* SIGNATURE

REF. NUMBER  
QRMRX-WPMB2-VGXNY-MQZNA

DOCUMENT COMPLETED BY ALL PARTIES ON  
09 SEP 2025 18:06:30 UTC

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**TJ MCCONVILLE**

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**LINK**

## TIMESTAMP

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04 SEP 2025 21:20:57 UTC

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09 SEP 2025 18:06:30 UTC

## SIGNATURE



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