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Return of Organization Exempt From Income Tax
Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except black lung
benefit trust or private foundation)
▶ The organization may have to use a copy of this return to satisfy state reporting requirements

OMB No 1545-0047

2011

**Open to Public
Inspection**

A For the 2011 calendar year, or tax year beginning , and ending

B Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	C Name of organization <div align="center">COMMUNITY ACTION WAYNE/MEDINA</div> Doing Business As Number and street (or P O box if mail is not delivered to street address) Room/suite 2375 B BENDEN DR City or town, state or country, and ZIP + 4 WOOSTER OH 44691-2576	D Employer identification number 34-0979210 E Telephone number 330-264-8677 G Gross receipts \$ 8,850,017
F Name and address of principal officer DONALD ACKERMAN 2375 B BENDEN DR WOOSTER OH 44691-2576		H(a) Is this a group return for affiliates? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No H(b) Are all affiliates included? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No," attach a list (see instructions)
I Tax-exempt status <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) () (insert no) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527		H(c) Group exemption number ▶
J Website ▶ www.cawm.org		L Year of formation 1966
K Form of organization <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other ▶		M State of legal domicile OH

Part I Summary

2012	Expenses	1 Briefly describe the organization's mission or most significant activities PROVIDE EDUCATIONAL, ECONOMIC, AND SOCIAL OPPORTUNITIES FOR UNDERPRIVILEGED CITIZENS OF WAYNE AND MEDINA COUNTIES. 2 Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets 3 Number of voting members of the governing body (Part VI, line 1a) 3 13 4 Number of independent voting members of the governing body (Part VI, line 1b) 4 13 5 Total number of individuals employed in calendar year 2011 (Part V, line 2a) 5 190 6 Total number of volunteers (estimate if necessary) 6 650 7a Total unrelated business revenue from Part VIII, column (C), line 12 7a 0 b Net unrelated business taxable income from Form 990-T, line 34 7b 0																																																							
		<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:50%;"></th> <th style="width:25%; text-align: right;">Prior Year</th> <th style="width:25%; text-align: right;">Current Year</th> </tr> </thead> <tbody> <tr> <td>8 Contributions and grants (Part VIII, line 1h)</td> <td style="text-align: right;">9,639,604</td> <td style="text-align: right;">8,522,528</td> </tr> <tr> <td>9 Program service revenue (Part VIII, line 2g)</td> <td style="text-align: right;">365,481</td> <td style="text-align: right;">325,670</td> </tr> <tr> <td>10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)</td> <td style="text-align: right;">-6,523</td> <td style="text-align: right;">1,819</td> </tr> <tr> <td>11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> </tr> <tr> <td>12 Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)</td> <td style="text-align: right;">9,998,562</td> <td style="text-align: right;">8,850,017</td> </tr> <tr> <td>13 Grants and similar amounts paid (Part IX, column (A), lines 1-3)</td> <td style="text-align: right;">813,856</td> <td style="text-align: right;">943,054</td> </tr> <tr> <td>14 Benefits paid to or for members (Part IX, column (A), line 4)</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> </tr> <tr> <td>15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)</td> <td style="text-align: right;">5,503,659</td> <td style="text-align: right;">5,100,530</td> </tr> <tr> <td>16a Professional fundraising fees (Part IX, column (A), line 11e)</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> </tr> <tr> <td>b Total fundraising expenses (Part IX, column (D), line 25) ▶ 0</td> <td></td> <td></td> </tr> <tr> <td>17 Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)</td> <td style="text-align: right;">3,728,937</td> <td style="text-align: right;">2,702,460</td> </tr> <tr> <td>18 Total expenses Add lines 13-17 (must equal Part IX, column (A), line 25)</td> <td style="text-align: right;">10,046,452</td> <td style="text-align: right;">8,746,044</td> </tr> <tr> <td>19 Revenue less expenses Subtract line 18 from line 12</td> <td style="text-align: right;">-47,890</td> <td style="text-align: right;">103,973</td> </tr> <tr> <td></td> <td style="text-align: right;">Beginning of Current Year</td> <td style="text-align: right;">End of Year</td> </tr> <tr> <td>20 Total assets (Part X, line 16)</td> <td style="text-align: right;">1,671,001</td> <td style="text-align: right;">2,615,260</td> </tr> <tr> <td>21 Total liabilities (Part X, line 26)</td> <td style="text-align: right;">842,044</td> <td style="text-align: right;">1,295,080</td> </tr> <tr> <td>22 Net assets or fund balances Subtract line 21 from line 20</td> <td style="text-align: right;">828,957</td> <td style="text-align: right;">1,320,180</td> </tr> </tbody> </table>		Prior Year	Current Year	8 Contributions and grants (Part VIII, line 1h)	9,639,604	8,522,528	9 Program service revenue (Part VIII, line 2g)	365,481	325,670	10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)	-6,523	1,819	11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	0	0	12 Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	9,998,562	8,850,017	13 Grants and similar amounts paid (Part IX, column (A), lines 1-3)	813,856	943,054	14 Benefits paid to or for members (Part IX, column (A), line 4)	0	0	15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	5,503,659	5,100,530	16a Professional fundraising fees (Part IX, column (A), line 11e)	0	0	b Total fundraising expenses (Part IX, column (D), line 25) ▶ 0			17 Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	3,728,937	2,702,460	18 Total expenses Add lines 13-17 (must equal Part IX, column (A), line 25)	10,046,452	8,746,044	19 Revenue less expenses Subtract line 18 from line 12	-47,890	103,973		Beginning of Current Year	End of Year	20 Total assets (Part X, line 16)	1,671,001	2,615,260	21 Total liabilities (Part X, line 26)	842,044	1,295,080	22 Net assets or fund balances Subtract line 21 from line 20	828,957	1,320,180	
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Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here	Signature of officer DON ACKERMAN Type or print name and title	Date 10/23/12 SR VP CFO
Paid Preparer Use Only	Print/Type preparer's name Bert E Humpal Preparer's signature Bert E Humpal Date 10/03/12 Check <input type="checkbox"/> if self-employed PTIN P00640845 Firm's name ▶ DYER, HUGHES, ROCHE & WILSON INC. Firm's EIN ▶ 20-1954047 Firm's address ▶ P.O. BOX 696 WOOSTER, OH 44691 Phone no 330-262-0061	

May the IRS discuss this return with the preparer shown above? (see instructions) ☒ Yes ☐ No

For Paperwork Reduction Act Notice, see the separate instructions.

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Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response to any question in this Part III

☒

1 Briefly describe the organization's mission

PROVIDE EDUCATIONAL, ECONOMIC, AND SOCIAL OPPORTUNITIES FOR UNDERPRIVILEGED CITIZENS OF WAYNE AND MEDINA COUNTIES.

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ?

☐ Yes ☒ No

If "Yes," describe these new services on Schedule O

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services?

☐ Yes ☒ No

If "Yes," describe these changes on Schedule O

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations and section 4947(a)(1) trusts are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code) (Expenses \$ **4,998,710** including grants of \$) (Revenue \$)
PROVIDES EDUCATION FOR CHILDREN FROM BIRTH TO AGE 6 AND TO PREGNANT MOTHERS.

4b (Code) (Expenses \$ **1,160,252** including grants of \$ **943,054**) (Revenue \$)
PROVIDES EMERGENCY UTILITY ASSISTANCE.

4c (Code) (Expenses \$ **1,639,569** including grants of \$) (Revenue \$)
HOME WEATHERIZATION

4d Other program services (Describe in Schedule O)

(Expenses \$ **168,610** including grants of \$) (Revenue \$)4e Total program service expenses **7,967,141**

Part IV Checklist of Required Schedules

	Yes	No
1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? If "Yes," complete Schedule A	X	
2 Is the organization required to complete Schedule B, Schedule of Contributors? (see instructions)		X
3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I		X
4 Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II		X
5 Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? If "Yes," complete Schedule C, Part III		X
6 Did the organization maintain any donor advised funds or any similar funds or accounts where donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? If "Yes," complete Schedule D, Part I		X
7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? If "Yes," complete Schedule D, Part II		X
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? If "Yes," complete Schedule D, Part III		X
9 Did the organization report an amount in Part X, line 21, serve as a custodian for amounts not listed in Part X, or provide credit counseling, debt management, credit repair, or debt negotiation services? If "Yes," complete Schedule D, Part IV		X
10 Did the organization, directly or through a related organization, hold assets in term, permanent, or quasi-endowments? If "Yes," complete Schedule D, Part V		X
11 If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable		
a Did the organization report an amount for land, buildings, and equipment in Part X, line 10? If "Yes," complete Schedule D, Part VI		X
b Did the organization report an amount for investments—other securities in Part X, line 12 that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VII		X
c Did the organization report an amount for investments—program related in Part X, line 13 that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VIII		X
d Did the organization report an amount for other assets in Part X, line 15 that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part IX		X
e Did the organization report an amount for other liabilities in Part X, line 25? If "Yes," complete Schedule D, Part X		X
f Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? If "Yes," complete Schedule D, Part X		X
12a Did the organization obtain separate, independent audited financial statements for the tax year? If "Yes," complete Schedule D, Parts XI, XII, and XIII	X	
b Was the organization included in consolidated, independent audited financial statements for the tax year? If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI, XII, and XIII is optional		X
13 Is the organization a school described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E		X
14a Did the organization maintain an office, employees, or agents outside of the United States?		X
b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, and program service activities outside the United States? If "Yes," complete Schedule F, Parts I and IV		X
15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or assistance to any organization or entity located outside the United States? If "Yes," complete Schedule F, Parts II and IV		X
16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or assistance to individuals located outside the United States? If "Yes," complete Schedule F, Parts III and IV		X
17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? If "Yes," complete Schedule G, Part I (see instructions)		X
18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? If "Yes," complete Schedule G, Part II		X
19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? If "Yes," complete Schedule G, Part III		X
20a Did the organization operate one or more hospitals? If "Yes," complete Schedule H		X
b If "Yes" to line 20a, did the organization attach its audited financial statements to this return? Note. Some Form 990 filers that operate one or more hospitals must attach audited financial statements (see instructions)		

Part IV Checklist of Required Schedules (continued)

	Yes	No
21 Did the organization report more than \$5,000 of grants and other assistance to any government or organization in the United States on Part IX, column (A), line 1? If "Yes," complete Schedule I, Parts I and II		X
22 Did the organization report more than \$5,000 of grants and other assistance to individuals in the United States on Part IX, column (A), line 2? If "Yes," complete Schedule I, Parts I and III	X	
23 Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? If "Yes," complete Schedule J		X
24a Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25		X
b Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?		
c Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?		
d Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?		
25a Section 501(c)(3) and 501(c)(4) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? If "Yes," complete Schedule L, Part I		X
b Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I		X
26 Was a loan to or by a current or former officer, director, trustee, key employee, highly compensated employee, or disqualified person outstanding as of the end of the organization's tax year? If "Yes," complete Schedule L, Part II		X
27 Did the organization provide a grant or other assistance to an officer, director, trustee, key employee, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity or family member of any of these persons? If "Yes," complete Schedule L, Part III		X
28 Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions for applicable filing thresholds, conditions, and exceptions)		
a A current or former officer, director, trustee, or key employee? If "Yes," complete Schedule L, Part IV		X
b A family member of a current or former officer, director, trustee, or key employee? If "Yes," complete Schedule L, Part IV		X
c An entity of which a current or former officer, director, trustee, or key employee (or a family member thereof) was an officer, director, trustee, or direct or indirect owner? If "Yes," complete Schedule L, Part IV		X
29 Did the organization receive more than \$25,000 in non-cash contributions? If "Yes," complete Schedule M		X
30 Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? If "Yes," complete Schedule M		X
31 Did the organization liquidate, terminate, or dissolve and cease operations? If "Yes," complete Schedule N, Part I		X
32 Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? If "Yes," complete Schedule N, Part II		X
33 Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? If "Yes," complete Schedule R, Part I		X
34 Was the organization related to any tax-exempt or taxable entity? If "Yes," complete Schedule R, Parts II, III, IV, and V, line 1		X
35a Did the organization have a controlled entity within the meaning of section 512(b)(13)?		X
b Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," complete Schedule R, Part V, line 2		X
36 Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? If "Yes," complete Schedule R, Part V, line 2		X
37 Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? If "Yes," complete Schedule R, Part VI		X
38 Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11 and 19? Note. All Form 990 filers are required to complete Schedule O	X	

Part V Statements Regarding Other IRS Filings and Tax ComplianceCheck if Schedule O contains a response to any question in this Part V ☐

		Yes	No
1a Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable.	1a 31		
b Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable.	1b 0		
c Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?		1c	
2a Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return.	2a 190		
b If at least one is reported on line 2a, did the organization file all required federal employment tax returns? Note. If the sum of lines 1a and 2a is greater than 250, you may be required to e-file (see instructions).		2b X	
3a Did the organization have unrelated business gross income of \$1,000 or more during the year?			X
b If "Yes," has it filed a Form 990-T for this year? If "No," provide an explanation in Schedule O.		3b	
4a At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?		4a	X
b If "Yes," enter the name of the foreign country: See instructions for filing requirements for Form TD F 90-22.1, Report of Foreign Bank and Financial Accounts.			
5a Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?		5a	X
b Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?		5b	X
c If "Yes" to line 5a or 5b, did the organization file Form 8886-T?		5c	
6a Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible?		6a	X
b If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?		6b	
7 Organizations that may receive deductible contributions under section 170(c).			
a Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?		7a	
b If "Yes," did the organization notify the donor of the value of the goods or services provided?		7b	
c Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?		7c	
d If "Yes," indicate the number of Forms 8282 filed during the year.	7d		
e Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?		7e	
f Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?		7f	
g If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?		7g	
h If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?		7h	
8 Sponsoring organizations maintaining donor advised funds and section 509(a)(3) supporting organizations. Did the supporting organization, or a donor advised fund maintained by a sponsoring organization, have excess business holdings at any time during the year?		8	
9 Sponsoring organizations maintaining donor advised funds.			
a Did the organization make any taxable distributions under section 4966?		9a	
b Did the organization make a distribution to a donor, donor advisor, or related person?		9b	
10 Section 501(c)(7) organizations. Enter:			
a Initiation fees and capital contributions included on Part VIII, line 12.	10a		
b Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities.	10b		
11 Section 501(c)(12) organizations. Enter:			
a Gross income from members or shareholders.	11a		
b Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them.)	11b		
12a Section 4947(a)(1) non-exempt charitable trusts. Is the organization filing Form 990 in lieu of Form 1041?		12a	
b If "Yes," enter the amount of tax-exempt interest received or accrued during the year.	12b		
13 Section 501(c)(29) qualified nonprofit health insurance issuers.			
a Is the organization licensed to issue qualified health plans in more than one state? Note. See the instructions for additional information the organization must report on Schedule O.		13a	
b Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans.	13b		
c Enter the amount of reserves on hand.	13c		
14a Did the organization receive any payments for indoor tanning services during the tax year?		14a	X
b If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O.		14b	

Part VI Governance, Management, and Disclosure For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes in Schedule O. See instructions. Check if Schedule O contains a response to any question in this Part VI ☒

Section A. Governing Body and Management

		Yes	No
1a	Enter the number of voting members of the governing body at the end of the tax year. If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain in Schedule O.		
1b	Enter the number of voting members included in line 1a, above, who are independent.		
2	Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?		X
3	Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, or trustees, or key employees to a management company or other person?		X
4	Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?	X	
5	Did the organization become aware during the year of a significant diversion of the organization's assets?		X
6	Did the organization have members or stockholders?		X
7a	Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?		X
7b	Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?		X
8	Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:		
a	The governing body?	X	
b	Each committee with authority to act on behalf of the governing body?	X	
9	Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses in Schedule O.		X

Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)

	Yes	No
10a		X
b		
11a	X	
b		
12a	X	
b	X	
c	X	
13	X	
14	X	
15		
a	X	
b		X
16a		X
b		

Section C. Disclosure

- 17 List the states with which a copy of this Form 990 is required to be filed ► **OH**
- 18 Section 6104 requires an organization to make its Forms 1023 (or 1024 if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.
☐ Own website ☐ Another's website ☒ Upon request
- 19 Describe in Schedule O whether (and if so, how), the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.
- 20 State the name, physical address, and telephone number of the person who possesses the books and records of the organization ► **COMMUNITY ACTION WAYNE/MEDINA 2375 B BENDEN DR**

WOOSTER**OH 44691-2576 330-264-8677**

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent ContractorsCheck if Schedule O contains a response to any question in this Part VII ☐**Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees****1a** Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than \$100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former** directors or trustees that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.

List persons in the following order: individual trustees or directors; institutional trustees; officers; key employees; highest compensated employees; and former such persons.

☒ Check this box if neither the organization nor any related organizations compensated any current officer, director, or trustee

(A) Name and Title	(B) Average hours per week (describe hours for related organizations in Schedule O)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) AMBER ERVIN BOARD OF DIR	1.00	X						0	0	0
(2) SARAH CHURCH BOARD OF DIR	1.00	X						0	0	0
(3) CHARLES SCHWANGER 1ST VICE CHAIR	1.00	X		X				0	0	0
(4) STAN POPP SECRETARY/TREASURER	2.00	X		X				0	0	0
(5) TIFFANY CISTONE BOARD OF DIR	1.00	X						0	0	0
(6) REV. RUFUS THOMPSON 2ND VICE CHAIR	1.00	X		X				0	0	0
(7) DOTTIE FOX BOARD OF DIR	1.00	X						0	0	0
(8) SKIP SIPOS BOARD OF DIR	1.00	X						0	0	0
(9) KEN STRAUSS BOARD OF DIR	1.00	X						0	0	0
(10) BEN IMHOFF BOARD OF DIR	1.00	X						0	0	0
(11) REBECCA LEITCHUM BOARD OF DIR	1.00	X						0	0	0
(12) TOM GROSS BOARD OF DIR	1.00	X						0	0	0
(13) JAMES DITZLER CHAIRMAN	2.00	X		X				0	0	0
(14)										

Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees (continued)

(A) Name and title	(B) Average hours per week (describe hours for related organizations in Schedule O)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(15)										
(16)										
(17)										
(18)										
(19)										
(20)										
(21)										
(22)										
(23)										
(24)										
(25)										
1b Sub-total										
c Total from continuation sheets to Part VII, Section A										
d Total (add lines 1b and 1c)										

2 Total number of individuals (including but not limited to those listed above) who received more than \$100,000 in reportable compensation from the organization **0**

- 3** Did the organization list any **former** officer, director, or trustee, key employee, or highest compensated employee on line 1a? If "Yes," complete Schedule J for such individual
- 4** For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? If "Yes," complete Schedule J for such individual
- 5** Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? If "Yes," complete Schedule J for such person

	Yes	No
3		X
4		X
5		X

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year

(A) Name and business address	(B) Description of services	(C) Compensation

2 Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization **0**

Part VIII Statement of Revenue

			(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512, 513, or 514
Contributions, Gifts, Grants and Other Similar Amounts	1a Federated campaigns	1a				
	b Membership dues	1b				
	c Fundraising events	1c				
	d Related organizations	1d				
	e Government grants (contributions)	1e	8,519,185			
	f All other contributions, gifts, grants, and similar amounts not included above	1f	3,343			
	g Noncash contributions included in lines 1a-1f	\$				
	h Total. Add lines 1a-1f		8,522,528			
Program Service Revenue	2a Program Service Revenue	Busn Code 624200	325,670	325,670		
	b					
	c					
	d					
	e					
	f All other program service revenue					
	g Total. Add lines 2a-2f		325,670			
	Other Revenue	3 Investment income (including dividends, interest, and other similar amounts)		1,819	1,819	
4 Income from investment of tax-exempt bond proceeds						
5 Royalties						
6a Gross rents		(i) Real (ii) Personal				
b Less rental exps						
c Rental inc or (loss)						
d Net rental income or (loss)						
7a Gross amount from sales of assets other than inventory		(i) Securities (ii) Other				
b Less cost or other basis & sales exps						
c Gain or (loss)						
d Net gain or (loss)						
8a Gross income from fundraising events (not including \$ of contributions reported on line 1c) See Part IV, line 18		a				
b Less direct expenses		b				
c Net income or (loss) from fundraising events						
9a Gross income from gaming activities See Part IV, line 19		a				
b Less direct expenses		b				
c Net income or (loss) from gaming activities						
10a Gross sales of inventory, less returns and allowances		a				
b Less cost of goods sold		b				
c Net income or (loss) from sales of inventory						
Miscellaneous Revenue		Busn Code				
11a						
b						
c						
d All other revenue						
e Total. Add lines 11a-11d						
12 Total revenue. See instructions		8,850,017	327,489	0	0	

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A) but are not required to complete columns (B), (C), and (D).

Check if Schedule O contains a response to any question in this Part IX ☐

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to governments and organizations in the U.S. See Part IV, line 21				
2 Grants and other assistance to individuals in the U.S. See Part IV, line 22	943,054	943,054		
3 Grants and other assistance to governments, organizations, and individuals outside the U.S. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	208,537	155,673	52,864	
6 Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages	3,285,583	2,983,280	302,303	
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)	1,606,410	1,436,760	169,650	
9 Other employee benefits				
10 Payroll taxes				
11 Fees for services (non-employees)				
a Management				
b Legal				
c Accounting				
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other	565,476	511,298	54,178	
12 Advertising and promotion				
13 Office expenses	112,494	83,208	29,286	
14 Information technology				
15 Royalties				
16 Occupancy	557,267	455,135	102,132	
17 Travel	121,225	110,230	10,995	
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings				
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	96,295	75,601	20,694	
23 Insurance	46,216	39,919	6,297	
24 Other expenses. Itemize expenses not covered above. (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a PROGRAM SERVICE COSTS	656,212	656,212		
b SUPPLIES	209,479	201,756	7,723	
c VEHICLE EXPENSE	152,823	149,130	3,693	
d TELEPHONE	115,772	106,275	9,497	
e All other expenses	69,201	59,610	9,591	
25 Total functional expenses. Add lines 1 through 24e.	8,746,044	7,967,141	778,903	0
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720).				

Part X Balance Sheet

		(A) Beginning of year		(B) End of year
Assets	1 Cash—non-interest bearing	1,300	1	1,300
	2 Savings and temporary cash investments	1,117,002	2	1,401,196
	3 Pledges and grants receivable, net	379,869	3	436,489
	4 Accounts receivable, net		4	
	5 Receivables from current and former officers, directors, trustees, key employees, and highest compensated employees Complete Part II of Schedule L		5	
	6 Receivables from other disqualified persons (as defined under section 4958(f)(1)), persons described in section 4958(c)(3)(B), and contributing employers and sponsoring organizations of section 501(c)(9) voluntary employees' beneficiary organizations (see instructions)		6	
	7 Notes and loans receivable, net		7	
	8 Inventories for sale or use	37,498	8	45,329
	9 Prepaid expenses and deferred charges	135,332	9	51,003
	10a Land, buildings, and equipment cost or other basis Complete Part VI of Schedule D	10a 1,372,936		
	b Less accumulated depreciation	10b 692,993	10c	679,943
	11 Investments—publicly traded securities		11	
	12 Investments—other securities See Part IV, line 11		12	
	13 Investments—program-related See Part IV, line 11		13	
	14 Intangible assets		14	
	15 Other assets See Part IV, line 11		15	
16 Total assets. Add lines 1 through 15 (must equal line 34)	1,671,001	16	2,615,260	
Liabilities	17 Accounts payable and accrued expenses	314,944	17	460,882
	18 Grants payable		18	
	19 Deferred revenue	527,100	19	701,800
	20 Tax-exempt bond liabilities		20	
	21 Escrow or custodial account liability Complete Part IV of Schedule D		21	
	22 Payables to current and former officers, directors, trustees, key employees, highest compensated employees, and disqualified persons Complete Part II of Schedule L		22	
	23 Secured mortgages and notes payable to unrelated third parties		23	132,398
	24 Unsecured notes and loans payable to unrelated third parties		24	
	25 Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24) Complete Part X of Schedule D		25	
	26 Total liabilities. Add lines 17 through 25	842,044	26	1,295,080
	Net Assets or Fund Balances	Organizations that follow SFAS 117, check here <input checked="" type="checkbox"/> and complete lines 27 through 29, and lines 33 and 34.		
27 Unrestricted net assets		828,957	27	1,320,180
28 Temporarily restricted net assets			28	
29 Permanently restricted net assets			29	
Organizations that do not follow SFAS 117, check here <input type="checkbox"/> and complete lines 30 through 34.				
30 Capital stock or trust principal, or current funds			30	
31 Paid-in or capital surplus, or land, building, or equipment fund			31	
32 Retained earnings, endowment, accumulated income, or other funds			32	
33 Total net assets or fund balances		828,957	33	1,320,180
34 Total liabilities and net assets/fund balances		1,671,001	34	2,615,260

Part XI Reconciliation of Net Assets

Check if Schedule O contains a response to any question in this Part XI

☒

1	Total revenue (must equal Part VIII, column (A), line 12)	1	8,850,017
2	Total expenses (must equal Part IX, column (A), line 25)	2	8,746,044
3	Revenue less expenses Subtract line 2 from line 1	3	103,973
4	Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A))	4	828,957
5	Other changes in net assets or fund balances (explain in Schedule O)	5	387,250
6	Net assets or fund balances at end of year Combine lines 3, 4, and 5 (must equal Part X, line 33, column (B))	6	1,320,180

Part XII Financial Statements and Reporting

Check if Schedule O contains a response to any question in this Part XII

☐

	Yes	No
1 Accounting method used to prepare the Form 990 <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual <input type="checkbox"/> Other _____ If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O		
2a Were the organization's financial statements compiled or reviewed by an independent accountant?		X
b Were the organization's financial statements audited by an independent accountant?	X	
c If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? If the organization changed either its oversight process or selection process during the tax year, explain in Schedule O	X	
d If "Yes" to line 2a or 2b, check a box below to indicate whether the financial statements for the year were issued on a separate basis, consolidated basis, or both <input checked="" type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		
3a As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?	X	
b If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why in Schedule O and describe any steps taken to undergo such audits	X	

SCHEDULE A
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Public Charity Status and Public Support

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

► Attach to Form 990 or Form 990-EZ. ► See separate instructions.

OMB No 1545-0047

2011

Open to Public
Inspection

Name of the organization

COMMUNITY ACTION WAYNE/MEDINA

Employer identification number

34-0979210

Part I Reason for Public Charity Status (All organizations must complete this part.) See instructions

The organization is not a private foundation because it is (For lines 1 through 11, check only one box.)

- 1 ☐ A church, convention of churches, or association of churches described in section 170(b)(1)(A)(i).
- 2 ☐ A school described in section 170(b)(1)(A)(ii). (Attach Schedule E.)
- 3 ☐ A hospital or a cooperative hospital service organization described in section 170(b)(1)(A)(iii).
- 4 ☐ A medical research organization operated in conjunction with a hospital described in section 170(b)(1)(A)(iii). Enter the hospital's name, city, and state.
- 5 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in section 170(b)(1)(A)(iv). (Complete Part II.)
- 6 ☐ A federal, state, or local government or governmental unit described in section 170(b)(1)(A)(v).
- 7 ☐ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in section 170(b)(1)(A)(vi). (Complete Part II.)
- 8 ☐ A community trust described in section 170(b)(1)(A)(vi). (Complete Part II.)
- 9 ☒ An organization that normally receives (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions—subject to certain exceptions, and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See section 509(a)(2). (Complete Part III.)
- 10 ☐ An organization organized and operated exclusively to test for public safety. See section 509(a)(4).
- 11 ☐ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in section 509(a)(1) or section 509(a)(2). See section 509(a)(3). Check the box that describes the type of supporting organization and complete lines 11e through 11h.
- a ☐ Type I b ☐ Type II c ☐ Type III—Functionally integrated d ☐ Type III—Other
- e ☐ By checking this box, I certify that the organization is not controlled directly or indirectly by one or more disqualified persons other than foundation managers and other than one or more publicly supported organizations described in section 509(a)(1) or section 509(a)(2).
- f ☐ If the organization received a written determination from the IRS that it is a Type I, Type II, or Type III supporting organization, check this box.
- g ☐ Since August 17, 2006, has the organization accepted any gift or contribution from any of the following persons?

- (i) A person who directly or indirectly controls, either alone or together with persons described in (ii) and (iii) below, the governing body of the supported organization?
- (ii) A family member of a person described in (i) above?
- (iii) A 35% controlled entity of a person described in (i) or (ii) above?

h Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1–9 above or IRC section (see instructions))	(iv) Is the organization in col (i) listed in your governing document?		(v) Did you notify the organization in col (i) of your support?		(vi) Is the organization in col (i) organized in the U.S.?		(vii) Amount of support
			Yes	No	Yes	No	Yes	No	
(A)									
(B)									
(C)									
(D)									
(E)									
Total									

	Yes	No
11g(i)		
11g(ii)		
11g(iii)		

For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ.

Schedule A (Form 990 or 990-EZ) 2011

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ►	(a) 2007	(b) 2008	(c) 2009	(d) 2010	(e) 2011	(f) Total
1 Gifts, grants, contributions, and membership fees received (Do not include any "unusual grants.")						
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 Total. Add lines 1 through 3						
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 Public support. Subtract line 5 from line 4						

Section B. Total Support

Calendar year (or fiscal year beginning in) ►	(a) 2007	(b) 2008	(c) 2009	(d) 2010	(e) 2011	(f) Total
7 Amounts from line 4						
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources						
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part IV.)						
11 Total support. Add lines 7 through 10						
12 Gross receipts from related activities, etc. (see instructions)					12	
13 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here <input type="checkbox"/>						

Section C. Computation of Public Support Percentage

14 Public support percentage for 2011 (line 6, column (f) divided by line 11, column (f))	14	%
15 Public support percentage from 2010 Schedule A, Part II, line 14	15	%
16a 33 1/3% support test—2011. If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization <input type="checkbox"/>		
b 33 1/3% support test—2010. If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization <input type="checkbox"/>		
17a 10%-facts-and-circumstances test—2011. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part IV how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization <input type="checkbox"/>		
b 10%-facts-and-circumstances test—2010. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part IV how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization <input type="checkbox"/>		
18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions <input type="checkbox"/>		

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 9 of Part I or if the organization failed to qualify under Part II
If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ►	(a) 2007	(b) 2008	(c) 2009	(d) 2010	(e) 2011	(f) Total
1 Gifts, grants, contributions, and membership fees received (Do not include any "unusual grants.")	6,985,506	7,412,701	8,163,089	9,639,604	8,522,528	40,723,428
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose	2,136,863	2,383,804	1,408,498	358,958	327,489	6,615,612
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 Total. Add lines 1 through 5	9,122,369	9,796,505	9,571,587	9,998,562	8,850,017	47,339,040
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year	2,045,639	2,285,839	1,311,220	258,972	238,989	6,140,659
c Add lines 7a and 7b	2,045,639	2,285,839	1,311,220	258,972	238,989	6,140,659
8 Public support. (Subtract line 7c from line 6.)						41,198,381

Section B. Total Support

Calendar year (or fiscal year beginning in) ►	(a) 2007	(b) 2008	(c) 2009	(d) 2010	(e) 2011	(f) Total
9 Amounts from line 6	9,122,369	9,796,505	9,571,587	9,998,562	8,850,017	47,339,040
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b						
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part IV.)						
13 Total support. (Add lines 9, 10c, 11, and 12.)	9,122,369	9,796,505	9,571,587	9,998,562	8,850,017	47,339,040
14 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here. ► <input type="checkbox"/>						

Section C. Computation of Public Support Percentage

15 Public support percentage for 2011 (line 8, column (f) divided by line 13, column (f))	15	87.03%
16 Public support percentage from 2010 Schedule A, Part III, line 15	16	84.48%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2011 (line 10c, column (f) divided by line 13, column (f))	17	%
18 Investment income percentage from 2010 Schedule A, Part III, line 17	18	%

19a **33 1/3% support tests—2011.** If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and stop here. The organization qualifies as a publicly supported organization. ► ☒

b **33 1/3% support tests—2010.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and stop here. The organization qualifies as a publicly supported organization. ► ☐

20 **Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions. ► ☐

**SCHEDULE D
(Form 990)**Department of the Treasury
Internal Revenue Service**Supplemental Financial Statements**

► Complete if the organization answered "Yes," to Form 990,
Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b
► Attach to Form 990. ► See separate instructions.

OMB No 1545-0047

2011**Open to Public
Inspection**

Name of the organization

Employer identification number

COMMUNITY ACTION WAYNE/MEDINA**34-0979210****Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.** Complete if the organization answered "Yes" to Form 990, Part IV, line 6

	(a) Donor advised funds	(b) Funds and other accounts
1 Total number at end of year		
2 Aggregate contributions to (during year)		
3 Aggregate grants from (during year)		
4 Aggregate value at end of year		
5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control?		<input type="checkbox"/> Yes <input type="checkbox"/> No
6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit?		<input type="checkbox"/> Yes <input type="checkbox"/> No

Part II Conservation Easements. Complete if the organization answered "Yes" to Form 990, Part IV, line 7

1 Purpose(s) of conservation easements held by the organization (check all that apply)

<input type="checkbox"/> Preservation of land for public use (e g , recreation or education)	<input type="checkbox"/> Preservation of an historically important land area
<input type="checkbox"/> Protection of natural habitat	<input type="checkbox"/> Preservation of a certified historic structure
<input type="checkbox"/> Preservation of open space	

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year

	Held at the End of the Tax Year
a Total number of conservation easements	2a
b Total acreage restricted by conservation easements	2b
c Number of conservation easements on a certified historic structure included in (a)	2c
d Number of conservation easements included in (c) acquired after 8/17/06, and not on a historic structure listed in the National Register	2d

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year ►

4 Number of states where property subject to conservation easement is located ►

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? ☐ Yes ☐ No

6 Staff and volunteer hours devoted to monitoring, inspecting, and enforcing conservation easements during the year ►

7 Amount of expenses incurred in monitoring, inspecting, and enforcing conservation easements during the year ► \$

8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? ☐ Yes ☐ No

9 In Part XIV, describe how the organization reports conservation easements in its revenue and expense statement, and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets. Complete if the organization answered "Yes" to Form 990, Part IV, line 8

1a If the organization elected, as permitted under SFAS 116 (ASC 958), not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide, in Part XIV, the text of the footnote to its financial statements that describes these items

b If the organization elected, as permitted under SFAS 116 (ASC 958), to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items

(i) Revenues included in Form 990, Part VIII, line 1	► \$
(ii) Assets included in Form 990, Part X	► \$

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under SFAS 116 (ASC 958) relating to these items

a Revenues included in Form 990, Part VIII, line 1	► \$
b Assets included in Form 990, Part X	► \$

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets (continued)

3 Using the organization's acquisition, accession, and other records, check any of the following that are a significant use of its collection items (check all that apply)

- a ☐ Public exhibition
 b ☐ Scholarly research
 c ☐ Preservation for future generations
 d ☐ Loan or exchange programs
 e ☐ Other

4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIV

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection?

☐ Yes ☐ No

Part IV Escrow and Custodial Arrangements. Complete if the organization answered "Yes" to Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21

1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X?

☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIV and complete the following table

	Amount
1c	
1d	
1e	
1f	

2a Did the organization include an amount on Form 990, Part X, line 21?

☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIV

Part V Endowment Funds. Complete if the organization answered "Yes" to Form 990, Part IV, line 10

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance					
b Contributions					
c Net investment earnings, gains, and losses					
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance					

2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as

- a Board designated or quasi-endowment ☐ %
 b Permanent endowment ☐ %
 c Temporarily restricted endowment ☐ %

The percentages in lines 2a, 2b, and 2c should equal 100%

3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by

- (i) unrelated organizations
 (ii) related organizations

	Yes	No
3a(i)		
3a(ii)		
3b		

b If "Yes" to 3a(ii), are the related organizations listed as required on Schedule R?

4 Describe in Part XIV the intended uses of the organization's endowment funds

Part VI Land, Buildings, and Equipment. See Form 990, Part X, line 10

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land				
b Buildings				
c Leasehold improvements				
d Equipment				
e Other				

Total. Add lines 1a through 1e (Column (d) must equal Form 990, Part X, column (B), line 10(c))

Part VII Investments—Other Securities. See Form 990, Part X, line 12

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely-held equity interests		
(3) Other		
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
(I)		
Total (Column (b) must equal Form 990, Part X, col (B) line 12)		

Part VIII Investments—Program Related. See Form 990, Part X, line 13

(a) Description of investment type	(b) Book value	(c) Method of valuation Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
(10)		
Total (Column (b) must equal Form 990, Part X, col (B) line 13)		

Part IX Other Assets. See Form 990, Part X, line 15

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
(10)	
Total. (Column (b) must equal Form 990, Part X, col (B) line 15)	

Part X Other Liabilities. See Form 990, Part X, line 25

1 (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
(10)	
(11)	
Total. (Column (b) must equal Form 990, Part X, col (B) line 25)	

2 FIN 48 (ASC 740) Footnote. In Part XIV, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FIN 48 (ASC 740)

Part XI Reconciliation of Change in Net Assets from Form 990 to Audited Financial Statements

1	Total revenue (Form 990, Part VIII, column (A), line 12)	1	8,850,017
2	Total expenses (Form 990, Part IX, column (A), line 25)	2	8,746,044
3	Excess or (deficit) for the year Subtract line 2 from line 1	3	103,973
4	Net unrealized gains (losses) on investments	4	
5	Donated services and use of facilities	5	
6	Investment expenses	6	
7	Prior period adjustments	7	
8	Other (Describe in Part XIV)	8	0
9	Total adjustments (net) Add lines 4 through 8	9	
10	Excess or (deficit) for the year per audited financial statements Combine lines 3 and 9	10	103,973

Part XII Reconciliation of Revenue per Audited Financial Statements With Revenue per Return

1	Total revenue, gains, and other support per audited financial statements	1	9,471,220
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12		
a	Net unrealized gains on investments	2a	
b	Donated services and use of facilities	2b	621,203
c	Recoveries of prior year grants	2c	
d	Other (Describe in Part XIV)	2d	
e	Add lines 2a through 2d	2e	621,203
3	Subtract line 2e from line 1	3	8,850,017
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:		
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a	
b	Other (Describe in Part XIV)	4b	
c	Add lines 4a and 4b	4c	
5	Total revenue Add lines 3 and 4c (This must equal Form 990, Part I, line 12)	5	8,850,017

Part XIII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return

1	Total expenses and losses per audited financial statements	1	9,367,247
2	Amounts included on line 1 but not on Form 990, Part IX, line 25		
a	Donated services and use of facilities	2a	621,203
b	Prior year adjustments	2b	
c	Other losses	2c	
d	Other (Describe in Part XIV)	2d	
e	Add lines 2a through 2d	2e	621,203
3	Subtract line 2e from line 1	3	8,746,044
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:		
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a	
b	Other (Describe in Part XIV)	4b	0
c	Add lines 4a and 4b	4c	
5	Total expenses Add lines 3 and 4c. (This must equal Form 990, Part I, line 18)	5	8,746,044

Part XIV Supplemental Information

Complete this part to provide the descriptions required for Part II, lines 3, 5, and 9, Part III, lines 1a and 4, Part IV, lines 1b and 2b, Part V, line 4, Part X, line 2, Part XI, line 8, Part XII, lines 2d and 4b, and Part XIII, lines 2d and 4b. Also complete this part to provide any additional information.

SCHEDULE I
(Form 990)

Department of the Treasury
Internal Revenue Service

**Grants and Other Assistance to Organizations,
Governments, and Individuals in the United States**

Complete if the organization answered "Yes" to Form 990, Part IV, line 21 or 22

▶ Attach to Form 990

OMB No 1545-0047

2011

**Open to Public
Inspection**

Name of the organization

COMMUNITY ACTION WAYNE/MEDINA

Employer identification number

34-0979210

Part I General Information on Grants and Assistance

1 Does the organization maintain records to substantiate the amount of the grants or assistance, the grantees' eligibility for the grants or assistance, and the selection criteria used to award the grants or assistance?

2 Describe in Part IV the organization's procedures for monitoring the use of grant funds in the United States

☐ Yes ☒ No

Part II

Grants and Other Assistance to Governments and Organizations in the United States. Complete if the organization answered "Yes" to Form 990, Part IV, line 21, for any recipient that received more than \$5,000. Check this box if no one recipient received more than \$5,000. Part II can be duplicated if additional space is needed. ☐ ▶

1	(a) Name and address of organization or government	(b) EIN	(c) IRC section if applicable	(d) Amount of cash grant	(e) Amount of non-cash assistance	(f) Method of valuation (book, FMV, appraisal, other)	(g) Description of non-cash assistance	(h) Purpose of grant or assistance
(1)								
(2)								
(3)								
(4)								
(5)								
(6)								
(7)								
(8)								
(9)								

2 Enter total number of section 501(c)(3) and government organizations listed in the line 1 table

3 Enter total number of other organizations listed in the line 1 table

For Paperwork Reduction Act Notice, see the Instructions for Form 990.

DAA

Part III **Grants and Other Assistance to Individuals in the United States.** Complete if the organization answered "Yes" to Form 990, Part IV, line 22
Part III can be duplicated if additional space is needed

	(a) Type of grant or assistance	(b) Number of recipients	(c) Amount of cash grant	(d) Amount of non-cash assistance	(e) Method of valuation (book, FMV, appraisal, other)	(f) Description of non-cash assistance
1	EMERGENCY HEATING ASSIST		943,054			
2						
3						
4						
5						
6						
7						
Part IV	Supplemental Information. Complete this part to provide the information required in Part I, line 2, and any other additional information					

SCHEDULE O
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Name of the organization

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on
Form 990 or 990-EZ or to provide any additional information
▶ Attach to Form 990 or 990-EZ.

OMB No 1545-0047

2011

Open to Public
Inspection

COMMUNITY ACTION WAYNE/MEDINA

Employer identification number

34-0979210

Form 990, Part III, Line 4d - All Other Accomplishment

COMMUNITY SERVICE PROVIDES CAR SEATS, ASSISTANCE TO SENIOR
CITIZENS, FOOD PANTRY, PARENTING SUPPORT,

Form 990, Part VI, Line 4 - Significant Changes to Organizational Documents
AMENDED ORGANIZATION BY-LAWS (ATTACHED)

Form 990, Part VI, Line 11b - Organization's Process to Review Form 990
FORM 990 IS REVIEWED BY THE CHIEF FINANCIAL OFFICER AND THE FINANCE
COMMITTEE.

Form 990, Part VI, Line 12c - Enforcement of Conflicts Policy
THE STAFF AND BOARD MUST SIGN CONFLICT OF INTEREST DISCLOSURE STATEMENTS
ANNUALLY.

Form 990, Part VI, Line 15a - Compensation Process for Top Official
THE COMPENSATION OF THE CEO IS ESTABLISHED IN AN EMPLOYMENT
CONTRACT APPROVED BY THE BOARD OF DIRECTORS. COMPENSATION
IS DEPENDENT UPON ANNUAL PERFORMANCE REVIEWS BY THE BOARD
AND COMPARABLE COMPENSATION LEVELS OF SIMILAR COMMUNITY ACTION
AGENCIES.

Form 990, Part VI, Line 19 - Governing Documents Disclosure Explanation
GOVERNING DOCUMENTS, CONFLICT OF INTEREST POLICY AND FINANCIAL
STATEMENTS ARE AVAILABLE UPON REQUEST AT THE AGENCY OFFICE IN

Name of the organization

COMMUNITY ACTION WAYNE/MEDINA

Employer identification number

34-0979210**WOOSTER, OHIO.****Form 990, Part XI, Line 5 - Other Changes in Net Assets Explanation****GAAP BASIS NET FIXED ASSETS PREVIOUSLY EXPENSED TO FEDERAL GRANTS**

BY LAWS
COMMUNITY ACTION WAYNE/MEDINA
(An Ohio Nonprofit Corporation)

ARTICLE I

NAME

The name of the organization shall be Community Action Wayne/Medina, as provided for in its Articles of Incorporation and hereinafter shall be designated as "CAW/M" or "corporation."

ARTICLE II

MISSION STATEMENT

The mission of CAW/M will be:

We help individuals, families, and communities thrive by providing human and economic development opportunities through programming, advocacy, and community planning.

We practice this work with respect and compassion for all.

ARTICLE III

MEMBERSHIP

For the purpose of any statute or rule of law relating to nonprofit corporations, the members of the Board of Directors shall constitute the membership of CAW/M.

ARTICLE IV

BOARD OF DIRECTORS

SECTION 1. POWERS

- A. The corporate powers, property, and affairs of CAW/M, except as otherwise provided by law, the Articles of Incorporation, or the By Laws shall be invested in, exercised, conducted, and controlled by the Board of Directors, which hereinafter shall be designated as "Board."
- B. All members of the Board shall have the right to vote and to participate with regard to all matters which shall come before the Board and each member shall be entitled to cast one (1) vote on each matter coming before the Board, except as otherwise provided by law, the Articles of Incorporation, or the By Laws. Voting by proxy shall not be permitted.

- C. An act of the majority of the members present and voting, providing there is a quorum, shall be an act of the Board, except as otherwise provided by law, the Articles of Incorporation, the By Laws, Standing Rules, or the adopted parliamentary authority.
- D. Providing that at least a quorum of the Board participated and an attempt was made to notify all members, voting may take place when necessary by mail, telephone, e-mail or other electronic means, but such a vote shall be recorded in the minutes of the next meeting of the Board, which minutes shall document that each member was given notice, the names of those who participated, and the number of yes and no votes.
- E. The Board shall:
 1. Select, appoint, and may remove the President of CAW/M.
 2. Approve funding applications, real property purchases and Board level policies of CAW/M.
 3. Advise the local elected officials of any political subdivisions located within the service area, and state and federal elected officials who represent the service area, of the nature and extent of poverty within the community, and advise them of needed changes.
 4. Convene public meetings to provide community members the opportunity to comment on public policies and programs to reduce poverty.
 5. Annually evaluate the policies and programs of CAW/M according to criteria determined by the ~~Ohio Department of Development (ODOD)~~ **Development Services Agency (ODSA) or its successor** rules, as required.
 6. Submit the annual evaluation results along with recommendations for improved administration of CAW/M to the ~~ODOD Office of Community Services Ohio~~ **Development Services Agency (ODSA) Office of Community Assistance (OCA) or its successor**, as required.

SECTION 2. COMPOSITION

The Board shall be composed of ~~sixteen (16)~~ **eighteen (18)** members, ~~eight (8)~~ **nine (9)** from each county, and ~~six (6)~~ **no more than one-third** shall be local elected officials or their appointed representatives, ~~six (6)~~ **at least one-third** shall be low-income representatives, and ~~four (4)~~ **one-third** shall be private sector representatives.

SECTION 3. ELIGIBILITY AND SELECTION OF MEMBERS

- A. Members shall be at least eighteen (18) years of age. No employee of CAW/M may serve on the Board and no federal or state employee may serve on the Board who is in a capacity which will require him to act as an agent of or an attorney for CAW/M in its dealings with any federal or state agency. Any member of the Board who applies for a position with the corporation shall resign from the Board at the time of application.

- B. Appointment of Public Officials: The Board shall solicit Wayne and Medina counties in accordance with Standing Rules to appoint an appropriate number of local publicly elected officials, except that if the number of local elected officials reasonably available and willing to serve is less than six (6), appointed local public officials may be counted in meeting the requirement.
- C. Low-Income Representatives: Low-Income Representatives shall be elected to the Board by a plurality vote through a democratic selection process established by the Board in its Standing Rules and such a process shall insure that members elected represent low-income populations and may include two (2) members elected from the CAW/M Policy Council.
- D. Private Sector Representatives: Private Sector Representatives shall be appointed to the Board through a procedure established by the Board in its Standing Rules. Private Sector members shall be representatives of business, industry, labor, religion, welfare, education or other significant groups and interests in the community

SECTION 4. TERMS

- A. Board members, except Local Elected Officials (LEOs), shall serve staggered terms, so that each year no more than four (4) members are elected for a term of five (5) years. No member shall serve more than two (2) terms consecutively, and no more than twenty (20) years total. LEOs shall serve for as long as they are in the elected office.
- B. A member's term of office shall begin at the opening of the first meeting of the Board held after ~~she~~ **the member** was elected or selected and the member shall serve for five (5) years or until ~~her~~ **the member's** successor is chosen.
- C. ~~Effective on the date of enactment of this revision of Bylaws, the current term of all Board members except LEO seats will be extended an additional two years to make each such term a total of five years following the beginning of each said term. Thereafter, all Board terms shall be governed by Section 4. A. and Section 4. B., above.~~
- ~~D.~~C. A member of the Board upon completion of ~~her~~ **the member's** term shall return all Board materials, minutes, and manuals. The responsibility of retrieval will rest with the corporation's President.

SECTION 5. VACANCIES

- A. Vacancies in Board membership resulting from resignations, death, or removal shall be filled by the Board in a manner consistent with the preceding member's selection or election.
- B. Vacancies on the Board shall be filled within ninety (90) days of the seat being officially vacated.
- C. A person who serves a term of thirty (30) or more months shall be considered as serving one full term.

SECTION 6. RESIGNATIONS

A member desiring to resign from the Board shall submit his a resignation in writing to the Chair, who shall present it to the Board for action. All materials, minutes and manuals belonging to CAW/M must be returned.

SECTION 7. DISCIPLINE

- A. Membership on the Board, except for Local Elected Officials, shall be automatically forfeited following absence for three (3) meetings without valid excuse during a fiscal year. Valid excuse shall be any reason for which absence is excused by the Chair.
- B. Any Board member may be removed by a three-fourths (3/4) vote through a due process procedure described in Standing Rules for serious violations of Board rules or standards of conduct.

SECTION 8. CONFLICT OF INTEREST

- A. Board members shall be prohibited from contracting with or providing consulting services or in any other way profiting from their dealings with CAW/M. Board members shall also be prohibited from receiving free services from CAW/M unless they qualify by income.
- B. Board members shall not vote or take any action involving the member's personal business interests. This prohibition also applies to any person sitting on the Board who is an officer or an employee of an organization receiving funds under contract with CAW/M.

SECTION 9. LIABILITY AND INDEMNIFICATION

- A. CAW/M shall carry Directors and Officers liability insurance on each Board member and CAW/M shall bond all persons authorized to sign or countersign payment instruments.
- B. CAW/M shall indemnify each Board member and officer, and each staff member, with respect to any legal action, suit, or proceeding to which the insured was or is a party by reason of the fact that the insured was a member of the Board, officer, or employee of the corporation, to the extent that such indemnification is not in conflict with the applicable laws of the State of Ohio.

SECTION 10. DOCUMENTATION

The Board and CAW/M shall maintain and make available to public request all records, letters, minutes, and other evidence required by federal and state laws and by the ~~Ohio Department of Development~~ **Ohio Development Services Agency (ODSA)** or its successor regulations and rules. The Chair of the Board and the President of CAW/M shall be responsible for monitoring compliance with the documentation laws, regulations and rules mentioned above.

ARTICLE V

BOARD MEETINGS

SECTION 1. ANNUAL MEETING

The Annual Meeting of the Board shall be held in January, at which time a calendar of Board meetings for the fiscal year shall be established, annual reports received, installation of new officers shall be held, and such other business that shall come to the attention of the Board shall be in order.

SECTION 2. REGULAR MEETINGS

- A. The Board shall meet regularly, no less than quarterly during the fiscal year, according to a schedule established at the annual meeting. Minutes shall be kept and maintained at CAW/M central office and the financial reports shall be filed for audit.
- B. All meetings shall be held at such time and place as shall be convenient for the attendance of the membership with particular regard to the convenience of the low-income members. Written notice of every meeting shall be mailed to each Board Member using a schedule that will permit delivery at least five (5) days prior to the meeting. Such notice shall contain a proposed agenda of business to come before the Board at the meeting. Notice of all meetings may be given to residents of the community by posting at CAW/M facilities.

SECTION 3. SPECIAL MEETINGS

Special meetings of the Board may be called by the Chair or President, and shall be called upon receipt of a petition signed by at least twenty (20) percent of the Board membership. The purpose of the meeting shall be stated in the call and no business shall be conducted except that mentioned in the call. Except in cases of emergency, at least five (5) days written notice shall be given.

SECTION 4. QUORUM

A quorum for the transaction of business by the Board shall consist of not less than fifty (50) percent of the current membership.

ARTICLE VI

OFFICERS

SECTION 1. NAMES AND TERMS

- A. The elected officers of the Board shall be a Chair, a Vice-Chair, a Second Vice-Chair, and a Secretary/Treasurer.
- B. At the last meeting of the fiscal year the Board shall elect from its membership these four (4) officers.
- C. Officers shall assume their duties immediately after the installation ceremony at the Annual Meeting and shall serve for a term of two (2) years or until their successors are elected.
- D. No elected officer shall serve more than two (2) terms consecutively in the same office.
- E. No member shall hold more than one (1) elective office at a time.

SECTION 2. NOMINATION AND ELECTION

- A. A Nominating Committee of at least three (3) members shall be elected at the meeting immediately prior to the meeting at which officers are elected.
- B. The duty of the Nominating Committee shall be to propose at least one (1) candidate for each office.
- C. Nominations from the floor shall be in order at the meeting to elect officers.
- D. Prior consent to serve, if elected, shall be required of each nominee.
- E. Election of officers shall be by ballot, except that when there is only one (1) nominee for any office, election for that office may be by a voice vote. A majority vote shall elect.

SECTION 3. VACANCIES

- A. A vacancy for any office except that of Chair shall be filled from the membership of the Board by vote of the Board. In case of a vacancy in the office of the Chair, Vice-Chair shall become Chair.
- B. A person who serves fifty (50) percent or more of a term as an officer shall be considered as serving a full term.

SECTION 4. DISCIPLINE

Any officer can be recalled or removed from office by an affirmative vote of two-thirds (2/3) of the current members of the Board. A recalled officer may remain a member of the Board.

SECTION 5. PARLIAMENTARIAN

The Chair may appoint a Parliamentarian, who shall be registered or certified by a national organization.

SECTION 6. DUTIES OF OFFICERS

- A. **CHAIR:** The Chair is the Chief Governance Officer. It shall be the duty of the Chair to preside at all meetings of the Board and Executive Committee. ~~He~~ **The Chair** shall appoint the chair of all standing and special committees and shall be a member ex-officio of all committees except the Nominating Committee. ~~He~~ **The Chair** shall act as official spokesperson for CAW/M along with the President. ~~He~~ **The Chair** shall have general supervision of the President (as defined in Standing Rules) and submit to the Board the annual evaluation of the President. ~~He~~ **The Chair**, on behalf of the corporation, shall execute such notes, deeds, contracts, or other documents as the Board may direct. ~~He~~ **The Chair** shall present the annual report of the Chair's activities at the ~~a~~Annual ~~m~~Meeting. ~~He~~ **The Chair** shall perform such duties as prescribed by laws, regulations, the By Laws, the Board, the Standing Rules, and by the parliamentary authority.
- B. **VICE-CHAIR:** The Vice-Chair shall assist the Chair in discharge of the duties of that office as directed by the Chair. ~~She~~ **The Vice-Chair** shall preside in the absence of the Chair or the

inability of the Chair to serve. ~~She~~ **The Vice-Chair** shall perform other such duties as prescribed by the By Laws, the Chair, the Board, Standing Rules and the parliamentary authority.

- C. **SECOND VICE-CHAIR:** The Second Vice-Chair shall, at the direction of the Chair, assist the Chair in the discharge of duties of that office and shall conduct meetings if the Chair and Vice-Chair are absent or unable to preside, and shall perform other such duties as prescribed by the By Laws, the Chair, the Board, the Standing Rules, and the parliamentary authority.
- D. **SECRETARY/TREASURER:** The Secretary/Treasurer shall oversee keeping of accurate minutes and financial records, maintenance of attendance figures, sending notices of meetings and conduct general correspondence as directed by the Chair, oversee the recording of mail and telephone votes and the reporting of the results in minutes, the presentation of financial reports at each Board meeting, serve as chair of the Finance Committee, monitor the corporation's revenue and expenditures, and perform other duties as prescribed by the By Laws, the Chair, the Board, the Standing Rules, and the parliamentary authority.

ARTICLE VII

EXECUTIVE COMMITTEE

SECTION 1. COMPOSITION

The members of the Executive Committee shall be the elected officers of the Board.

SECTION 2. POWERS AND RESPONSIBILITIES

- A. The Executive Committee shall have the authority to transact routine Board business and have general supervision of the affairs of the Board between meetings of the full Board, shall conduct an annual performance review of the President and recommend the salary level of the President as directed by Standing Rules and the Board. It shall make a complete report of its actions and activities at each meeting of the Board.
- B. The Executive Committee may make recommendations to the Board and shall perform other duties as specified by the By Laws, the Standing Rules, and by the Board.
- C. The Executive Committee shall be subject to the orders of the Board and none of its acts shall conflict with actions taken by the Board.

SECTION 3. QUORUM

The quorum of the Executive Committee shall be fifty (50) percent of its current membership.

SECTION 4. MEETINGS

Regular meetings of the Executive Committee shall be held at the call of the Chair or upon request of three of its members.

ARTICLE VIII

BOARD COMMITTEES

SECTION 1. GENERAL PROVISIONS FOR COMMITTEES

- A.** Committees of the Board shall be standing and special.
- B.** With the exception of the Executive Committee and the Nominating Committee, any Board committee or subcommittee may include other interested residents of the community who are not Board members but who are appointed by a majority vote of the Board. Only a member of the Board may serve as chair of a committee.
- C.** Composition of the Board committees should reflect the sector and geographic composition of the Board as much as possible.
- D.** Standing committee members shall be appointed by the Chair with the approval by the Board for a term of one year or until their successors are appointed and their term of office shall begin after the induction ceremony of the aAnnual mMeeting and shall end at the beginning of the induction ceremony one year later.
- E.** The Chair shall appoint all committee chairs.
- F.** The final authority for all matters considered by committees shall be the Board. Committees shall report periodically to the Board on their activities, conclusions, and recommendations.
- G.** The Chair shall be ex-officio a member of all committees except the Nominating Committee. The Chair as well as each member of a committee shall be notified by the President of scheduled committee meetings.
- H.** All committees shall record minutes which shall be maintained at CAW/M central office.
- I.** Committee meetings are called at the direction of the chair of the committee
- J.** All standing committees shall meet as needed, but the Finance Committee shall meet at least quarterly, and shall perform duties as specified in Standing Rules or otherwise directed by the Board.

SECTION 2. STANDING COMMITTEES

- A.** The standing committees shall be Finance, Personnel, Board Development, and By Laws.
- B.** Finance Committee shall: generally oversee assets, liabilities, budgets and transactions to assure that good principles and Board Policies are being followed as directed by Standing Rules and the Board.
- C.** Personnel Committee shall: generally oversee corporate personnel policy and wage structure.

- D. Board Development Committee shall: generally oversee the recruitment and training of members as directed by Standing Rules and the Board.
- E. By Laws Committee shall: generally oversee the usage and revision of these By Laws and the Board's Standing Rules.

SECTION 3. OTHER COMMITTEES

Other committees, standing or special, as authorized by the Board shall be appointed by the Chair and approved by the Board.

ARTICLE IX

ADMINISTRATION

SECTION 1. EMPLOYMENT OF THE PRESIDENT

The Board shall employ a President who shall be the Chief Executive Officer (CEO). The President shall be selected on the basis of his professional qualifications, and he shall serve at the pleasure of the Board. The President/CEO shall be responsible for general management of CAW/M's affairs, subject to these By Laws or other governing documents and the direction of the Board.

SECTION 2. BOARD RELATIONSHIP WITH PRESIDENT

No individual Board member shall issue an order of instruction to the President. Violation of this section shall be reported to the Board for determination and the violator shall be subject to removal from office.

SECTION 3. DUTIES

- A. The President shall:
 - 1. Execute all policies and programs established by the Board;
 - 2. Recruit, hire and fire, direct and maintain the staff pursuant to personnel policies;
 - 3. Keep the Board informed of problems and accomplishments of staff;
 - 4. Prepare budgets and other funding documents for Board consideration;
 - 5. Maintain custody of all funds and property of the corporation, maintain financial and inventory records, and make accurate financial statements of income and expense, assets and liabilities, in a form approved by the Board.
 - 6. Furnish staff support, as directed, to the Board, prepare agendas in cooperation with the Executive Committee, issue notices of all Board meetings, and furnish staff support to Board committees as directed by the Board.

7. Perform other duties that may be necessary in the best interest of the corporation assigned to ~~him~~ the President by the Board, the By Laws, or the Standing Rules.
- B. A current employment contract ~~and job description of~~ with the President shall be kept on file and reviewed annually by the Board.

SECTION 4. BOARD RELATIONSHIP WITH STAFF

Except for the purpose of inquiry, neither the Board, nor the individual members thereof shall issue an order of instruction to any employee. Violation of this section shall be reported to the Board for determination and the violator shall be subject to removal.

ARTICLE X

DISSOLUTION OF THE CORPORATION

SECTION 1. PROCEDURE

- A. The Board, upon the affirmative vote of three fourths (3/4) of the total Board membership, shall dissolve the corporation.
- B. Upon dissolution, any assets held by the corporation shall be disposed of according to the applicable law of the State of Ohio relating to dissolution of a nonprofit corporation and according to section 501(a) of the Internal Revenue Code of 1986 by reason of paragraph (3) of section 501(c) or corresponding section of any future federal tax code.

ARTICLE XI

FINANCIAL AFFAIRS

SECTION 1. FISCAL YEAR

The fiscal year of the corporation and the Board shall begin on the first day of January and shall close on the last day of December of the same year.

SECTION 2. BONDING

The Chair, Vice-Chair, Secretary/Treasurer, the other Finance Committee member authorized to sign or countersign payment instruments, the President, and the Chief Financial Officer of the corporation shall be bonded in a manner and amount to be determined by the Board.

SECTION 3. SIGNATURES

The Board's Standing Rules shall specify the procedure and number of signatures necessary to sign and countersign the corporation's payment instruments and minutes of the Board meetings, but shall include at least two of the following: The Chair, the Vice-Chair, the Secretary/Treasurer, one other member of the Finance Committee as appointed by the chair of the committee, and the President.

ARTICLE XII

PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with the By Laws and any special rules of order the Board may adopt.

ARTICLE XIII

AMENDMENT OF THE CODE

This code can be amended at any meeting of the Board by a three-fourths (3/4) vote, provided that the amendment has been submitted in writing at the previous meeting, at least ten (10) days written notice was given to each Board member, and a quorum is present.

DATE REVISED: OCTOBER 22, 2002 25, 2011
S:\ADMIN\BOARD11\BYLAWS

- If you are filing for an Additional (Not Automatic) 3-Month Extension, complete only Part II and check this box ☒

Note Only complete Part II if you have already been granted an automatic 3-month extension on a previously filed Form 8868

- If you are filing for an Automatic 3-Month Extension, complete only Part I (on page 1)

Part II Additional (Not Automatic) 3-Month Extension of Time. Only file the original (no copies needed)

Enter filer's identifying number, see instructions

Type or print File by the due date for filing your return. See instructions.	Name of exempt organization or other filer, see instructions COMMUNITY ACTION WAYNE/MEDINA	Employer identification number (EIN) or <input checked="" type="checkbox"/> 34-0979210
	Number, street, and room or suite no. If a P O box, see instructions 2375 B BENDEN DR	Social security number (SSN) <input type="checkbox"/>
	City, town or post office, state, and ZIP code. For a foreign address, see instructions WOOSTER OH 44691-2576	

Enter the Return code for the return that this application is for (file a separate application for each return)

01

Application Is For	Return Code	Application Is For	Return Code
Form 990	01		
Form 990-BL	02	Form 1041-A	08
Form 990-EZ	01	Form 4720	09
Form 990-PF	04	Form 5227	10
Form 990-T (sec. 401(a) or 408(a) trust)	05	Form 6069	11
Form 990-T (trust other than above)	06	Form 8870	12

STOP! Do not complete Part II if you were not already granted an automatic 3-month extension on a previously filed Form 8868

COMMUNITY ACTION WAYNE/MEDINA
2375 B BENDEN DR

- The books are in the care of **WOOSTER** **OH 44691-2576**
Telephone No **330-264-8677** FAX No ☐
- If the organization does not have an office or place of business in the United States, check this box ☐
- If this is for a Group Return, enter the organization's four digit Group Exemption Number (GEN) ☐ If this is for the whole group, check this box ☐ If it is for part of the group, check this box ☐ and attach a list with the names and EINs of all members the extension is for

4 I request an additional 3-month extension of time until **11/15/12**

5 For calendar year **2011**, or other tax year beginning , and ending

6 If the tax year entered in line 5 is for less than 12 months, check reason ☐ Initial return ☐ Final return

☐ Change in accounting period

7 State in detail why you need the extension

TAXPAYER REQUIRES ADDITIONAL TIME FOR COMPLETION OF ANNUAL INDEPENDENT FINANCIAL AUDIT FOR A COMPLETE TAX RETURN.

8a If this application is for Form 990-BL, 990-PF, 990-T, 4720, or 6069, enter the tentative tax, less any nonrefundable credits. See instructions	8a	\$
b If this application is for Form 990-PF, 990-T, 4720, or 6069, enter any refundable credits and estimated tax payments made. Include any prior year overpayment allowed as a credit and any amount paid previously with Form 8868	8b	\$
c Balance due. Subtract line 8b from line 8a. Include your payment with this form, if required, by using EFTPS (Electronic Federal Tax Payment System). See instructions	8c	\$

Signature and Verification must be completed for Part II only.

Under penalties of perjury, I declare that I have examined this form, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete, and that I am authorized to prepare this form

Signature **R. E. / [Signature] CPA**

Title **P00640845**

Date **08/01/12**

Form **8868** (Rev. 1-2012)

**Application for Extension of Time To File an
Exempt Organization Return**

OMB No. 1545-1709

Department of the Treasury
Internal Revenue Service► **File a separate application for each return**

- If you are filing for an **Automatic 3-Month Extension**, complete only **Part I** and check this box ☒
- If you are filing for an **Additional (Not Automatic) 3-Month Extension**, complete only **Part II** (on page 2 of this form)

Do not complete Part II unless you have already been granted an automatic 3-month extension on a previously filed Form 8868

Electronic filing (e-file) You can electronically file Form 8868 if you need a 3-month automatic extension of time to file (6 months for a corporation required to file Form 990-T), or an additional (not automatic) 3-month extension of time. You can electronically file Form 8868 to request an extension of time to file any of the forms listed in Part I or Part II with the exception of Form 8870, Information Return for Transfers Associated With Certain Personal Benefit Contracts, which must be sent to the IRS in paper format (see instructions). For more details on the electronic filing of this form, visit www.irs.gov/efile and click on e-file for Charities & Nonprofits.

Part I Automatic 3-Month Extension of Time. Only submit original (no copies needed)

A corporation required to file Form 990-T and requesting an automatic 6-month extension-check this box and complete Part I only ☐

All other corporations (including 1120-C filers), partnerships, REMICs, and trusts must use Form 7004 to request an extension of time to file income tax returns

Enter filer's identifying number, see instructions

Type or print	Name of exempt organization or other filer, see instructions	Employer identification number (EIN) or
File by the due date for filing your return. See instructions	COMMUNITY ACTION WAYNE/MEDINA	<input checked="" type="checkbox"/> 34-0979210
	Number, street, and room or suite no. If a P O box, see instructions	Social security number (SSN)
	2375 B BENDEN DR	<input type="checkbox"/>
	City, town or post office, state, and ZIP code. For a foreign address, see instructions	
	WOOSTER OH 44691-2576	

Enter the Return code for the return that this application is for (file a separate application for each return)

01

Application Is For	Return Code	Application Is For	Return Code
Form 990	01	Form 990-T (corporation)	07
Form 990-BL	02	Form 1041-A	08
Form 990-EZ	01	Form 4720	09
Form 990-PF	04	Form 5227	10
Form 990-T (sec. 401(a) or 408(a) trust)	05	Form 6069	11
Form 990-T (trust other than above)	06	Form 8870	12

COMMUNITY ACTION WAYNE/MEDINA
2375 B BENDEN DR

- The books are in the care of ►
- WOOSTER**

OH 44691-2576Telephone No ► **330-264-8677**

FAX No ►

- If the organization does not have an office or place of business in the United States, check this box ☐
- If this is for a Group Return, enter the organization's four digit Group Exemption Number (GEN) _____ If this is for the whole group, check this box ☐ If it is for part of the group, check this box ☐ and attach a list with the names and EINs of all members the extension is for

- 1 I request an automatic 3-month (6 months for a corporation required to file Form 990-T) extension of time until **08/15/12**, to file the exempt organization return for the organization named above. The extension is for the organization's return for
- ☒ calendar year **2011** or

► ☐ tax year beginning _____, and ending _____

- 2 If the tax year entered in line 1 is for less than 12 months, check reason ☐ Initial return ☐ Final return ☐ Change in accounting period

3a If this application is for Form 990-BL, 990-PF, 990-T, 4720, or 6069, enter the tentative tax, less any nonrefundable credits. See instructions	3a	\$
b If this application is for Form 990-PF, 990-T, 4720, or 6069, enter any refundable credits and estimated tax payments made. Include any prior year overpayment allowed as a credit	3b	\$
c Balance due. Subtract line 3b from line 3a. Include your payment with this form, if required, by using EFTPS (Electronic Federal Tax Payment System). See instructions	3c	\$

Caution If you are going to make an electronic fund withdrawal with this Form 8868, see Form 8453-EO and Form 8879-EO for payment instructions