Family Office Exchange

FOX FAMILY OFFICE DESIGN WORKSHOP

Building and Enhancing Your Family Office

November 14-15, 2018 | Chicago, IL

Drawing on almost 30 years of experience and using our proprietary Family Office Blueprint™ process, FOX presents the Family Office Design Workshop designed for families thinking about developing and improving their family office.

Families and executives who are thinking about being more strategic and professionalizing their family office want to do it right. They want to know what steps to take, when to take them, and how to avoid costly mistakes and setbacks. Many can't see down the road or know what component pieces will be needed to devise a family office and family enterprise strategy.

This comprehensive, two-day workshop addresses issues—strategic and tactical—that family members and family office executives need to understand:

1. Family Office Overview
2. Governance Structure and Oversight of the Family Office
3. Scope of Services and Delivery
4. Talent and Team Structure
5. Family Office Technology
6. Costs of the Family Office
7. Next Steps in the Design Process
8. Best Practices and Measures of Success

The workshop includes the sharing of FOX proprietary concepts, practical solutions, and incorporates data from our 2017 family office benchmarking survey. The program will be interactive, including presentations and discussion by senior facilitators and networking with your peers.

Family members and family office executives are encouraged to attend. We look forward to seeing you and your peers on November 14-15 in Chicago for this intimate workshop.

Day 1 Agenda | Wednesday, November 14, 2018

FOX Family Office Design Workshop

8:00 am **Registration and Breakfast**

8:30 am **Welcome and Introductions**

9:00 am **Family Office Overview**

Speaker: Charles B. Grace, III, Managing Director, Family Office Exchange

This session introduces the building blocks and sophisticated dimensions of the family office and the family enterprise. Key issues such as reasons to form and maintain an office, establishment of office goals and their alignment with the family's needs, attributes of multi-generational and holistic wealth management, roles of family members and the office, and evolution of the office will be examined.

10:15 am **Networking Break**

10:30 am **Governance Structure and Oversight of the Family Office**

Speaker: Charles B. Grace, III, Managing Director, Family Office Exchange

Effective governance structures and decision-making processes help guide the family office. That said, this session offers an understanding of governance in a family office and family enterprise setting, including key elements such as vision, leadership, decision-making, and types of oversight structures. The degree of formality and evolution of that governance over different generations will be explored.

The Family Office and the Bigger Picture

11:45 am **Strategic Planning Peer Discussion**

12:15 pm **Luncheon**

1:30 pm **Scope of Services and Delivery**

Speakers: Jane Flanagan, Managing Director, Family Office Exchange

Charles B. Grace, III, Managing Director, Family Office Exchange

Services provided by family offices are, by definition, customized and integrated to meet the needs of managing a family's wealth (tax, investment, recordkeeping, etc.). They also help support family engagement and communication by organizing family meetings and educating the next generation. The scope of the "modern" family office's services and their delivery, including strategies for insourcing vs. outsourcing, are considered.

2:45 pm **Networking Break**

3:00 pm **Interactive Discussion: Talent and Team Structure**

Speakers: Jane Flanagan, Managing Director, Family Office Exchange

Charles B. Grace, III, Managing Director, Family Office Exchange

The skill set and integrity of the family office staff have the greatest impact on the office's success. In this session, we explore the roles and responsibilities of key staff members, organizational structures, alignment of staff skills with services, coordination and oversight of third party advisors, and compensation and benefits strategies.

4:30 pm **Adjourn**

5:30 pm **Cocktail Reception & Dinner**

Day 2 Agenda | Thursday, November 15, 2018

FOX Family Office Design Workshop

Family Office Exchange

8:30 am Breakfast

9:00 am Family Office Technology

Speaker: Jane Flanagan, Managing Director, Family Office Exchange

The family office is the primary source of consolidated financial information. This session addresses the integration challenge inherent in consolidating data from multiple sources and identifies appropriate technology architecture and solutions. Better reporting means better decision-making. In addition, solutions to enhance family communications, relations, and cohesion as well as confidentiality and data security are examined.

10:00 am Networking Break

10:15 am Costs of the Family Office

Speaker: Charles B. Grace, III, Managing Director, Family Office Exchange

Leveraging the insights from the FOX benchmarking survey, Charles B. Grace, III, will present data and concepts about family office (and total wealth management) costs and outline common allocation methods and fee structures. The important relationship between cost and complexity will be explained as well as techniques for weighing cost vs. value.

11:15 am Facilitated Attendee Peer Discussion

12:30 pm Luncheon

1:30 pm Practical Applications – Next Steps in the Design Process

Facilitators: Jane Flanagan, Managing Director, Family Office Exchange

Charles B. Grace, III, Managing Director, Family Office Exchange

This interactive session is designed to help you document your family's needs and plans using a series of exercises to clarify your next steps in the design process.

2:45 pm Networking Break

3:00 pm Best Practices and Measures of Success

Speakers: Jane Flanagan, Managing Director, Family Office Exchange

Charles B. Grace, III, Managing Director, Family Office Exchange

How will your family measure the success of your family office? This session explores the quantitative and qualitative metrics that families use to evaluate the office's performance each year and outlines several best practices that have helped FOX families survive and thrive for generations.

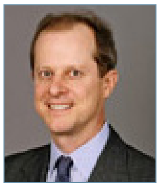
4:00 pm Adjourn

Key Family Office Goals and Performance Metrics

Effective governance framework	Family engagement level	Value of services	Wealth sustainability goals	Costs relative to complexity	Client and staff satisfaction/ retention

FOX Family Office Design Workshop Presenters

November 14-15, 2018 | Chicago, IL



Charles B. Grace, III

Managing Director, Family Office Exchange

Charles B. Grace, III is Managing Director at Family Office Exchange (FOX). He works on projects for families and family offices. Assignments include work on strategic planning, family office and family enterprise design, governance, development of investment programs, and advisor selection, among others. Charlie is also active on the family office and advisor membership and research side at FOX, including investment focused studies and other initiatives.

Charlie has been active for 20 years in the family office community advising high net worth families and serving as a resource to high net worth families and family offices. He advised on investment portfolios and wealth management generally for 10 years working day-to-day at the multi-family office Ashbridge Investment Management LLC and the single family office Ashbridge, LLC. His responsibilities included client relationships, business development, and membership on the firm's investment committee, as well as business operations and firm strategy as Chairman of the Management Committee of the $1 billion investment advisory firm. He still serves on the Board of the single family office Ashbridge, LLC. Charlie has been quoted in various publications on the subject of private wealth management, including *The Wall Street Journal*, *Financial Times*, and *New York Times* and presented at many conferences focused on private investors and family offices.

Charlie is on the Executive Committee, as well as Treasurer and Investment Committee member, of the nonprofit Tuttle Fund, Inc. He graduated from the Washington College of Law with a J.D. He received a B.A. and M.A. in history from Bates College and the American University, respectively.

Jane Flanagan

Managing Director, Family Office Exchange

As a Managing Director with Family Office Exchange (FOX), Jane serves as Second Chair for the FOX Owner Operator and FOX Financial Executive Councils and works as a developer, writer and editor of FOX white papers and Guides. Jane has been with the firm since 1993 and has served in a number of roles providing value to FOX members, including Director of Family Office Research, Director of Membership, and as a Senior Consultant to family offices and financial institutions on the wealth management process and family office operations.

Jane managed the firm's annual *FOX Family Office Benchmarking*™ research studies for several years and co-authored many FOX publications including: *The FOX Guide to the Professional Family Office*, *50 Best Practices for an Enduring Family Enterprise*, and *Financial Reporting in the Family Office*. She is a member of the 100-Year Families Research Team led by Dennis Jaffe and contributor to *Good Fortune: Building a Hundred Year Family Enterprise*. She develops content for FOX learning events, including the FOX Family Office Design Workshop and the FOX Family Enterprise Thinking Workshop and serves as a content resource for the Membership and Consulting Teams at FOX.

Prior to her tenure with FOX, Jane was a Relationship Manager on the global custody Foundation and Endowment Team at The Northern Trust Company. She received a B.A. in Political Science from St. Norbert College.

FOX is for Everyone in the Family Enterprise

CONNECTION | GUIDANCE | LEARNING

Family Office Exchange (FOX) is the world's most respected peer-to-peer network for ultra-wealthy family enterprises, their family offices, and their trusted advisors. Working every day with the world's leading families, FOX has become a thought leader on family enterprise strategy, family governance, investment strategy, family office best practices, family learning, impact philanthropy, and advisor partnerships. Established in 1989, FOX is based in Chicago with offices in New York, San Francisco, Madrid, and Sydney and has a professional staff of 45.

FOX members come from 20 countries and include 375 ultra-wealthy families and 110 multi-family offices (MFOs) and advisory firms. Our global community is made up of more than 6,000 individuals.

What FOX is Known For

Who Belongs to FOX?

- Family Leaders
- Board Members
- Rising Generation
- Family Office Execs
- Trusted Advisors

The triple benefits of membership are **Connection**, **Guidance**, and **Learning**.

Connection comes in a number of ways. FOX Peer Councils allow you to engage with other individuals with similar experiences. FOXChat™ allows members to answer questions and share experiences online. Members also interact at the FOX Forums and Regional Briefings.

Guidance is provided by an experienced Member Advisor familiar with your goals. The Member Advisor helps you 1) find the resources you need, 2) meet other members who can help you meet your objectives, and 3) stay informed about questions and issues you should be considering. FOX also offers custom Advisory and Education Services for families desiring bespoke solutions.

Learning is at the heart of the community. FOX keeps members up-to-date on a wide variety of topics through bi-weekly webinars, white papers, surveys, videos, content from other FOX Advisor members, and sessions at FOX Forums and Workshops. FOX also provides resources for educating rising-generation family members.

Further information is available at www.familyoffice.com.

FOX Family Office Design Workshop - Registration Form

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Family Office Exchange

The Family Office Design Workshop is open to family members and their office executives. Space is limited and all attendees must register online or with this form. All registrations are subject to approval by FOX.

Please answer the following questions:

Are you one of the following?

❍ I am a family member

❍ I am a family office executive

Do you have a formal family office?

❍ Yes, I have a formal family office

❍ No, I do not have a formal family office

If you have a formal family office, what year was it established?

____

What are you hoping to learn from this workshop?

____

____

____

What generation is your family leadership?

____

(G1, G2, G3, G4)

Were you referred to this workshop? If so, by whom?

____

____

Dietary or other special needs:

____

____

Reception and Dinner

Do you plan to attend the reception and dinner on Wednesday, November 14 at 5:30 pm?

❍ Yes ❍ No

Three Ways To Register

1. **Scan and email** to: events@familyoffice.com
2. **Register online** at: https://www.familyoffice.com
3. **Fax this form** to: 1.312.327.1212

Questions? Contact us at **events@familyoffice.com** or call **1.312.327.1221**

Attendee Information

Name (First/Last) ____________________

Name of Firm/Family Office ____________________

Title/Position ____________________

Street Address ____________________

City __________ State/Province __________

Country __________ Zip/Postal Code __________

Phone ____________________

E-mail ____________________

Registration Fees

FOX Member	Non-Member
☐ **$3,250**	☐ **$4,050**
Additional Attendees	Additional Attendees
☐ **$2,775**	☐ **$3,450**

Workshop Location

The workshop will take place at the offices of Schiff Hardin LLP.
233 South Wacker Drive, Suite 7100
Chicago, IL 60606

Payment Methods

❍ **Payment by check is enclosed.** *(Check payable in U.S. dollars to Family Office Exchange)*

Please mail check and this registration form to:

Family Office Exchange
ATTN: Events
100 South Wacker Drive, Suite 800, Chicago, IL 60606

❍ **To pay by credit card** please call the Events Team directly at 1.312.327.1221 and provide credit card details. Note: credit card payments over $7,500.00 are subject to a 3.5% fee on the entire payment.

For event registrations, refunds of payments will be offered if the cancellation is made in writing to Family Office Exchange at **events@familyoffice.com** five (5) or more business days prior to the start of the event. For more information regarding administrative policies please contact FOX office at: 312.327.1200.

NATIONAL REGISTRY OF CPE SPONSORS

Family Office Exchange is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: www.NASBARegistry.org.

Field of Study: Finance - Up to **9 CPE credits** can be earned by attending this event. CPE credits are accepted at the option of state certifying boards. Requirements, compliance procedures and acceptance may vary by state.

Program Level: Overview | **No prerequisites are required for any of the sessions.** | Delivery Method: **Group Live Program**

Learning Objectives: Upon completion of this program, participants will gain an understanding of the steps required, and mistakes to avoid, when developing an effective family office and family enterprise strategy. Additional program objectives include: insights regarding oversight of the family office, family office structures, services scope and delivery, costs of the family office, talent and team structure, technology and data security, performance metrics and best practices, and family office planning steps.

Please note: speakers, sessions, and times are subject to change.