



BOARD OF DIRECTORS MEETING

Mission: Providing pathways to end youth homelessness.

Sunday, April 26, 2020- VIRTUAL/ CALL IN MEETING

AGENDA

Call to Order (Chris Warner) 2:05 pm

Board Members Present: Chris Warner, Chair; Stephen Spears, Vice Chair; Marina Bressler, Secretary; Sarah Nohner, Sean Haag, Leanne Matchen, Sue Woodard, Anna VonRueden, Jennifer Stone, Mark Nolen , Stephen Nash

Staff Present: Linda Bryant, Executive Director; Andrea Kish Bailey, Vice President of Advancement; Mark McNamer, Director of Programs; Julie Fliflet, Director of Finance and Administration; John Stark, Executive Assistant

Guests Present: Cheryl Jensen, Strategic Consulting & Coaching

Open Forum (Chris Warner) 2:05 pm

Approve Agenda (Chris Warner) 2:05 pm

Motion by Jennifer Stone, seconded by Mark Nolen, to approve the agenda for today's meeting (April 26th, 2020). Motion Carreid.

Approve Minutes (Chris Warner) 2:06 pm

Motion by Anna VonRueden, seconded by Sarah Nohner, to approve minutes from March 23rd 2020. Motion Carried.

Consent Agenda (Chris Warner) 2:07 pm

Chris Warner introduced Julie Fliflet, director of Finance and Administration

JEN: Question? Why isn't Sarah on the other two accounts

SARAH: The treasurer is on operating accounts but not on investment accounts.

Motion by Anna VonRueden, seconded by Marina Bressler, to approve consent agenda. Motion Carried.

Chris Warner Introduced Mark McNamer, Director of Programs.

Financial Reports (Sarah Nohner) 2:14 pm

SARAH: As Chris mentioned, I'm hoping you had a chance to review the financials. Overall, we had another really good month, given the circumstances. Donations came in 5,000 more than we had planned I think that was a surprise. We did close the store half way through the month, so we finished about 4k under plan for that bucket of income. Overall we only finished about 5,000 under than we thought.

Then with expenses we had quite a bit of favorability with open positions. Coming into the month we are at full headcount and will start to see payroll expenses closer to where we had planned them. We worked into forecasting and we'll get into that piece in a minute.

On our cashflow, we are still looking at about 7.5 months of cash on hand. Given where we're at with COVID and everything that puts us in a really good position to weather this storm for at least the next six months.

I want to thank Julie and Jane for all their work. We had the finance review meeting a couple of weeks ago and they had multiple scenarios laid out- looking at numbers and events. I want to thank them for their work on all of that.

I don't know if you guys have looked at the packet, but on page 20. This gives us the first six months through march. We were 249,000 favorable, 100,000 favorable to planned. When we look at strictly the budget from April to September, without anything taken into account, we would be about 110,000 unfavorable. We wanted to see what starting point we would be at.

We came up with four options, the first being the worst case scenario. If worst comes to worst this is where we'd end up. If you look at that, its' only about a 200,000 dollar deficit to end the year. Seeing that as the worst to the best, is about a favorable 200,000. On the right is where we anticipate things to come through.

We didn't list all the detail here. In our executive meeting Julie went through what all of those dollar amounts represented. Our worst case scenario is losing 50% of donations, we ended at 30%.

The brunch event we are cancelling. I think the team has a few things working to recover some money there. The 4K event was changed to virtual. With that came a reduction in revenue with sign ups, donors, games, different things related to that event.

The big one here that's helping us out is the forgivable loan. I'm going to let Julie explain the loan and details behind it. But that is really helping get our revenue numbers back up to where they need to be. With us fully staffed we have a lot more expenses in the back half of the year.

This is just related to brunch and the 4k. If push comes to shove, we can reduce expenses there. Where things are coming through right now we're in a very healthy spot and I don't see us having to pull any of those levers. I think overall with these scenarios we're actually looking well. Any questions?

CHRIS: One thing that may be helpful, would be if you or Linda or Julie could give a quick recap of the CARES act and PPP Loan?

SARAH: We're getting to that. Any other questions about how things are looking the back half of the year. With no questions, we'll move into the CARES act here. This review Julie wrote and I'll let Julie give more details.

JULIE: Sure, I tried to put some good bullet points here on the CARES act. It was passed in late March. It was fluid at first. It's the paycheck protection program, the goal is to keep people on payroll and not have layoffs. There was a simple and standard calculation everyone had to use where you looked at last year's pay roll, took the average amount, and multiplied by 2.5 you would have the max loan amount 155,132. These loans are intended to be forgiven, when they essentially become grants.

If you keep people on payroll, don't cut their pay by more than 25%, your FTE's remain consistent and your salaries stay consistent, the loan is forgiven.

After February 15 we hired 3 people, so we're ahead of the lookback point. The only other thing we have to be sure of is that we can't double dip, we can't have this money pay salaries that are covered by other grants. And we can use up to 25% for rent, mortgage, and other things. That should allow us to be in a good position for 100% loan forgiveness..

we put our application in on 4/6, on 4/16 we were informed that we received a federal government loan number. So our funds are reserved in the pool of federal money. The only step remaining is for the formal docusign to come back from the bank.

JEN: I've heard this has been a very complex process for most nonprofits. Really nice work securing the funds

JULIE It was quite the process and no one had any experience with. We were all scrambling together.

SARAH: So with that we wanted to bring a motion to the board acknowledging that we reviewed the PPP and approve Linda, Executive director, signing and executing all documents pertaining to the HOPE 4 Youth CARES Act PP Loan with Village Bank.

CHRIS: AS soon as the legislation came out and the opportunity arose, Linda was in contact with myself and the executive board. Knowing that there was a finite window to react before a full

board meeting. Even though this is a great thing to do, Linda was acting

MARINA motion to approve, Steve Nash second

SARAH: March finished really well, but we're still waiting on April. Ever since being on the board with HOPE 4 Youth, there has never been a month where we had to worry a whole lot. I'm very thankful for all our community support and leadership who are doing a great job of getting our name out there.

LINDA: I want the board to know that the senior leadership team meets every week now

Program Scorecards (Linda Bryant) 2:25 pm

CHRIS: I know we're a little over now.

LINDA: I'm going to forego the program scorecard, unless someone has questions.

No questions on program scorecard

Advancement Update (Andréa Kish Bailey) 2:26 pm

ANDREA: April is looking pretty good as well. We've had some larger grants coming in and we're in a good place right now. The 4K is coming virtually and in place of the breakfast we're participating in GIVE AT HOME MN, there's no extra fees being taken out. So we're going to take advantage of that fundraiser.

COVID 19 Organization Updates (Linda Bryant) 2:28pm

CHRIS: Are there COVID-19 organization updates?

LINDA: We will keep you posted on organization updates. We're hoping to reopen the space soon.

CHRIS: Any questions for any of our guests?

MARINA: Is the staff all healthy? Have we had any flare ups?

LINDA: We have been very healthy and will continue to keep our fingers crossed?

SEAN Haag: Any unique needs?

LINDA: The community has really stepped up. Someone donated 1000 masks. I think the greatest need right now is technology. We're looking at ways to keep the residents at HOPE

place connected and engaged. We really have to get up to speed with that.

SEAN: Do you want to put out a specific request list?

LINDA: Not until we meet with leadership on Friday. We don't want an overwhelming amount of donations.

ANNA: have you talked with any funding streams if they're willing to allocate or reallocate funds?

LINDA: Anna, unfortunately within the last week we have just identified that this is a gap. We're a little behind with that. We will be able to put the request out there once we develop a plan.

Adjourn Board Meeting (Chris Warner) 2:35pm

CHRIS: Great, that is all for the board meeting. If there are no other questions or thoughts, I'll look for a motion to adjourn

Motion by Anna VonRueden, seconded by Mark Nolen, to adjourn the meeting. Motion Carried.

Upcoming Events

The Darkest Night of Your Life- VIRTUAL- 4K

June 5, 2020- Virtual Event and Fundraiser

www.hope4youthmn.org/4k

Board Meeting

5PM May 18, 2020