



**Board of Directors Meeting Minutes**  
**November 23, 2020**  
**5:00-7:00 pm; via Zoom call**

**Board Members Present:** Marina Bressler, Paul Lenzmeier, Leanne Matchen, Stephen Nash, Mark Nolen, Don Phillips, Stephen Spears, Jennifer Stone, Anna VanRueden, Chris Warner, Sue Woodard

**Board Members Absent:** Sean Haag

**Staff and Guests Present:** Linda Bryant, Julie Fliflet, Mark McNamer, Julie Orlando

The meeting was called to order at 5:03 pm by Stephen Spears, Chair of the Board.

**Welcome/Introductions**

Two new board members, Paul Lenzmeier and Don Phillips, were welcomed and introduced to the board.

**Approve Agenda**

Motion made by Marina Bressler, seconded by Anna VanRueden and passed unanimously to approve the agenda.

**Approval of the Minutes**

A motion was made by Marina Bressler, seconded by Chris Warner and passed unanimously to approve the October 26, 2020 minutes.

**Executive Director Report**

- Strategic Planning Process Update: A brief overview of the Strategic Planning process was shared with the board. Surveys have been sent out to gather feedback from youth, stakeholders, board, and staff and the responses will be synthesized for the Strategic Planning Committee meeting scheduled for Dec 16<sup>th</sup>.
- Personnel Update: current org chart was shared with the board, noting a change in the program area and reporting structure of some staff related to the posting of the new Program Manager position.
- Hope's Closet Update: have started an internal store operations group meeting regularly including staff and the store lead volunteer, and are currently researching possible new site locations for the store.
- Program Update: in lieu of the Governor's most recent order, we are implementing COVID safety protocols as best we can.

### **Financial Report**

Julie Fliflet reviewed the highlights from the October financials that were included in the board packet. Financially H4Y continues to show a positive YTD net income and at the end of October we had a strong cash position with approximately 7.5 months cash on hand.

### **Fiscal 2021 Budget**

Julie Fliflet reviewed the budget packet for the fiscal year of January 1, 2021 – December 31, 2021 which included a summary line item revenue and expense budget, full program budget, and narrative detailing the assumptions used in developing the budget. The 2021 budget was developed conservatively because of the uncertain effects of the COVID-19 pandemic on operations and fundraising. The Finance Committee reviewed the budget and underlying assumptions in detail, and Finance Committee Chair Mark Nolan indicated that the committee fully recommends the budget and views it as a thorough and strong budget.

Motion made by Mark Nolan, seconded by Marina Bressler and passed unanimously to approve the 2021 Budget as presented.

### **Operating Reserve Policy**

Julie Fliflet reviewed the new Operating Reserve Policy included in the board packet that was brought forward from the Finance Committee for approval. This policy addresses the cash balances that have built up over time and seeks to formalize practices and policies surrounding those organizational reserves. This reserve policy does not address how the funds will be invested which is a separate topic that the Finance Committee will be discussing in 2021, but rather it is an internal policy and outward indicator for readers of the financial statements, showing that the board is practicing good fiduciary responsibility, planning, and oversight of these cash reserves.

Motion made by Mark Nolan, seconded by Stephen Nash and passed unanimously to approve the Operating Reserve Policy as presented.

### **Program Report**

Mark McNamer reviewed the program scorecard that was included in the board packet. There was a small increase in the number of youth served at the Drop In Center for October (total visits were 117 compared with 96 visits in September), there is still one vacancy at Hope Place, and currently we have 8 active youth in the Hope Homes program. He also made note that two new Youth Services Coordinators started today at the Drop-In Center, and the organization is very glad to have them on board.

### **Advancement Report**

Julie Orlando shared some current success stories including the overwhelming response to a recent Facebook post that raised over \$9,000 for the organization, kickoff of the Out of the Cold campaign that raised over \$11,000, that over 30 organizations are partnering with H4Y to bring

holiday gifts to youth participants, and that the Target Registry initiative providing warm winter clothing items to youth has so far brought in over 65 brand new items purchased on Target.com. She also reviewed the advancement scorecard that was included in the board packet.

## **Committee Reports**

Strategic Planning Committee: Jennifer Stone, Chair of the Strategic Planning Committee noted that the strategic planning committee is paused at the current time while surveys are completed and results are compiled. They will be meeting again to review the results on December 16<sup>th</sup>.

Development Committee: Stephen Nash, Chair of the Development Committee gave a brief update on current items including that the Out of the Cold kick-off event raised over \$1,000 more this year than last year which was a great start towards the overall goal of \$60,000. He noted that they are still in need of sponsorships, and that there have not been any sponsorships secured for Out of the Cold so far. Give to the Max brought in \$22,000 this year compared to \$19,000 last year. The recent Facebook post response was outstanding.

Nominations Committee: Chris Warner, Chair of the Nominations Committee thanked Sue Woodard, past Chair of the Nominations Committee for her leadership over the past year. Chris indicated that he expects to put forward a new nominee in January.

## **Adjourn to Annual Meeting**

A motion was made by Mark Nolan, seconded by Marina Bressler and passed unanimously to adjourn the regular board meeting and move to the Annual Meeting.

## **Annual Meeting**

The Annual Meeting was called to order at 6:11 pm by Stephen Spears, Chair of the Board.

## **Review of Bylaws**

Marina Bressler led a discussion on proposed bylaw changes that had been discussed by the Executive Committee that included the following items:

- Replacing President and CEO title with Executive Director
- Looking at board terms in Sections 3.4 and 5.2
- Article 6, section 6.3 & 6.5 – committee terms and required # of members, and official committee names
- Section 8.1 updating fiscal year to calendar year
- Article 10 – should this be added to Section 5.5 Secretary duties?

A question on board terms was posed to the board, specifically related to whether terms for board members should run in conjunction with the calendar/fiscal year of the organization, or if they should run in conjunction with a board member's anniversary date. After discussion, the board consensus was that board terms should be 36 months expiring on a board member's anniversary month. Marina will work with Julie Fliflet to update the bylaws accordingly, and a

complete red-line version of all changes proposed for the board will be brought back for the board to approve at the next meeting in January.

Marina also indicated there would be future discussion on committees in regards to roles, terms, and formalizing committee practices and protocols that would be brought back to the board in 2021. They will be talking with committee chairs on more standard protocols and practices, some of which may become part of official committee charters for future approval as well.

### **Retrospective of the Year (2020)**

Linda Bryant gave a reflection on the 2020 year in review, noting it was a very challenging and disruptive year – really like no other. Some positive highlights included 100% participation of the board at the retreat, launching of a new strategic planning process, and development of a H4Y Logic Model.

### **Board Sharing and Open Discussion**

The board noted that in future years, the Annual Meeting would be scheduled well in advance, with no need to formally adjourn to an Annual Meeting. The board also indicated the following items should be part of that annual meeting on an ongoing basis:

- Return and Review of Conflict of Interest Forms

- Set annual schedule of board and committee dates for the upcoming year (including the Annual Meeting date)

- Elect officers and committee chairs for the coming year

- Discussion and reflection of the year in terms of “What Went Well, and What Hasn’t Gone Well”

### **Action Item Recap**

-Pledge Forms, Conflict of Interest Forms, and Confidentiality Forms need to be completed and returned to Linda Bryant

### **Executive Session**

The meeting was adjourned at 6:54pm to executive session.

Respectfully Submitted,  
Julie Fliflet  
Director of Finance & Administration