



BOARD OF DIRECTORS MEETING

Monday, April 26th, 2021

5:00 – 7:00pm

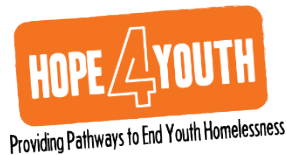
Meeting Location: Virtual/Call In

Zoom Link: <https://us02web.zoom.us/j/84802720988?pwd=SjkzaENNam11TERLck5lamhMa2hKZz09>

Meeting ID: 848 0272 0988

Passcode: 160660 | +1 312 626 6799 US (Chicago)

| AGENDA | TIME |
|--|--------|
| • Call to Order (Stephen Spears) | 5:00pm |
| • Welcome (Stephen Spears) <ul style="list-style-type: none">○ Sara Lindgren (Introduction from Nominations Committee) | 5:00pm |
| • Approve Agenda and Minutes (Stephen Spears) | 5:05pm |
| • Mission Moment <ul style="list-style-type: none">○ HOPE Place In-Depth | 5:05pm |
| • Finance & Administration Report (Julie Fliflet & Mark Nolen) | 5:20pm |
| • Program Report (Mark McNamer) | 5:35pm |
| • Advancement & Development Report (Julie Orlando & Stephen Nash) | 5:50pm |
| • Interim Executive Director Report (Cheryl Jensen) | 6:05pm |
| • Strategic Planning Committee Update (Jennifer Stone) | 6:15pm |
| • New Business <ul style="list-style-type: none">○ Board Portal Tutorial (Kyla Rathjen)○ Committee Responsibilities (Marina Bressler) | 6:20pm |
| • Move to Adjourn to Executive Session | 6:35pm |
| • Adjourn | 7:00pm |



Board of Directors Meeting Minutes
March 22, 2021
5:00-7:00 pm; via Zoom call

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

Board Members Absent: Anna VonRueden

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

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

Approval of Agenda & Minutes

Motion made by Marina Bressler, seconded by Jen Stone, and passed unanimously to approve the agenda and the February 22, 2021 minutes.

Mission Moment

Mark McNamer presented a mapping model of H4Y's programs, completed with the help of staff at Strategic Consulting & Coaching. The four outcome areas and six phases of H4Y programming are reviewed. Each phase includes the circumstances that youth and families find themselves in and the programming offered by H4Y in response. Board members discussed that youth are working to progress on all goals simultaneously, with housing as the ultimate goal. Mark explained that this mapping model is contributing to the database system used to track H4Y outcomes.

Executive Director's Report

Linda Bryant shared the following summary of her tenure at H4Y.

Change & Challenges in 2020: The Executive Director joined the organization shortly before COVID-19 started. Four people came into leadership roles at H4Y during COVID-19. Leadership focused on keeping up staff morale during social isolation and civil unrest. Huge turnover in programming roles occurred when there were no volunteers to fill in.

Good News in 2020: Groundswell of support came from the community, and youth programs flourished through COVID-19. A youth advisory is in place at HOPE Place, HOPE Homes is at full capacity, and the Drop-In Center expanded building hours.

- *New & Enhanced Partnership Commitments:* H4Y learned from and collaborated with other organizations providing for homeless youth, including Alexandra House,

Nystrom & Associates, Anoka-Hennepin Schools, Anoka County Workforce, and expanded volunteer roles.

- *Improved Data & Evaluation Model*: Creation of a Logic Model and Process Map, and the revamp of the Client Track Data Base System that tell stories alongside data.
- *Advancement & Development*: Many volunteers received vaccines through H4Y and are starting to return to volunteer positions. High levels of volunteer inquiries continue, including college internships. The Giveffect Data Management System was also launched. 15+ events and appeals are scheduled in 2021.
- *Finance & Administration*: There is early and strong financial footing in 2021 as H4Y secured significant funding in unbudgeted revenues. Audit preparation is currently in the works, as is an employee evaluation process and a focus on personnel policies to make sure staff and stakeholders are healthy. A business plan is also in the works for Hope's closet, which closed in February.

Executive Director Transition: Soft transitions of stakeholder relationships are in process with staff. A handover document will be shared with the new Executive Director to onboard them to organizational internal operations.

Financial Report

Audit Update: Julie Fliflet shared that the audit is two weeks from today, so this is the busiest time for the finance team in a nonprofit. Following the audit, Julie will be posting in a new and more efficient chart of accounts.

Funding Updates: H4Y secured a second round PPP forgivable loan to use on payroll and other operating expenses. Julie confirmed that the first PPP loan is forgiven. H4Y also secured COVID relief dollars towards business operation expenses and funding from Eagle Brook Church for a Housing Stability Fund.

Program Report

Mark McNamer presented a newly formatted scorecard, which includes Case Management services provided. New intakes are occurring on a regular basis and on-site provider services are going up every month.

Advancement Report

Julie Orlando shared updates on A Night 4 HOPE. Three sponsors are confirmed, more than 60 tickets have been sold, and gift cards are being provided for virtual attendees. Additionally, Julie shared that two contractors are now supporting the Advancement team – one in Communications & Marketing and one in Social Media and online fundraising campaigns. Mentorship volunteer roles are filling up quickly, meals are covered by volunteers through April 16th, and volunteers are returning to HOPE Place front desk.

Committee Reports

Development Committee: Stephen Nash shared that A Night 4 HOPE is a hard event to pull off during COVID, but the cost will be lower than past events. Stephen requested that board

members think about how to help the Advancement team make this a successful event, especially by promoting it and soliciting sponsorships.

Strategic Planning Committee: Jen Stone summarized the Strategic Planning meetings that took place in March, with the help of staff at Strategic Consulting & Coaching. Committee members defined and aligned on refreshed language for mission, vision, and values, and started on a SWOT analysis and theme analysis. Next steps will be to refine strategies and devise a detailed work plan to check on progress.

Nominations Committee: Chris Warner shared that the committee may have a candidate to recommend to the board next month.

New Business: Board agreed to move the agenda items (Board Portal Tutorial and Committee Responsibilities) to the April meeting.

Action Item Recap

Closing for Linda Bryant: Board members shared gratitude to Linda Bryant for her service at HOPE 4 Youth.

Executive Session

The meeting was adjourned at 7:01pm to executive session. Moved by Chris Warner and seconded by Stephen Nash.

Respectfully Submitted,
Kyla Rathjen
Administrative Assistant

**HOPE 4 Youth
Board of Directors**

Chris Warner

Nomination Committee Chair
Land O' Lakes
1608 Fairway Lane, St. Louis Park, MN 55426
763-412-5430 (cell)
chris.warner@comcast.net

Stephen Spears

Board Chair
Bremer Bank
15740 51st Ave N, Plymouth, MN 55446
612-280-1913 (cell)
slspears@comcast.net

Sue Woodard

Total Expert
1920 Drew Ave S, Minneapolis, MN 55416
612-669-6771 (cell)
sue@suewoodard.com

Marina Bressler

Secretary, Nominations Committee
Wells Fargo
14005 Eagle St NW, Andover MN 55304
612-384-5343 (cell)
mbressler5@yahoo.com

Sean Haag

Strategic Planning Committee
Medtronic
16325 59th Ave N, Plymouth, MN 55446
412-901-6708 (cell)
sean.haag@medtronic.com

Leanne Matchen

Strategic Planning Committee
UnitedHealth Group
4285 Orchid Ln N, Plymouth, MN 55446
763-710-7202 (home)
llholcomb@uwalumni.com

Stephen Nash

Development Committee Chair
Anoka County Attorney's Office
14500 Bowers Dr NW, Anoka, MN 55303
612-840-4279 (cell)
sjnash12@gmail.com

Mark Nolen

Finance Committee Chair
Centerspace
8609 Tessman Ct N, Brooklyn Park, MN 55445
612-298-8283 (cell)
mnolen@usinternet.com

Jennifer Stone

Strategic Planning Committee Chair
Medtronic
4033 Interlachen Dr NE, Ham Lake, MN 55304
612-462-6098 (cell)
jb1stone@gmail.com

Paul Lenzmeier

Anoka County Sheriff's Office
2279 154 LN NW, Andover, MN 55304
763-442-5967 (work)
paul.lenzmeier@co.anoka.mn.us

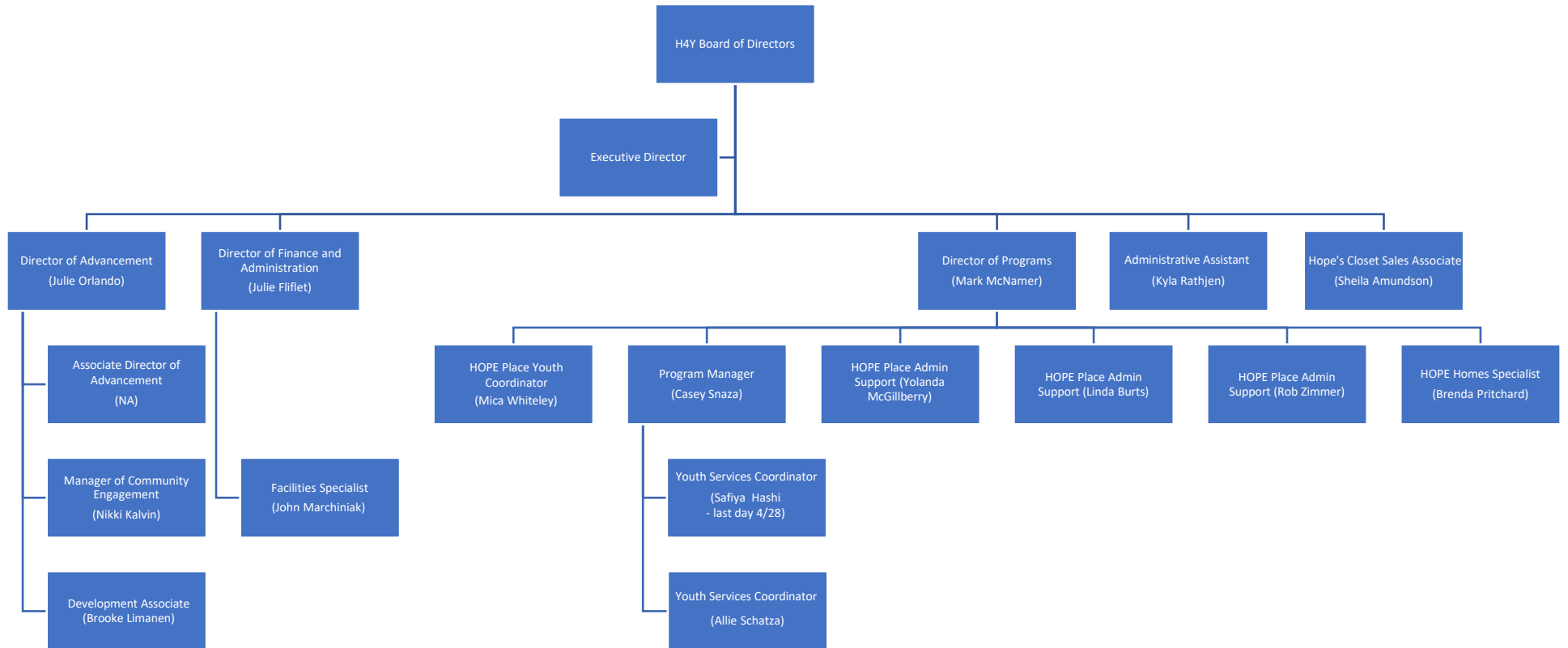
Anna VonRueden

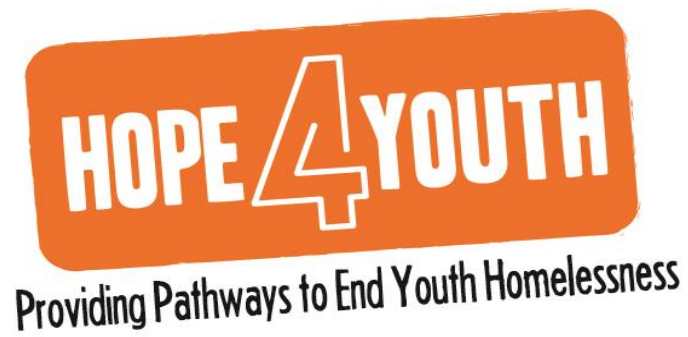
Strategic Planning Committee
FamilyWise Services
838 102nd Ave NE, Blaine, MN 55434
262-758-9026 (cell)
avonrueden@familywiseservices.org

Don Phillips

Development Committee
Greater Midwest Financial Group
326 Oakwood Terrace, Vadnais Heights, MN 55127
612-819-9663 (cell)
donphillips102@yahoo.com

Organizational Chart – As of 4/22/21





Fiscal Year 2021
1st Quarter Financials
through March 31, 2021



Balance Sheet
As of March 31, 2021

ASSETS

| | |
|------------------------------------|-----------------------------------|
| Cash and Cash Equivalents | 908,247.77 |
| Board Designated Operating Reserve | 503,787.13 |
| Receivables | 199,238.88 |
| Prepaid Expenses | 30,822.70 |
| Inventory | 70,508.28 |
| Investments | 39,331.71 |
| Property and Equipment, net | <u>1,648,057.03</u> |
| TOTAL ASSETS | <u><u>3,399,993.50</u></u> |

LIABILITIES

| | |
|--|---------------------------------|
| Accounts Payable | 35,683.71 |
| Other Accrued Liabilities | 41,462.06 |
| Mortgage Payable (VB)-Hope Place | 288,439.06 |
| Mortgage Payable (Finl One)-Admin Office | <u>154,456.33</u> |
| TOTAL LIABILITIES | <u><u>520,041.16</u></u> |

NET ASSETS

| | |
|---|-----------------------------------|
| Unrestricted-Undesignated | 1,993,549.83 |
| Unrestricted-Board Designated Operating Reserve | 503,787.13 |
| Temporarily Restricted | 287,795.77 |
| Current Year Net Surplus(Deficit) | <u>94,819.61</u> |
| TOTAL NET ASSETS | <u><u>2,879,952.34</u></u> |
| TOTAL LIABILITIES AND NET ASSETS | <u><u>3,399,993.50</u></u> |



Statement of Revenue and Expense
Fiscal Year 2021 - 1st Quarter (thru March 31, 2021)

| | <u>YTD Actual</u> | <u>YTD Budget</u> | <u>Over(Under) YTD Budget</u> | <u>Full Year Budget</u> | |
|-------------------------------------|----------------------------|-----------------------------|-----------------------------------|------------------------------|--|
| <u>Revenue</u> | | | | | |
| Donations, Gifts, and Grants | \$418,826.41 | \$191,000.00 | \$227,826.41 | \$1,125,000.00 | Unbudgeted COVID relief gov't funding rec'd from: PPP #2 \$180,412; MN DHS \$18,700; and Anoka Cty \$15,000 (total \$214,112) |
| Special Events, net | 3,441.47 | 20,000.00 | (16,558.53) | 225,000.00 | Budget expected \$20K of the \$70K budgeted for sponsorships to be in by end of March |
| Inkind Contributions | 18,377.27 | 23,100.00 | (4,722.73) | 120,000.00 | Store closed end of Jan so two less months of donated inventory at Hope's Closet |
| Program Service Revenue | 32,145.12 | 39,730.00 | (7,584.88) | 158,920.00 | GRH rent subsidy/funding was \$7,500 less than expected through March |
| Store Sales | 3,744.48 | 11,400.00 | (7,655.52) | 68,400.00 | Store closed end of Jan so two less months of sales @ \$3,800/mo for Feb and Mar |
| Investment & Other Income | 2,792.86 | 3,415.00 | (622.14) | 13,660.00 | |
| | <u>\$479,327.61</u> | <u>\$288,645.00</u> | <u>\$190,682.61</u> | <u>\$1,710,980.00</u> | |
| <u>Expense</u> | | | | | |
| Payroll, Taxes, and Benefits | 224,576.73 | 231,750.00 | (7,173.27) | 1,051,440.00 | Mainly due to open positions not yet filled |
| Contracted Srvs & Professional Fees | 49,669.48 | 30,722.50 | 18,946.98 | 126,490.00 | Hired contractors to help with Mktg & Communications related to open position; and unexpected legal and communications expenses related to E.D. separation |
| Insurance | 6,995.41 | 8,015.00 | (1,019.59) | 32,060.00 | |
| Building and Facilities Expense | 38,165.73 | 42,767.50 | (4,601.77) | 167,810.00 | Store closed end of Jan so two less months of store rent @ \$3,040/mo for Feb and Mar |
| Supplies and Equipment | 4,299.22 | 3,135.00 | 1,164.22 | 6,270.00 | |
| Postage, Mailing & Delivery | 290.35 | 450.00 | (159.65) | 5,820.00 | |
| Staff, Board, & Volunteer Expense | 2,820.54 | 3,431.00 | (610.46) | 31,440.00 | |
| Program Expenses | 32,412.36 | 35,657.50 | (3,245.14) | 172,730.00 | Store closed end of Jan so less donated inventory expense |
| Printing and Promotion Expenses | 2,654.52 | 2,953.75 | (299.23) | 15,440.00 | |
| Travel and Transportation | 277.81 | 1,020.00 | (742.19) | 5,280.00 | |
| Licenses, Membrshps, Dues, & Fees | 10,941.98 | 11,522.50 | (580.52) | 46,460.00 | |
| Depreciation Expense | 11,403.87 | 11,042.50 | 361.37 | 44,170.00 | |
| | <u>\$384,508.00</u> | <u>\$382,467.25</u> | <u>\$2,040.75</u> | <u>\$1,705,410.00</u> | |
| Net Surplus(Deficit) | <u>\$94,819.61</u> | <u>(\$93,822.25)</u> | <u>\$188,641.86</u> | <u>\$5,570.00</u> | |

HOPE 4 Youth

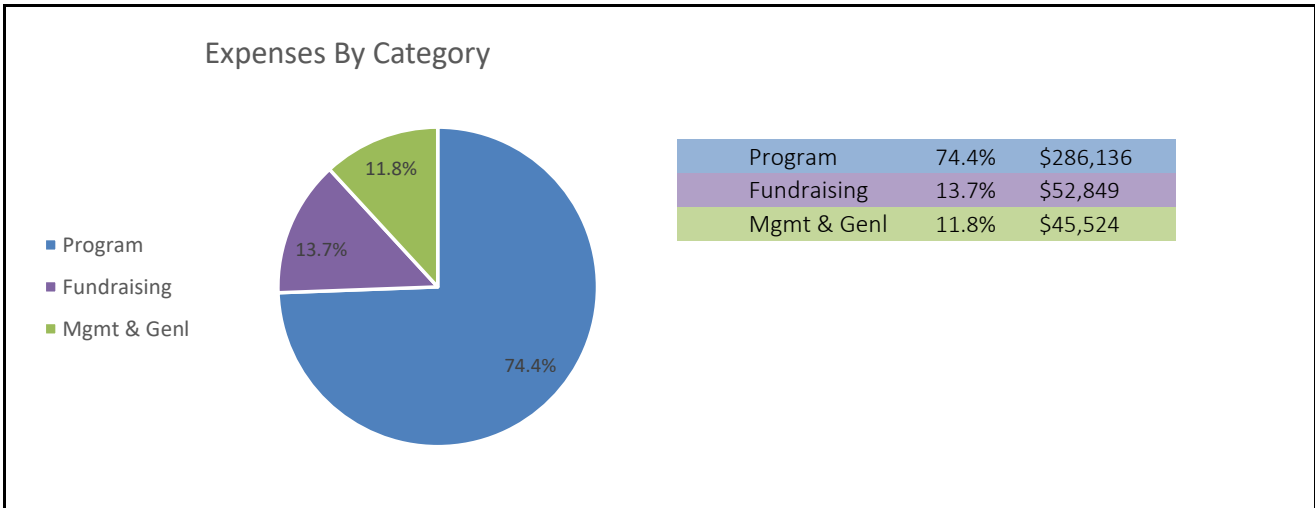
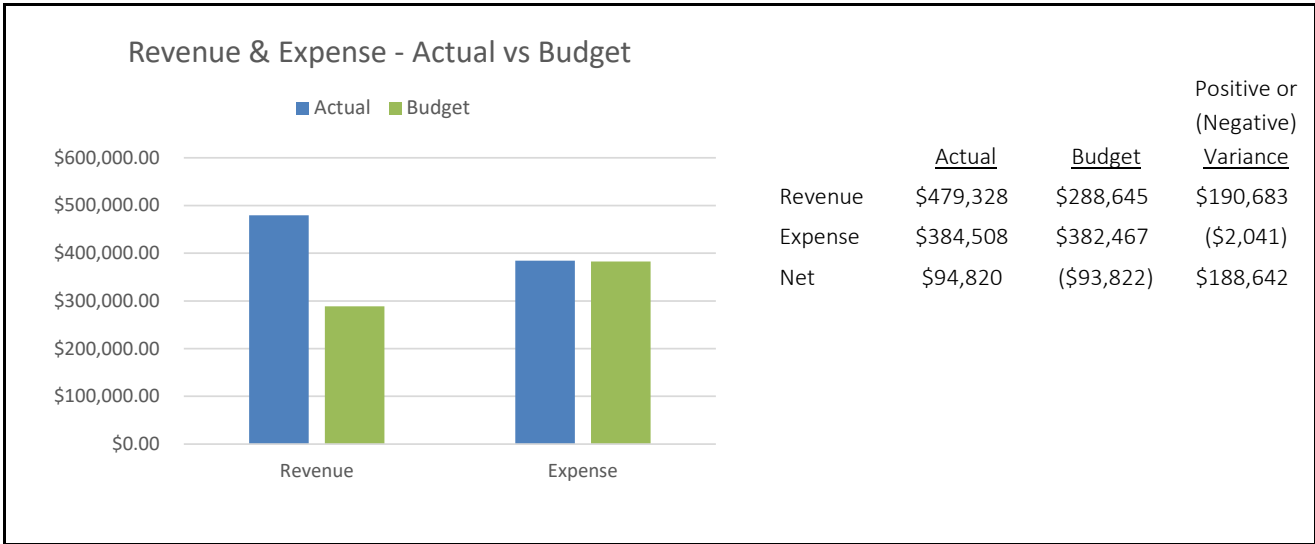
Fiscal Yr 2021-1st Qtr Revenue and Expense Stmt-Summary by Program Area

| | |
|-------------|--------|
| Program | 74.42% |
| Fundraising | 13.74% |
| Mgmt & Genl | 11.84% |

| | Hope Place | Drop-In Center including Hope Homes | Hope's Closet | Fundraising & Special Events | Management and General | Total |
|-------------------------------------|--------------------|-------------------------------------|--------------------|------------------------------|------------------------|-------------------|
| Revenue | | | | | | |
| Donations, Gifts, and Grants | 45,628.55 | 60,936.19 | 265.70 | 131,583.49 | 180,412.48 | 418,826.41 |
| Special Events, net | 0.00 | 0.00 | 0.00 | 3,441.47 | 0.00 | 3,441.47 |
| Inkind Contributions | 43.00 | 16,157.87 | 2,176.40 | 0.00 | 0.00 | 18,377.27 |
| Program Service Revenue | 32,145.12 | 0.00 | 0.00 | 0.00 | 0.00 | 32,145.12 |
| Store Sales | 0.00 | 0.00 | 3,744.48 | 0.00 | 0.00 | 3,744.48 |
| Investment & Other Income | 0.00 | 0.00 | 0.00 | 0.00 | 2,792.86 | 2,792.86 |
| Total Revenue | 77,816.67 | 77,094.06 | 6,186.58 | 135,024.96 | 183,205.34 | 479,327.61 |
| Expenses | | | | | | |
| Payroll, Taxes, and Benefits | 53,398.69 | 90,696.90 | 9,528.63 | 40,900.48 | 30,052.03 | 224,576.73 |
| Contracted Svcs & Professional Fees | 23,285.42 | 8,589.38 | 2,057.94 | 5,342.88 | 10,393.86 | 49,669.48 |
| Insurance | 3,740.87 | 1,771.14 | 234.93 | 284.64 | 963.83 | 6,995.41 |
| Building and Facilities Expense | 15,325.93 | 17,217.53 | 4,120.22 | 998.71 | 503.34 | 38,165.73 |
| Supplies and Equipment | 2,143.86 | 1,378.62 | 5.42 | 246.78 | 524.54 | 4,299.22 |
| Postage, Mailing & Delivery | 33.33 | 37.80 | 6.40 | 187.10 | 25.72 | 290.35 |
| Staff, Board, and Volunteer Expense | 211.49 | 706.80 | 101.96 | 378.21 | 1,422.08 | 2,820.54 |
| Program Expenses | 3,443.06 | 25,774.19 | 3,195.11 | 0.00 | 0.00 | 32,412.36 |
| Printing and Promotion Expenses | 240.07 | 1,625.03 | 71.98 | 437.86 | 279.58 | 2,654.52 |
| Travel and Transportation | 150.69 | 84.28 | 31.08 | 0.00 | 11.76 | 277.81 |
| Licenses, Memberships, Dues, & Fees | 960.74 | 4,524.46 | 857.14 | 3,497.22 | 1,102.42 | 10,941.98 |
| Depreciation Expense | 9,625.23 | 687.45 | 272.13 | 574.71 | 244.35 | 11,403.87 |
| Total Expenses | 112,559.38 | 153,093.58 | 20,482.94 | 52,848.59 | 45,523.51 | 384,508.00 |
| Net Surplus(Deficit) | (34,742.71) | (75,999.52) | (14,296.36) | 82,176.37 | 137,681.83 | 94,819.61 |

HOPE 4 Youth

Financial Dashboard for 1st Quarter 2021





Providing Pathways to End Youth Homelessness

Program Snapshot March 2021

HOPE 4 Youth Drop-In Center Youth Statistics

| | | |
|-----------------------|--------------|--------------------------|
| 204 | 71 | 24 |
| Drop-In Center Visits | Unique Youth | New Intakes Under 18 = 2 |

DIC Community Referrals

Workforce Center = 1
 Stepping Stone = 3
 Other Services = 16

Case Management Services – All Programs

48 Youth Received 89 Hours of Case Management Services

HOPE Homes

Screening = 5
 Active Youth/Host = 11
 Total Youth Served = 16
 Supports to Host = \$1,450

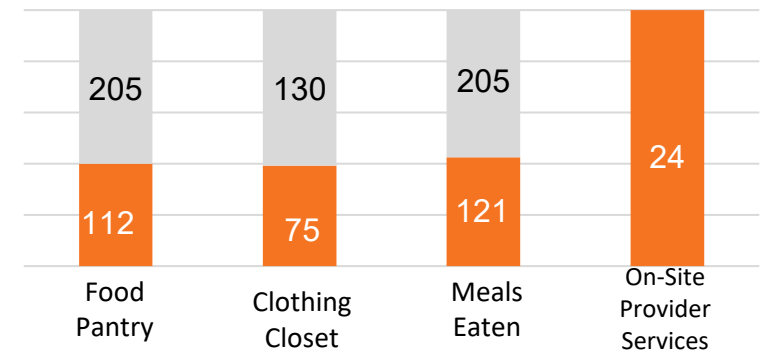
HOPE Place Youth Statistics - 12 youth served

- 1 resident moved to a more appropriate setting (pregnancy related)
- 2 residents continue to work on a new career path
- 9 residents are in school or working
- 1 is focusing on mental health but also working

Career Force Sessions at HP = 7

Drop-In Center On-Site Resources

5
Crisis Calls





Providing Pathways to End Youth Homelessness

Advancement Scorecard March 2021*

*Stats are only reflective of March (Not YTD)

VOLUNTEER HOURS

516

Total Hours
Up 290 hours since Feb.

- 176 hours Drop-In Center
- 69 hours DIC Meals
- 12 hours Hope's Closet
- 12 hours One-time projects/other
- 221 hours Donation Center
- 26 hours HOPE Place

DONORS

35

New donors gave
\$7,705.24
Up \$883.66 since Feb.

0

New recurring
monthly donors
Down 6 since Feb.

DONATIONS: \$69,945.35

Up \$50,363.27 from Feb.

- \$8,583.47 Events
- \$38,700.00 Grants/Foundations
- \$4,540.91 Online Giving Portal
- \$8,240.76 Giving
- \$9,880.21 Traditional Giving

ACTIVE VOLUNTEERS

those that have volunteered in the past 6 months

82

Active Volunteers
Up 10 since Feb.

11

New Volunteers
Down 24 from Feb.

SOCIAL MEDIA STATISTICS

Impressions
76,317

of times content
appears in front of a user.
Up 26,776 from Feb.

Engagement
4,947

of times a user commented,
reacted, shared, or clicked
on content.
Up 1,931 from Feb.

Followers
12,865

Up 3 from Feb.

WEBSITE STATISTICS

4,474 Page Sessions

A single website visit that can include many pageviews.
Up 827 since Feb.

629 Returning visitors

Up 76 since Feb.

0:02:16 Average time on website

Up :07 seconds since Feb.

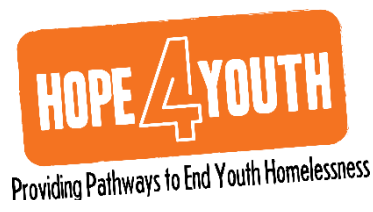
EMAIL STATISTICS

8,453 Accepted Subscribers

Down 234 since Feb.

29% Open Rate

Up 7% since Feb.



Board Portal

HOPE 4 Youth provides the Board of Directors with a secure, central repository for board information and document storage. Every Board Member is provided with their own username and password, which is provided at their onboarding.

Should there be any difficulty accessing and using the Board Portal, please email Kyla Rathjen at krathjen@hope4youthmn.org for assistance.

Login to Board Portal

1. Open a new web browser (preferably Google Chrome).
2. Type <https://www.hope4youthmn.org/login> in the address bar.
3. You'll be taken to the following screen:

A screenshot of the login page for the HOPE 4 Youth Board Portal. The page features a blue circular logo with a white 'W' at the top center. Below the logo is a white login form with a blue border. The form contains two input fields: "Username or Email Address" and "Password". The "Password" field has a small eye icon to its right. Below the "Password" field is a checkbox labeled "Remember Me" and a blue "Log In" button. At the bottom of the form, there is a link that says "Lost your password?" and a link that says "← Back to HOPE 4 Youth in Anoka, MN".

4. Enter the username and password provided to you at your onboarding.
 - If you have forgotten your username, please email Kyla Rathjen at krathjen@hope4youthmn.org.
 - If you have forgotten your password, please select "Lost your password?".
5. Select "Log In" and you'll be taken to the Board Portal.

Board Portal - Repository

You'll find the following in the repository:

- Board Packets
- Meeting Minutes
- Committee Files
- General Board Documents
- Calendar

