 

**HOPE4YouthMN.org**

**763.323.2066**

2665 4th Avenue North I Suite 40

Anoka, Minnesota 55303

**Executive Committee Meeting Minutes**

 **August 15, 2022 – 5:00p-6:30p**

1. **Financials**
	* 1. Review financials

Highlight points:

* Cash and reserves on hand – 8.3 months
* Balance sheet comparison to 2021 – includes previously discussed changes
* We are trending slightly ahead in revenue this month but are behind YTD due to Individuals and Civic|Faith organizations being down.  We will drop a Summer Appeal soon hoping to raise the necessary funds to close this gap.
* Expenses are down in July and YTD due to management of expenses, Pohlad plans, and timing of expenditures.
* The use of reserves will not impact our monthly financials; however, I will reference this at each of our monthly reviews.
* We are working with ABDO Solutions to complete the application for the Employee Tax Credit program.  We learned the funding from the IRS is slow and could take between six-ten months. We confirmed we will be able to book the funds in 2022 once the application is filed.
1. Update on general ledger reserves for 2022
	* LaChelle provided a comprehensive recap of all funds housed with four banking partners, reality of reduction in reserves once HOPE Place mortgage was paid off. Additionally, LaChelle shared updated version of Reserve’s Policy – EC had no objections to title changes.
2. Reviewed our Board Reserve policy, cash reserve objectives and current state of banking partners. Update on ERC
	* ABDO Solutions is working on the Employee Retention Credit submission. We will incur an expense of $24,000 for the completion of this work. LaChelle spoke to ABDO (Steve A) and gained clarity in expense. H4Y signed agreement to move forward.
3. Update progress with option of sale of administrative office
	* The EC had a robust conversation around the potential sale of the administrative office. LaChelle had received a verbal offer of $317,500.
	* LaChelle was asked to obtain comps from a realtor. LaChelle reached out to Cheri Sutch.
	* The EC asked LaChelle to get a written offer/purchase agreement.
	* The EC was supportive of moving forward with the sale of the AO to build team cohesion, safety options with staff at HOPE Place, and improved use of donor dollars to better support program outreach.
4. Treasury Bill purchase
	* LaChelle shared recommendation from Don to leverage cash reserves to purchase Treasury Bills. LaChelle determined $150,000 would be the limit we should tie up. LaChelle will work with Greater Midwest Financial to purchase in September
5. **Resolution and banking updates**
	* 1. Resolution for board - HOPE Place payoff planned for August 24th
		2. Resolution of LOC – complete and will close after Satisfaction of Mortgage is in hand. September timeline appears to be on target.
		3. Requested resolution of additional check signer – approved Mark McNamer, Director of Program, as additional signer. This supports the Fiscal Policy update requiring two signers for checks over $5000.
6. **Board engagement**
	* 1. Planning of October Board Retreat
			+ Discussed vision of retreat. EC is seeking an engaging meeting with intentional elements to provide board members to work together and get to know one another.
			+ LaChelle will have proposal for 2024-26 vision for Board to react to.
			+ We will use this meeting as a time to educate and ideate
7. **Operational update**
* We anticipate a fantastic Heartland Tire Golf Classic. The event is sold out with new sponsors supporting the event (Per the Mitchell’s). We have a surprise for the Mitchell’s and Heartland Tire. Five youth will be attending to personally thank them allowing LaChelle to share a bit of their story. It will be capped off with a gift to them.
* We ran out of time for a comprehensive update. The organization and team continue to work on greater accountability and expectation management.
* Linda needs access to the Portal and needs invitations to the meetings.