



# HOPE 4 Youth Board of Directors

## Meeting Minutes

Date: January 30, 2023

Time: 5:00 pm, Anoka County Sheriff's Office or Zoom

---

Board Members Present: Paul Lenzmeier, Pat Chen, Steve Nash, Linda Barnum, Don Phillips, Anna VonRueden, Brad Konik, Stephan Spears

Board Members Absent: JJ Slag, Sue Woodard, Julie Cole,

Staff and Guests Present: LaChelle Williams, Mark McNamer, Nikki Calvin, Brooke Limanen, Tanya Bacigalupo, Danielle Snider (minutes)

---

### Minutes:

#### Call to Order

- The meeting was called to order at 5:03 pm by Steve Nash.

#### Mission Moment (Linda Barnum)

- A young man came to Minnesota due to an unsafe, trauma-filled home situation. Upon arriving in Minnesota, it was soon determined that their new living situation was not viable. He opened up to a counselor at Anoka High School. He was referred to HOPE 4 Youth and started receiving services at the Drop-In Center. He graduated high school in 2017. Once he was in a safe home, mental health symptoms arose. He enrolled in the Empower program, received budgeting help, and completed a CNA course. With six months left in the HOPE Place program, he agreed to start seeing a counselor. He then obtained a job at a nursing home and began working full-time. In 2019, he graduated from HOPE Place and moved into a market-rate apartment. He shared that he is living a dream that he never believed two years prior was possible. We all have to remember that a lot of the youth don't make it for one reason or another. We need to celebrate the ones that do.

#### Approval of Agenda and Minutes

- Motion made by Anna VonRueden, seconded by Linda Barnum, and the 11.28.22 minutes passed unanimously.
- Motion by Pat Chen, seconded by Paul Lenzmeier, and the approved agenda passed unanimously.

#### Update on Executive Committee (Steve Nash)

- We are looking to grant LaChelle the authorization to act on behalf of HOPE 4 Youth with respect to future changes to health and welfare benefit plans.
- Pat Chen motioned, Anna VonRueden seconded, and the motion was approved and passed unanimously.

#### Executive Director Update (LaChelle Williams)

- LaChelle will be reaching out for our annual 1:1 meetings this quarter. Be watching for a message from her.
- Our team vision is full speed ahead. The Advancement team is fully staffed with Abby Haubner as our Marketing and Events Coordinator and Mark Dahlke as our Community Engagement Coordinator. Both are working 30 hours weekly.
- Our Program team is looking for two more team members. We are in the interviewing process for two colleagues to support Mica with her new role as our Senior Program Manager overseeing both the Drop-In Center and HOPE Place. Mica is a strong asset to our organization in her new Senior Program Manager role. We're excited and believe this team will be fully staffed in the next month.
- Our handbook is done! Thank you Pat for your mentorship as we redid this. We went from a 20 to 45 page handbook. Our newly added benefits are outlined in the Board Packet. We have added a 3%

match, bereavement pay, and a floating holiday. We added the holiday from a DEI lens. While many organizations are now celebrating Juneteenth, we are wanting our team members to have the flexibility to use this floating holiday in the way that best aligns with them.

- We're building out our Operational Plan for 2023 which will be done by the end of February.
- Thank you for your guidance as we rolled out the Traction methodology.

#### **Finance Committee (Don Phillips/Brooke Limanen/LaChelle Williams)**

- Brooke is going to be joining the Board meetings going forward. We wouldn't be in the position that we are if Tanya had not helped us with the ERC. Tanya's role as our Controller will continue. She is titrating her time down from 15 hours to 10 hours and ultimately 5 hours. Thank you Tanya for everything you've done!
- We have added a building line into the packet from the sale of the Admin office. Receivables are down due to Heartland Tire being paid in full. We are continuing to invest in T-Bills and it's turning out really well. We ended the year in the black at \$54,000. This is largely due to the ERC, but also due to a large donor turnout in Q4. There was a jump in investments and other assets from the sale of Admin. We currently 10 months cash on hand. Brooke anticipates this changing as we invest in a building, but we will have that conversation when the time comes.
- Don shared that we are going to be leaning into \$100k of the ERC this fiscal year as well. We have a great opportunity to leverage our internal talent and some flexibility as we approach our building opportunity. We're in great shape.
- Brooke has already scheduled our field week for the 2022 Audit in May. We are having a preliminary meeting with them next month. There should be no surprises in the audit this year.

#### **Program Update (Anna VonRueden/Mark McNamer)**

- The committee is working on finalizing a 2023 meeting schedule. There will be an opportunity to dive into year-end data at the next Board meeting. We anticipate the committee being busy as we do a deep dive into the 2022 data this March. Mark feels good and confident about the numbers we're reporting. There were significant increases from 2021 to 2022. We saw a 33% growth in youth that we served at our Drop-In Center in 2022 (from 314 to 416). We also saw a 48% increase in parenting youth (from 62 to 92). In 2022, 69% of the youth we served were BIPOC.
- The results of the youth survey is helping us drive our programming. We will focus on quality over quantity as we plan.
- Steve shared that the improvements in data collection speak volumes to the growth that has occurred with our data practices over the past three years.

#### **Advancement/Development Committee (JJ Slag/Nikki Kalvin)**

- This past week we were notified that HOPE 4 Youth was named in someone's will. We have been named to receive 50% of the residual after expenses. The family has engaged an attorney to facilitate the probate. We will likely find out in the next month what that dollar amount is.
- We will need a resolution to authorize LaChelle as ED to sign the documents required for probate. Pat Chen motioned, Anna VonRueden second, and the motion was approved and passed unanimously.
- We had a great Development Committee last week with JJ and Julie. We ended the year in the black, which leads into how we're going to plan for 2023. When we were budgeting and planning, we discovered that our Foundation and Corporate giving categorizations were not accurate. LaChelle, Brooke, and Nikki accurately divided out the Foundations and Corporate. From this analysis, we learned that Individuals continue to be first, and Corporations are actually second. We will be working on cultivating and building these great community relations. Civic and Faith is third and then a large drop for Foundations and Government.
- There is an 8% increase approved for Individuals in the budget. First-time donors only return to an organization 20%. Our 2023 goal is 25% and the stretch goal is 30%. There is a plan in place to cultivate these individual donors. We will be intentional with these first-time donors to ensure that they come back. We will be focusing on sustained giving as well.
- We have a fantastic grant writer that we contract with. She will work with us on both Corporate and Foundation applications going forward.
- Nikki spoke two weeks ago at the Forest Lake Lions Club. Someone from the Forest Lake Lions club reached out after the youth homelessness speaker backed out for their Lions Conference in St. Cloud this past weekend for their 300-person Lions conference. This conference was attended by Metro Lions clubs members.

- There will be a focus on Community Engagement. Mari will be spending some of her time at local community events such as the Blaine Festival and Running Aces.
- Special events are 14% of revenue. The focus will be AN4H, 4K, and Inspiring HOPE Breakfast. There are quite a few external events as well. Events are huge for brand awareness. We are being intentional with making connections with our events so that we can steward these donors. Our Inspiring HOPE Breakfast will be an opportunity for those that have attended past events to have a seat at the table.

### Strategic Discussion

- SF214/SF215 and HF148/HF149
  - This is being approached from both a cash and bond perspective. We do currently have an \$8 million ask, which includes property, construction, site prep, utilities, etc. LaChelle is working with some experts in the field and people that have gone down this path.
- Committee Hearings and messaging
  - We are currently in the hearing process. Before this meeting, LaChelle received a call. Based on the several presentations we did over the past year, we will likely not need to testify again this year. Last year we were approved, but due to the decision to not hold a special session, it was ultimately not approved. LaChelle is hoping to present to the Senate this year. She will keep us up to date.
  - The 2023 Building HOPE Project document is in the Board Portal under high-level information. This document outlines the project.
- Location
  - HOPE Place is an option to build. Within the approved blueprints from 2015, there is approval for a phase two. The City Planner and Committee shared that there do not appear to be any red flags for this.
  - The Coon Rapids mayor shared that he is not supportive of us building onsite.
  - LaChelle shared that she will be meeting with several committee members in the coming days.
  - Coon Rapids or Blaine are our top locations based on our youth demographics.
  - Any city we explore will likely not want us by residential or retail locations. There is also an absence of available land or property. There will be a lot of politics at play. We have great relationships with the Coon Rapids police and planning committee. If you have any connections with anybody on the Coon Rapids or Blaine Boards, please let us know. We want to be good neighbors and want to cultivate relationships to ensure our success.
  - Our current Drop-In Center neighbors love us. We could use their good referrals.
- Building Committee and planning work
  - Our Board and the Building Committee's responsibilities would be blessing the vision, campaigning our location strategy, our funding strategy, financial oversight, and leading the RFP process.
  - Our staff responsibilities will be to continue with the legislative work, our community launch (likely in April at our AN4H event), building design, operational direction, and program vision with partnership development.
  - We will need Subject Matter Experts (SMEs) in:
    - Capital Finance
    - Non-Profit Property Development
    - Property Management
      - Youthlink has used a management company in the past that Steve knows. He will share the name with LaChelle.
      - Steve also suggested having someone from Anoka County.
    - Facilities Management (ad hoc)
      - Anna noted that MACC offers Facilities Management as well. LaChelle will explore this potential wealth of information.
  - It was noted that a young person/group of former youth could give invaluable experience and perspective as we gather feedback for this project. The Youth Advisory Council will be relaunching soon as well.
  - There are a lot of constituent connections that need to happen in the coming days.
  - A scope of work for these four positions would be appreciated as the board reaches out to their networks.
  - Don shared that he knows several builders that he could reach out to. Someone could potentially offer a discount from their general contracting rates for our non-profit. This is a potential avenue for our RFP process. We would want to offer an opportunity for someone to bid and offer some of the

project in kind. We have several non-profits that we could reach out to that have gone through construction projects in the recent past.

- LaChelle shared that we will likely come to the Board and ask for a capital campaign in the event that this funding stream does not pan out. It is simply time for a new facility. We have outgrown the current Drop-In Center and staying there is not an option. The space has served its purpose.
- If you have anything to share in the coming days, please share it with LaChelle. We are so incredibly grateful for your perspective and insight as we embark on this journey.

### **Adjourn**

- **Motion** to adjourn was made by Pat Chen, seconded by Linda Barnum, and approved unanimously.

The meeting ended at 6:43 pm.

Respectfully Submitted,

Danielle Snider, Administrative Coordinator

---

### **Action Items:**

- Share names for potential Building Committee members and partners
- Scope of Work for the four SMEs

---

### **Upcoming Events:**

- [A Night 4 HOPE](#) – April 22, 2023
- Heartland Tire Golf Tournament – August 21, 2023
- The Darkest Night 4K – September 16, 2023
- Hunt 4 HOPE – September 22, 2023
- Inspiring HOPE Breakfast – October 25, 2023
- Out of the Cold – November 16, 2023