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## HOPE 4 Youth – Mission, Vision, and Core Values

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**Mission:** Provide pathways to end youth homelessness

**Vision:** Ensure all youth feel safe, valued, and supported while reaching their full potential. This begins with meeting their basic needs and leads to giving them the tools to thrive.

**Core Values** guide our work. We are:

- Resourceful – We collaborate to maximize resources and evolve to meet the changing needs of our participants and the community.
- Accountable – We operate with integrity and are accountable to our youth, volunteers, community, donors, and employees.
- Inclusive – We respect and embrace differences as a strength, allowing people to bring their full, authentic selves to HOPE 4 Youth.
- Hopeful – We communicate and operate with optimism and believe in a bright future for the youth we serve and our community.
- Compassionate – We serve and work with empathy and understanding to create a judgment free environment.

<p><b>Core Values</b></p>	<ol style="list-style-type: none"> <li>1. Resourceful</li> <li>2. Accountable</li> <li>3. Inclusive</li> <li>4. Hopeful</li> <li>5. Compassionate</li> </ol>	<p style="text-align: center;"><b>3-Year Picture</b></p> <p>Future Date: 2024-2026  Revenue: \$4,000,000  Surplus: \$25,000</p> <p>Measurables</p> <ul style="list-style-type: none"> <li>➤ Thriving culture; 92% staff retention, 70% volunteer retention, 10% increase in community program partners, and 10% increase in donor engagement</li> <li>➤ Financially Solvent; realize annual surplus, clean annual audit, all operational processes implemented, 76% budget to program expense, maintain less than 5% of government funding</li> <li>➤ New DIC/Admin facility with expanded services: <ul style="list-style-type: none"> <li>○ Mental Health support</li> <li>○ Career Development</li> <li>○ Financial competency training</li> <li>○ Family support</li> <li>○ Case management support</li> <li>○ Chemical dependency support</li> <li>○ Physical health support</li> <li>○ Basic needs support</li> <li>○ Stable housing support</li> <li>○ Facility improvements to support social and emotional engagement, meal prep, and volunteer/donation processing</li> </ul> </li> <li>➤ 30 FTEs</li> <li>➤ XXX youth reached</li> <li>➤ 400-450 volunteers</li> <li>➤ 2200 total donors</li> <li>➤ Board support expansion <ul style="list-style-type: none"> <li>○ Increase to 25 seats</li> <li>○ Update policies to support goals</li> </ul> </li> <li>➤ Create <i>HOPE 4 Youth Playbook</i> (transformational relationship processes, systems, roles, risk management plan, etc...)</li> </ul>
<p><b>Core Focus</b></p>	<p><b>Mission:</b> Provide Pathways to end youth homelessness</p> <p><b>Vision:</b> Create an experience where all youth feel safe, valued, and supported while reaching their full potential</p> <p><b>Our Niche:</b> Meet youth where there are using our 4-fold approach:</p> <ul style="list-style-type: none"> <li>• Trauma-Informed Care</li> <li>• Strengths-Based mindset</li> <li>• Client – Youth Centered</li> <li>• Harm Reduction</li> </ul>	
<p><b>10-Year Target</b></p>	<p>Thriving \$7 million nonprofit and premier youth serving collaborator launching youth from homelessness to community contributor.</p>	
<p><b>Marketing Strategy</b></p>	<p>Target Market  Three Unique markets:</p> <ol style="list-style-type: none"> <li>1. Youth</li> <li>2. Volunteers</li> <li>3. Donors</li> </ol> <p>Proven Success: (2022) 415 youth/2983 visits   65% CM  1186 Individual donors, 382 Organizational/Business donors   301 volunteers/1744 volunteer assignments   10,926 hours of engagement</p> <p>Guarantee: To be a premier steward of resources and community investment</p>	

## STRATEGIC GOALS | Primary Objectives

### 1. Provide life-enhancing programs empowering youth to reach their full potential

- i. Deliver premier programs using the four-fold approach
- ii. Create a *center* of support at the Drop-In Center addressing immediate and long-term needs
- iii. Create a thriving place to live at HOPE Place to fully launch youth into the community
- iv. Expand social & emotional well-being program offerings and resource partnerships

### 2. Engage in transformational partnerships with community leaders, donors, and volunteers

- i. Strengthen partnerships with community leaders focused on homelessness and youth empowerment to provide imperative resources for our youth
- ii. Enhance donor relations to build transformational relationships resulting in innovative revenue generation
- iii. Enhance volunteer opportunities and experience driving retention and increased engagement.
- iv. Strengthen all stewardship efforts to foster greater connection and funder alignment to strategic priorities

### 3. Laser focus on premier staff retention and operational improvement

- i. Strengthen a transparent culture driving team engagement
- ii. Deepen employee benefit expansion to elevate attractiveness and retention
- iii. Ensure HOPE 4 Youth sustains an inclusive, equitable, and diverse culture
- iv. Embody a strengths-based mindset, behavior, and actions

### 4. Select location and determine funding and operational plans for new HOPE 4 Youth Drop-In Center

- i. Establish Building Committee
- ii. Facilitate process to identify viable locations
- iii. Create construction budget and funding options
- iv. Build oversight plan for legislative funding and any received restricted funds
- v. Develop long-range operational budget and plan

**HOPE 4 Youth** is a nonprofit organization in Anoka County which helps young people ages 16 to 24 who are experiencing or at risk of homelessness. Our name is an acronym for our focus areas: Housing, Outreach, Prevention, and Education/Employment.

**OUR MISSION:** To provide pathways to end youth homelessness

**VISION:** All youth will feel safe, valued, and supported while reaching their full potential. This begins with meeting their basic needs and leads to giving them the tools to thrive.

## OUR PROGRAMS

### HOPE 4 Youth Center



The HOPE 4 Youth Center in Anoka is a safe, non-judgmental place for youth to get their needs met. Youth have the opportunity to receive a hot meal, clothing, hygiene and food items, use a shower, or laundry facilities. Our Case Managers connect youth to stable housing, health and wellness programs, education and employment opportunities, and more.

### Host Homes



Our Host Homes program supports situations where a family friend, relative, or neighbor allows a young person to stay at their place to avoid being homeless. This program turns these couch-hopping situations into more structured agreements that benefit the hosts and the youth who are living with them.

### HOPE Place



HOPE Place is our 12-unit transitional housing facility that offers supportive services to young people 18 to 24 years old who are experiencing or at risk of homelessness. HOPE Place staff and community partners provide on-site case management and support focused on education and employment guidance. Our program aims to build self-sufficiency and long-term success.

## TOP 5 COUNTIES WE SERVE

- Anoka County
- Hennepin County
- Ramsey County
- Sherburne County
- Washington County

**25%** Parenting Youth

**33%** Male

**72%** BIPOC  
(Black, Indigenous, and People of Color)

**2%** Non-Binary

**65%** Female

**23%** LGBTQ+

# OUR APPROACH

## Partner in Prevention

HOPE 4 Youth supports prevention through strong partnerships and youth alliances.

We work with local school districts, Early Childhood Family Education, Anoka County, Streetworks, Family Homeless Prevention and Assistance Program, Homework Starts with Home, YMCA, and more.

## Meeting Basic Needs

HOPE 4 Youth meets youth where they are using a four-fold approach: trauma-informed care, strength-based, client-centered, and harm reduction.

We do this through our HOPE 4 Youth Center by providing a safe place to rest, warm meals, grab and go food, hygiene products, a shower, laundry facilities, and more.

## Empowered to Launch

HOPE 4 Youth provides youth resources, connections, training, work and career readiness, and educational advancement.

Examples of resources we provide through the HOPE 4 Youth Center and HOPE Place are Case Managers, Host Homes, workforce development, social and emotional support, stable housing support, and more.



82%

of youth have obtained or maintained stable housing in the last 6 months.

83%

of youth have developed healthier, better lasting relationships with family, friends, and other adults in the last 6 months.

## GET INVOLVED



Volunteer

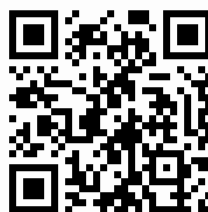


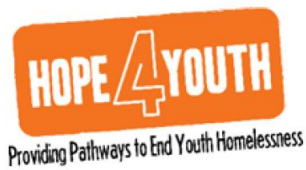
Donate Items



Give Monthly

To get involved scan the QR Code or go to our website [HOPE4YOUTHMN.ORG](https://HOPE4YOUTHMN.ORG)





# HOPE 4 Youth

Member of the Board of Directors (BOD)  
Role Description and Expectations

The mission of HOPE 4 Youth is providing pathways to end youth homelessness.

## **The following are the responsibilities of the BOD:**

- Advocating for the mission and purpose of the organization
- Strategic planning to advance the mission to end youth homelessness
- Ensuring strong fiduciary oversight and financial management
- Fundraising
- Promoting HOPE 4 Youth's engagement opportunities with the community
- Selecting and evaluating the performance of the Executive Director
- Assessing its performance as the governing body of HOPE 4 Youth

## **Expectations of Individual Board Members**

Each board member is expected to:

- Know HOPE 4 Youth's mission, policies, programs, and needs
- Read and review HOPE 4 Youth financial statements
- Serve as an active advocate and ambassador for HOPE 4 Youth
- Leverage connections, networks, and resources to develop collective action to fully achieve the HOPE 4 Youth mission
- Give a meaningful personal financial donation
- Help identify personal connections which can benefit HOPE 4 Youth fundraising and reputational standing, and can influence public policy
- Prepare for, attend, and conscientiously participate in board meetings and events
- Actively participate in minimally one board committee: Executive, Finance, Program, Development, Strategic Steering Committees, or Building Committee

## **Board members are required to:**

- Follow HOPE 4 Youth bylaws, policies, and board resolutions
- Sign an annual conflict-of-interest disclosure and update it during the year, if necessary, as well as disclose potential conflicts before meetings and conflicts during meetings
- Maintain confidentiality about all internal matters of HOPE 4 Youth

## **Board Terms, meetings, and time commitment:**

- HOPE 4 Youth Board Members will serve a three-year term to be eligible for reappointment for one additional term.
- Board meetings are currently on the 4th Monday of the month in January, March, May, July, September, and November, from 5-7p.m.
- Board Committees meet monthly with flexible telepresence schedules

**BYLAWS OF  
HOPE 4 YOUTH**

ARTICLE 1: OFFICES

The registered office of the corporation shall be as stated in the Articles of Incorporation. The corporation may have offices at such other places as the Board of Directors may determine.

ARTICLE 2: MEMBERS

There shall be no members of the corporation; provided, however, that the Board may designate individuals who have demonstrated extraordinary commitment to the purposes for which the corporation was formed to be honorary members of the corporation. Individuals so designated shall have no rights, voting or otherwise, with respect to any matter concerning the corporation.

ARTICLE 3: BOARD OF DIRECTORS

Section 3.1. General Powers.

The business and affairs of the corporation will be managed under the direction of the Board of Directors. The Board may adopt rules and regulations for the conduct of their meetings and the governance of the corporation, not inconsistent with law, the Articles of Incorporation, or these Bylaws and may, in the execution of its powers, delegate certain authority and responsibility to the Executive Committee.

Section 3.2. Number.

The Board of Directors shall consist of not less than five (5) nor more than twenty five (25) directors.

Section 3.3. Qualifications.

Each director shall be a minimum of eighteen (18) years of age and shall hold office until expiration of his or her term and until his or her successor shall have been elected and shall have qualified, or until his or her death, resignation, removal, or disqualification. No current employee, client, or consultant of HOPE 4 Youth may serve as a member of the Board of Directors.

Section 3.4. Term of Office.

The term of office for all directors shall be three (3) years. At the end of each term, there will be an option to renew for another term. No Board member shall serve more than nine (9) consecutive years. Board terms shall be staggered so that the terms of

approximately one-third of the directors' terms shall expire each year. The Board of Directors shall make appropriate arrangements to accomplish the staggering of terms.

#### Section 3.5. Compensation.

Directors shall not be compensated for services rendered to the corporation in their capacity as directors. A director may, however, be reimbursed for costs and expenses incurred for travel or other purposes for the advancement of the objectives of the corporation.

#### Section 3.6. Conflict of Interest.

A conflict of interest policy will be established and reviewed annually by the Board of Directors and key employees of the organization. Each Director shall sign a conflict of interest form on an annual basis.

#### Section 3.7. Resignation and Removal.

Any director may resign at any time, effective either immediately or at a specified later date, by written resignation delivered, emailed, or mailed to the Chair. Any director may be removed, with or without cause, except for unlawful reasons, upon the affirmative vote of two-thirds (2/3) of the entire Board of Directors.

#### Section 3.8. Vacancies.

Vacancies on the Board of Directors— whether caused by death, resignation, removal, disqualification, or otherwise—shall be filled by majority vote of the remaining directors, though less than a quorum of the Board. Each director appointed to fill a vacancy shall hold office for the unexpired portion of the vacancy term.

Any director who shall have been absent, without excuse, from three (3) consecutive regular meetings of the Board of Directors shall automatically vacate the seat on the Board and the vacancy shall be filled as prescribed in this Section 3.7. The Board of Directors may, however, consider the circumstances of such absences and may expressly waive such absences by affirmative vote of a majority of its members at a duly called meeting at which a quorum is present.

A public servant director will be excused from abiding to the attendance regulation. However, it is preferred that the public servant is as dedicated as permissible and to be an “active director” in any and all ways possible.

#### Section 3.9. Transferability.

A member may not voluntarily or involuntarily transfer his or her membership or any right arising therefrom.



## ARTICLE 4: MEETINGS OF BOARD OF DIRECTORS

### Section 4.1. Annual Meetings.

An annual meeting of the Board of Directors shall be held each year, on a date and at a time and place established by the Chair of the Board. The purpose of the annual meeting shall be to receive a report on the operations of the corporation, elect Board members and Committee Chairs, elect officers for the ensuing year, and transact any other business that may properly come before the meeting.

### Section 4.2. Regular Meetings.

Regular meetings of the Board of Directors shall be held at least quarterly throughout the calendar year, at places and times established by the Chair of the Board.

### Section 4.3. Special Meetings.

A special meeting of the Board of Directors may be held on the call of the Chair of the Board, at the place, time, and location determined by the Chair in the notice of the meeting, or by written petition delivered to the Secretary and signed by any three (3) members of the Board, at a place and time (not later than 60 days after receipt by the Secretary of the petition) designated by the Chair, in the notice of the meeting.

### Section 4.4. Notice of Meetings.

Notice of the place, time, and purpose of any Board of Directors meeting shall either be delivered personally, by email, telephone, or be sent to each director by first class mail, addressed to the director either at his or her address shown in the records of the corporation, or, if his or her address is not shown in the records or is not readily ascertainable, to the place where the principal office of the corporation is located. The notices shall be mailed or delivered at least five (5) days before the meeting.

### Section 4.5. Quorum.

Except as otherwise specifically provided for in these Bylaws, the presence of two-thirds (2/3) of the members of the Board of Directors shall constitute a quorum for the transaction of business. If a quorum is initially present at a meeting of the Board of Directors, the directors present may continue to transact business, notwithstanding the loss of a quorum by a withdrawal of directors, provided that any action thereafter is approved by at least a majority of the required quorum for the meeting, or a greater number by law, the Articles of Incorporation, or these Bylaws.

Section 4.6. Participation by Telephone Conference Call or Other Telepresence Means.

A meeting may be held among directors, or members of any committee designated by the Board of Directors, by any means of communication through which the participants may simultaneously hear each other during the conference. This constitutes a meeting of the Board or the committee, as the case may be, if the same notice is given of the conference as would be required for a meeting, and if the number of persons participating in the conference would be sufficient to constitute a quorum at the meeting. A director or committee member may participate in any meeting by any means of communication through which he or she, other persons so participating, and all persons physically present at the meeting may simultaneously hear each other during the meeting. Participation in a meeting by either of the foregoing means constitutes personal presence at the meeting.

Section 4.7. Waiver of Notice.

Notice of any meeting of the Board of Directors may be waived by any director before, at, or after the meeting in writing or orally. Attendance by a director at a meeting is waiver of notice of that meeting, except where the director objects at the beginning of the meeting to the transaction of business because the meeting is not lawfully called or convened and does not participate thereafter in the meeting.

Section 4.8. Voting.

At all meetings of the Board of Directors, each director shall have one vote. The Board shall take action by the affirmative vote of a majority of directors present at a duly held meeting, except where the affirmative vote of a larger proportion or number is required by law, the Articles of Incorporation, or these Bylaws.

Section 4.9. Emergency Meeting.

In the event of an emergency which immediately affects the endangerment of a client, fiscal health, or security of HOPE 4 Youth assets, the Executive Committee may convene an emergency meeting by phone or in person to take immediate action and immediately report the same to the entire Board of Directors.

ARTICLE 5: OFFICERS

Section 5.1. Number of Officer Positions.

The officers of the corporation may consist of a Chair, a Vice Chair, a Treasurer, a Secretary, Past Chair, or such other officers deemed necessary or desirable by the Board. New officer positions may be created and filled at any meeting of the Board. Only members of the Board of Directors shall be qualified to serve in the officer positions described in this Section 5.1.

Section 5.2. Election and Terms of Office.

The officers of the corporation shall be elected for one-year (1) terms by the Board of Directors at its annual meeting. Each officer shall hold office until his or her successor shall have been duly elected and qualified.

Section 5.3. Removal.

Any officer of the corporation may be removed at any time, with or without cause, by the affirmative vote of two-thirds (2/3) of the entire Board of Directors.

Section 5.4. Vacancies.

Notwithstanding any other provision in these Bylaws, a vacancy in any office caused by death, resignation, removal, disqualification, or otherwise, may be filled by affirmative vote of two-thirds (2/3) of the Board of Directors for the remaining portion of the term.

Section 5.5. Powers and Duties.

The officers shall have the following powers and duties:

(a) Chair.

The Chair shall chair both the Board of Directors and Executive Committee; shall also serve as a member ex-officio on all committees except the Nominating Committee; shall communicate to the Directors at the annual meeting and at such other times as the Chair deems proper concerning the activities of the corporation; shall see that all orders and resolutions of the Board of Directors are carried into effect; shall sign and deliver in the name of the corporation any deeds, mortgages, bonds, contracts, or other instruments pertaining to the business of the corporation, except in cases in which the authority to sign and deliver such instruments as required by law to be exercised by another person or is expressly delegated by the Articles of Incorporation or Bylaws or by the Board to some other officer or employee of the corporation; shall perform all duties prescribed by the Board; and, in general, shall perform all duties usually incident to the office and functions of a Chair of a Minnesota nonprofit corporation.

(b) Vice Chair.

The Vice Chair shall have such powers and shall perform such duties as may be prescribed by the Board of Directors. In the event of the absence or disability of the Chair, the Vice Chair shall perform the duties of the Chair. In the event the current Chair fails to serve her or his full term, the Vice Chair shall serve the remainder of the outgoing Chair's term.

(c) Treasurer.

The Treasurer of the corporation shall oversee the financial records for the corporation, all monies of the corporation and the disbursement of corporate funds. The Treasurer shall render to the Chair, Executive

Director, or the Board of Directors, whenever requested, an account of all financial transactions and of the financial condition of the corporation and shall perform other duties prescribed by the Chair or the Board of Directors.

(d) Secretary.

The Secretary shall review the minutes of meetings of the Board of Directors and all Board committee HOPE 4 Youth personnel is responsible to keep on file a complete copy of the Articles of Incorporation and all amendments and restatements thereof and a complete copy of these Bylaws and all amendments and restatements thereof; HOPE 4 Youth personnel shall give proper notice of meetings of the Board and all Board committees. The secretary shall oversee these functions and perform other duties that are from time to time prescribed by the Board of by the Chair, and, in general, shall perform all duties usually incident to the office of the Secretary of a Minnesota nonprofit corporation. In the further event of the absence or disability of the Chair and Vice Chair, the Secretary shall perform the duties of the Chair.

(e) Past Chair

The Immediate Past Chair still serving on the Board shall act as an advisor to the Chair and the Board of Directors and act as a member of the Executive Committee. The Past Chair will serve in the role of the Chair of the Nominating Committee.

## ARTICLE 6: COMMITTEES

### Section 6.1. Committees.

The Board may act by and through an Executive Committee and other temporary, standing, or ad hoc committees specified in resolutions adopted by the Board. The Executive Director shall be an ex-officio member of all committees. Except as otherwise specified in these Bylaws, each committee shall have such membership, duties, and responsibilities as are established for it from time to time by the Executive Committee. Each committee shall consist of one or more natural persons who need not be directors and shall at all times be subject to the direction and control of the Board. Committee Chairs are appointed annually at the annual Board of Directors meeting.

### Section 6.2. Executive Committee.

(a) Duties.

The Executive Committee may act in place and instead of the Board of Directors between regular Board meetings on all matters, except those specifically reserved to the Board in these Bylaws, pursuant to delegation of authority to such Committee by the Board of Directors. Actions of the Executive Committee shall be reported to the Board for ratification at the next Board meeting.

(b) Membership.

The following officers serve as the members of the Executive Committee: Chair, Vice Chair, Immediate Past Chair, Secretary, and Treasurer.

(c) Vacancies.

Vacancies on the Executive Committee shall be filled in the manner provided for filling vacancies on the Board of Directors.

Section 6.3. Strategic Steering Committee

The Strategic Planning Steering Committee shall be elected by the Executive Committee and shall consist of at least three (3) Board members. Membership on the Strategic Planning Steering Committee shall be for a term of one (1) year coinciding with the term of the Chair. The Strategic Planning Committee will review the strategic objectives and annual goals determined by the Executive Director and HOPE 4 Youth staff. The Strategic Planning Steering Committee will provide insights and recommendations to the Executive Director and the Board of Directors to ensure consistency and alignment with the corporation's Bylaws and mission.

Section 6.4. Finance Committee.

The Finance Committee shall consist of the Chair, the Treasurer, Executive Director, and at least one other individual who is either a current member, has been a past member or is a representative from the community at large. The Treasurer shall chair the Finance Committee. The Finance Committee shall prepare recommendations for an annual budget of the corporation and perform such other duties in connection with the finances of the corporation as prescribed from time to time by the Board of Directors.

Section 6.5. Nominating Committee.

The Nominating Committee shall be elected by the Executive Committee and shall consist of at least three (3) Board members. The Committee shall be chaired by the Immediate Past Chair or their designee. The Chair shall not be a member of the Nominating Committee. Membership on the Committee shall be for a term of one (1) year coinciding with the term of office of the Chair. The Nominating Committee shall notify the Executive Committee of its nominees for the slate of officers at least 30 days prior to the Annual Meeting. The Nominating Committee shall nominate a slate of Officers for election at the annual meeting of the Board of Directors.

Section 6.5. Fund Development Committee.

A Fund Development Committee may be appointed by the Board to build and develop a base of corporate and private funding sources to support the mission and programming of HOPE 4 Youth through fund

development, communications, outreach, and marketing. The Fund Development Committee may have three (3) Board Members, with the Executive Director as an ex-officio committee member. Committee members shall serve one-year terms and elect a Chair for a concurrent term.

#### Section 6.6. Program Committee

The Program Committee shall consist of the Program Chair and at least one other individual who is either a current member, has been a past member or is a representative from the community at large. The Program Committee shall work with staff to prepare recommendations for program partner enhancements, program communication improvements, and program best practices in the youth serving industry.

#### Section 6.7 DEI Committee

The DEI Committee shall consist of the DEI Chair from the board of directors and at least two other individuals who are either a current member of the board, has been a past member, or is a representative from the community at large. The DEI Committee shall work with the staff to meet the annual objectives of enhancing HOPE 4 Youth's culture which embraces diversity, inclusivity, equity, innovation, and teamwork to support the delivery of our mission.

### ARTICLE 7: PRESIDENT AND CHIEF EXECUTIVE OFFICER (CEO)/EXECUTIVE DIRECTOR (ED)

#### Section 7.1. Executive Director.

The Board of Directors shall employ an individual who shall have the title of Executive Director and whose terms and conditions of employment shall be specified by the Board.

#### Section 7.2. Duties and Authority of Executive Director.

The Executive Director shall manage and direct all daily activities and business dealings of the corporation as prescribed by the Board of Directors and shall be responsible to the Board. The Executive Director shall employ and may terminate the employment of members of the staff necessary to carry on the work of the corporation and fix their compensation within the approved budget. The Board of Directors shall be informed of and consulted with regarding finalists for any staff position that directly reports to the Executive Director. As Executive Director, he or she shall define the duties of the staff, supervise their performance, establish their titles, and delegate those responsibilities as shall, in his or her judgment, be in the best interests of the corporation. The Executive Director shall have authority to make or delegate to accounting staff financial disbursements for necessary expenses and shall make regular reports to the finance committee per the financial policies.

#### Section 7.3. Reports to Board of Directors.

The Executive Director shall attend all meetings of the Board of Directors and make a report to the Board at every regular, special, and annual meeting. The President and CEO/Executive Director shall be entitled to a voice at all Board meetings but shall not be entitled to vote.

## ARTICLE 8: FISCAL MANAGEMENT

### Section 8.1. Fiscal Year.

The fiscal year of HOPE 4 Youth shall begin on the first day of January of each year.

### Section 8.2. Execution of HOPE 4 Youth Documents.

The Board of Directors may authorize any Officer or Officer's agent or agents to enter into any contract or to execute and deliver any instrument in the name of and on behalf of HOPE 4 Youth. Such authority may be general or confined to specific instances.

Unless so authorized by the Board, no Officer, agent, employee, or volunteer shall have any power or authority to bind HOPE 4 Youth by any contract or engagement, or to pledge its credit, or render it financially liable for any purpose or in any amount.

### Section 8.3. Loans.

No loans shall be contracted on behalf of HOPE 4 Youth nor shall evidences of indebtedness be issued in its name unless authorized by resolution of the Board of Directors. Such authority may be general or may be confined to specific instances. If and when it is necessary to secure a line of credit, the Finance Committee will recommend and approve procedures for its use.

### Section 8.4. Deposits.

All funds of HOPE 4 Youth shall be deposited to the credit of the corporation in such banks, trust companies, or other depositories as the Board of Directors may designate, or as may be designated by an Officer or Officers, agent or agents of the corporation to whom such power may be delegated by the Board. For purpose of such deposit, any person to whom such power is so delegated may endorse, assign and deliver checks, drafts, and other order for the payment of money which are payable to the order of HOPE 4 Youth.

## ARTICLE 9: INDEMNIFICATION

The corporation shall indemnify, and make advances of reasonable expenses to each director, officer, and employee of the corporation, whether or not then in office or employed by the corporation, to the fullest extent prescribed by Minnesota Statutes, Section 317A.521. The corporation shall not indemnify or make advances of expenses to any person who may otherwise be entitled to receive payment under Section 317A.521 by reason of such person's status or former status as an agent of the corporation or otherwise. The corporation may purchase and maintain insurance on behalf of any person in that person's official capacity against any liability asserted against and/or incurred by the person arising from that capacity, whether or not the corporation would have been required to indemnify the person against the liability or under the provisions of Sections 317A.521. The foregoing right of indemnification and the right to receive advances of expenses shall not be exclusive of other rights to which any director, officer, employee, or agent may be entitled as a matter of law or under any bylaw, agreement, or otherwise.

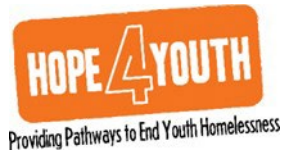
## ARTICLE 10: REVIEW

These Bylaws shall be reviewed yearly at the Annual Meeting, for compliance with Minnesota Statute 317A and for relevance to the organization. Recommendations for changes will be presented to the Board of Directors as outlined in Article 11.

## ARTICLE 11: AMENDMENTS

These Bylaws may be amended in whole or in part or entirely restated at any meeting of the Board of Directors at which a quorum is present, upon receiving the affirmative vote of two-thirds (2/3) of the entire Board of Directors. Notice of the meeting shall state that a purpose of the meeting is to consider the proposed amendment or restatement of these Bylaws and shall include, or be accompanied by a copy of, each proposed amendment or restatement.





## HOPE 4 Youth Board of Directors 2024

### **Stephen Nash, Term expires 9/2024**

#### **Past Board Chair**

Special Assistant Anoka County Attorney, Anoka  
County Attorney's Office  
2100 Third Ave, Anoka, MN 55303  
Cell: 612-840-4279  
Email: [snash12@gmail.com](mailto:snash12@gmail.com)

### **Anna VonRueden, Term expires 9/2024**

#### **Board Chair**

Program Director  
FamilyWise Services  
3036 University Ave SE, Minneapolis, MN 55414  
Business: 612-877-7831  
Email: [avonruden@familywiseservices.org](mailto:avonruden@familywiseservices.org)

### **Don Phillips, Term expires 10/2026**

#### **Treasurer**

Chief Investment Officer  
Greater Midwest Financial Group  
326 Oakwood Terrace, Vad Hghts Mn 55127  
Business: 651-490-9790  
Cell: 612-819-9663  
Email: [donphillips102@yahoo.com](mailto:donphillips102@yahoo.com)

### **Linda Barnum, Term expires 5/2025**

#### **Secretary**

Controller | Pace Analytical  
Mpls MN  
Cell: 612-812-6242  
Email: [linda.a.newman1@gmail.com](mailto:linda.a.newman1@gmail.com)

### **Sue Woodard, Term expires 9/2025**

#### **Past Chair**

Mortgage & FinTech Consultant  
1920 Drew Ave S, Minneapolis, MN 55416  
Cell: 612-669-6771  
Email: [sue@suewoodard.com](mailto:sue@suewoodard.com)

### **Pat Chen, Term expires 1/2025**

HR Director  
Lexington Manufacturing  
1330 115<sup>th</sup> Ave NW, Coon Rapids, MN  
Business: 763-772-9743  
Cell: 612-801-9414  
Email: [patc@lexingtonmfg.com](mailto:patc@lexingtonmfg.com)

### **Brad Konik, Term expires 1/2025**

CEO  
Konik Network  
945 Broadway St NE, Ste 240, Mpls MN 55413  
Business: 612-965-8923  
Email: [brad@koniknetwork.com](mailto:brad@koniknetwork.com)

### **Julie Cole, Term Expires 1/2025**

#### **Board Vice Chair**

Director, Market Dvlpmt & Strategy  
Medtronic, Inc.  
8128 Oakview Lane N, Maple Grove, MN  
55369  
Cell: 612-709-7512  
Email: [julie.f.cole@medtronic.com](mailto:julie.f.cole@medtronic.com)

### **Sheriff Brad Wise, Term expires 7/2026**

Anoka County Sheriff  
13301 Hanson Blvd NW  
Andover MN 55304  
Office: 763-324-5010  
Email: [Brad.wise@co.anoka.mn.us](mailto:Brad.wise@co.anoka.mn.us)  
Kelly Haigh – [Kelly.haigh@co.anoka.mn.us](mailto:Kelly.haigh@co.anoka.mn.us)

### **Krista Benjamin, Term expires 9/2026**

Manager, Executive Services  
Connexus Energy  
14601 Ramsey Blvd, Ramsey, 55303  
Cell: 763-458-3933  
Office 763-323-2835  
Email: [Krista.benjamin@connexusenergy.com](mailto:Krista.benjamin@connexusenergy.com)

### **Liz Cook, Term expires 10/2026**

Manager  
CLA (CliftonLarsonAllen LLP)  
220 S 6<sup>th</sup> Street Ste 300, Mpls, MN 55402  
Direct: 612-867-4542  
Email: [liz.cook@claconnect.com](mailto:liz.cook@claconnect.com) 4.23.2024

### **Jonathan (JJ) Slag, Term expires 11/2024**

VP of Development  
MN Adult & Teen Challenge  
740 E 24<sup>th</sup> Street, Mpls MN 55404  
Business: 612-238-6123  
Cell: 763-300-5887  
Email: [jj.slag@mntc.org](mailto:jj.slag@mntc.org)

**James J. Lyght, Term expires 10/2026**  
Vice President | Nonprofit & Commercial  
Banking | Bremer Bank  
372 St. Peter Street, Ste 500  
Saint Paul, MN 55102  
Direct: 612-782-1966  
Cell: 402-992-3554  
Email: [jjlyght@bremer.com](mailto:jjlyght@bremer.com)

**Paul Moore, Term expires 5/2027**  
Pastor, Chain of Lakes Church  
2138 129th Ct NE  
Blaine, MN 55449  
Cell : 763-257-6994  
Email: [pastor@colpres.org](mailto:pastor@colpres.org)



Providing Pathways to End Youth Homelessness

# 2024 GOVERNING BOARD MEETING SCHEDULE

FOURTH MONDAY 5 PM - 7 PM

**MISSION:** Provide pathways to end youth homelessness

**VISION:** All youth will feel safe, valued, and supported while reaching their full potential.  
This begins with meeting their basic needs and leads to giving them the tools to thrive.



**EXECUTIVE COMMITTEE**

**Objectives:**

- Ensure the organization's strategic plan is operationalized and monitor for performance
- Oversee funding vision of new facility
- Plan and monitor risk to the organization

**BOARD NOMINATING COMMITTEE**

**Objectives:**

- Work collaboratively with the board, staff, and community to elevate and vet board nominees.

**DEVELOPMENT COMMITTEE**

**Objectives:**

- Support the diversification of H4Y's funding mix
- Support the Capital Campaign launch

**STRATEGIC STEERING COMMITTEE**

**Objectives:**

- Work with staff to finalize 2024-2026 Strategic Plan
- Develop Risk Management Plan

**GOVERNING BOARD**

**Objectives:**

- Strategic and fiduciary oversight
- Advocacy and promotion of mission priorities

**FINANCE COMMITTEE**

**Objectives:**

- Oversee the financial health of the organization
- Manage the annual audit with support and review

**PROGRAM COMMITTEE**

**Objectives:**

- Provide enhancement vision with community experts supporting youth empowerment
- Provide insight and guidance for investments with program improvements

**EXECUTIVE COMMITTEE**

**Objectives:**

- Ensure the organization's strategic plan is operationalized and monitor for performance
- Oversee funding vision of new facility
- Plan and monitor risk to the organization

**BUILDING HOPE PROJECT COMMITTEE**

**Objectives:**

- Provide support and oversight to HOPE 4 Youth's new facility project with location, site prep, design, construction, and budget adherence
- Manage RFP process for design and construction



Providing Pathways to End Youth Homelessness

## 2024 Board Calendar

### January

- Second week on Wednesday - Finance Committee
- Second week on Thursday – Strategic Steering Committee
- Second week on Friday – Program Committee
- Third week on Monday – Executive Committee
- Third week on Wednesday- Development Committee
- **1.29.24 Board Meeting**

### February

- Through February - audit prep
- Second week on Wednesday - Finance Committee
- Second week on Thursday – Strategic Steering Committee
- Second week on Friday – Program Committee
- Third week on Monday – Executive Committee
- Third week on Wednesday- Development Committee
- Third week – audit fieldwork.

### March

- Second week on Wednesday - Finance Committee
- Second week on Thursday – Strategic Steering Committee
- Second week on Friday – Program Committee
- Third week on Monday – Executive Committee
- Third week on Wednesday- Development Committee
- **3.25.24 Board Meeting**

### April

- Second week on Wednesday - Finance Committee
- Second week on Thursday – Strategic Steering Committee
- Second week on Friday – Program Committee
- Third week on Monday – Executive Committee
- Third week on Wednesday- Development Committee
- **4.20.24 A Night 4 HOPE (5pm start)**

### May

- Second week on Wednesday - Finance Committee
- Second week on Thursday – Strategic Steering Committee
- Second week on Friday – Program Committee
- Second week on Monday – Executive Committee
- Second week on Monday – EC and FC – Audit presentation
- Third week on Wednesday- Development Committee
- **5.20.24 Board Meeting**
- **5.28.24 Running Aces HOPE 4 Youth Race Night (Details to follow)**

### June

- Second week on Wednesday - Finance Committee
- Second week on Thursday – Strategic Steering Committee
- Second week on Friday – Program Committee
- Third week on Monday – Executive Committee
- Third week on Wednesday- Development Committee

## July

- Second week on Thursday – Strategic Steering Committee
- Second week on Friday – Program Committee
- Third week on Monday – Executive Committee
- [7.16.24 Golf Event \[Paul Ekstrom\] \(Details to follow\)](#)
- Third week on Wednesday – Development Committee
- Third week on Wednesday – Finance Committee
- **7.22.24 Board Meeting**

## August

- Second week on Thursday – Strategic Steering Committee
- Second week on Friday – Program Committee
- Third week on Monday – Executive Committee
- Third week on Wednesday – Development Committee
- Third week on Wednesday – Finance Committee
- **8.24.24 Alumni, Resident and Staff BBQ at HOPE Place**
- [8.24.24 Open House \(Details to follow\)](#)
- [8.26.24 Heartland Tire Golf Classic \(Details to follow\)](#)

## September

- Second week on Thursday – Strategic Steering Committee
- Second week on Friday – Program Committee
- [9.20.24 Hunt 4 HOPE \(Details to follow\)](#)
- Third week on Monday – Executive Committee
- Third week on Wednesday – Development Committee
- Third week on Wednesday – Finance Committee
- **9.23.24 Board Meeting**

## October

- [10.4.24 Darkest Night 4K Run \(Details to follow\)](#)
- Second week on Thursday – Strategic Steering Committee
- Second week on Friday – Program Committee
- [10.22.24 Clays 4 Youth \(Details to follow\)](#)
- Third week on Monday – Executive Committee
- Third week on Wednesday – Development Committee
- Third week on Wednesday – Finance Committee

## November

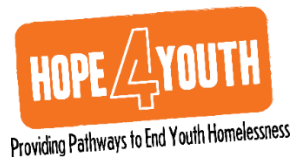
- Second week on Thursday – Strategic Steering Committee
- Second week on Friday – Program Committee
- Third week on Monday – Executive Committee
- Third week on Wednesday – Development Committee
- Third week on Wednesday – Finance Committee
- [11.21.24 Out of the Cold \(Details to follow\)](#)

## December

- **12.2.24 Board Meeting; Annual Meeting**
- **12.5.24 HOPE 4 Youth Center Donor Appreciation Event from 3-5pm (Details to follow)**

<b>2024 Budget</b>	<b>2022 Actuals</b>	<b>2023 Actuals</b>	<b>2024 Budget</b>	<b>\$ Increase (Decrease)</b>	<b>% Increase (Decrease)</b>
<b>REVENUE</b>					
DONATIONS, GIFTS, & GRANTS	\$1,128,076	\$1,323,337	\$1,369,385	\$46,048	3.5%
INVSTMT INC & OTHR GAIN(LOSS)	\$69,051	\$44,829	\$38,000	(\$6,829)	-15.2%
OTHER SUPPORT	\$154,860	\$186,171	\$150,190	(\$35,981)	-19.3%
PROGRAM SERVICE FEES	\$127,347	\$135,158	\$143,200	\$8,042	6.0%
SPECIAL EVENTS	\$251,178	\$209,824	\$294,505	\$84,681	40.4%
Hope's Closet Sales	\$3,855				
Other Revenue	\$315				
<b>Total Revenue</b>	<b>\$1,734,680</b>	<b>\$1,899,319</b>	<b>\$1,995,280</b>	<b>\$95,961</b>	<b>5.1%</b>
<b>EXPENSE</b>					
BULDING & FACILITIES EXPENSE	\$143,187	\$134,945	\$124,875	(\$10,070)	-7.5%
CONTRACTED SRV & PROF FEES	\$240,038	\$219,351	\$224,828	\$5,477	2.5%
DEPRECIATION EXPENSE.	\$44,560	\$42,595	\$49,548	\$6,953	16.3%
INSURANCE.	\$35,630	\$39,021	\$37,392	(\$1,629)	-4.2%
LICENSES-MEMBRSHPS-DUES-FEES	\$36,771	\$44,683	\$49,011	\$4,328	9.7%
PAYROLL, TAXES, & BENEFITS	\$862,286	\$1,001,242	\$1,154,999	\$153,757	15.4%
POSTAGE, MAILING, & DELIVERY	\$4,395	\$5,354	\$9,000	\$3,646	68.1%
PRINTING & PROMOTION EXPENSE	\$14,883	\$11,997	\$16,800	\$4,803	40.0%
PROGRAM EXPENSES (Youth Support)	\$282,633	\$267,793	\$287,665	\$19,872	7.4%
STAFF, BOARD, & VOLUTEER EXP	\$10,832	\$14,745	\$20,500	\$5,755	39.0%
SUPPLIES & MINOR EQUIPMT	\$6,044	\$5,183	\$10,000	\$4,817	92.9%
TRAVEL & TRANSPORTATION	\$1,798	\$4,238	\$5,800	\$1,562	36.9%
Other Expenditures	\$2,943				
<b>Total Expenditures</b>	<b>\$1,686,000</b>	<b>\$1,791,147</b>	<b>\$1,990,419</b>	<b>\$199,272</b>	<b>11.1%</b>
<b>Surplus or (Deficit)</b>	<b>\$48,681</b>	<b>\$108,172</b>	<b>\$4,861</b>		





**Budget Narrative and Assumptions**  
**Fiscal Year 2024**  
(January 1, 2024 – December 31, 2024)

The fiscal year 2024 budget reflects:

Total Revenue	\$1,995,280
Total Expenses	\$1,990,419
Net Surplus (Deficit)	\$ 4,861

The 2024 budget has been created with insight from HOPE 4 Youth’s (H4Y) five-year trends, the assumption of the community continuing to remain open, the consideration of the 2025 fiscal year, the shift from Employee Retention Credit (ERC) funding, and the development and implementation of revenue generation plans and expense management parameters to establish a well-founded vision for our work. The 2024 budget is based on the following assumptions and criteria. We have noted details for board review and will follow up in Q1 with our fundraising and program plans.

**REVENUE**

**We are planning for an 10.9% increase in overall revenue generation**

**Donations, Gifts, and Grants – 8.1% \* increase (\$62,433) based on 2023 projection without OOTC**

HOPE 4 Youth has a focus on partner stewardship, partner expansion, and further diversification of funding streams in 2024. H4Y staff will continue to actively enhance established portfolio management with in-depth review of previous partners, current advocates, and potential partners. Staff were fully engaged in the vision of our fundraising plan and relationship management strategies with specific plans tailoring our outreach intentions. We remain cautious regarding growth in Individual and Civic|Faith categories, and are optimistic in our growth potential in Corporate and Foundation partnerships. We believe our key donors will continue to advocate for H4Y, a few lead donors include Heartland Tire, Otto Bremer Trust, Connexus Energy, ECMC, Bremer Bank, Carlson Toyota. H4Y is currently researching new funding opportunities with encouraging success. H4Y has already secured two-year grant funding for 2023 and 2024 from the MN Dept of Human Services OEO grant (\$295,000 each year). H4Y is expanding our work with Anoka County leveraging administrative support and pass through funds through the Rapid Rehousing program and FHPAP.

Detail of fundraising goals – *formal development plan completed by January 31, 2024*

- o Individuals - \$337,903 (24.7% of fundraising total | 1.2% increase)
- o Civic & Faith Partners - \$74,686 (5.5% of fundraising total | 52.5% increase)
- o Corporate Partners - \$372,585 (27.2% of fundraising total | 2.7% increase)
- o Private Foundations - \$161,000 (11.8% of fundraising total | 54.5% increase)
- o Government - \$423,211 (30.9% of fundraising total | 7.4% decrease)

In June of 2023 H4Y's legislative request for \$8M funding to support a new Drop-In Center was approved and voted into law. This will require budget tracking and financial management outside of our 2024 Operating Budget.

### ***Special Events – 18.2% increase (based on 2023 projection with added OOTC)***

The net revenue of \$294,505 from Special Events was developed with a vision to maintain a 15% fundraising objective leveraging community confidence in our mission and H4Y's ability to elevate greater donor/community engagement. A Night 4 Hope's move in 2023 to Bunker Hills Event Center was a strong success allowing over 100 additional participants to attend. We plan to hold the April 2024 event at the Bunker Hills Event Center. We will add peer-to-peer fundraising to the Fall Darkest Night 4K. The community led events of The Heartland Tire Golf Classic, Hunt 4 HOPE, and Clays 4 HOPE will require staff to support and steward appreciation while stepping out of the event details. Out of the Cold will be moved back in the Special Events category with a vision to elevate the peer-to-peer fundraising strategy. All Special Events will be assessed for enhancement opportunities while always educating the community on the *why* of H4Y.

- A Night 4 HOPE - \$130,390net
- Hunt 4 HOPE - \$30,450net
- Darkest Night 4K - \$45,000net
- Clays Hunt 4 HOPE – \$50,000net
- Out of the Cold - \$40,800net
- General special events – open to community led events with no staff engagement

### ***Program Service Revenue – 17.1% increase (based on 2023 projection)***

The budgeted revenue of \$143,200 for Program Services Revenue represents the rental income and supplemental services subsidy payment for the HOPE Place housing units. We have instituted a monthly receivable process when working with youth in the onboarding process and when in arrears of owed rent. We were realistic in our planning to accommodate for youth transition on an annual basis.

### ***In-Kind***

Contra account – seen as revenue and as expense

### ***Investment & Other Income***

Deliverables are based on market performance. We do not have large dollars invested so this amount will remain consistent for the organization. We will continue to monitor the T-Bill investment option.

We have confidence in the management of our revenue opportunities and greater Special Event revenue strategy and expense oversight.

## **EXPENSES**

### ***Building and Facilities Expense***

We will see modest savings in this category due to the significant investment in HOPE Place improvements in 2023. The budgeted Building and Facilities Expense includes building operations pertaining to utilities, trash/recycling, phone/internet, repairs & maintenance, cleaning, HVAC, fire systems, snow removal, and miscellaneous building expenses.

### ***Contracted Services***

Our contracted service partners allow us to hire expertise while managing our internal personnel costs. We will see an increase in this category as we have moved into a higher tier with MACC and need to continue to explore the correct fit for our IT support needs. Our partner investment for 2024 includes:

- \$56,000 for HR support with MACC
- \$90,000 for Hope Place evening security with increase for 2024
- \$20,000 for IT Solutions
- \$14,880 for Anoka County Career Force
- \$3,000 Controller accounting
- \$24,000 audit expense
- Includes contracting talent– Grant Writing, Photography | Videography, Website.

### ***Depreciation Expense***

The budgeted depreciation expense includes depreciation expenses for our owned building (Hope Place), building and leasehold improvements at H4Y facilities, and vehicle depreciation related to the agency van.

### ***Insurance***

The insurance is budgeted at \$37,392 reflecting the estimated premiums for D&O, Property, and Liability, Auto, Umbrella, and Workers Compensation. The budget also includes dollars to policies related to Cyber/Internet Liability, Professional Liability, and Volunteer coverage.

### ***Licenses, Memberships, Due, Fees***

The budgeted line item for licenses, memberships, dues, and fees including the annual fees for the databases used to track client, donor, and volunteer data. It also includes annual membership and dues costs (i.e. Chamber memberships, MN Council of Nonprofits membership, etc...), and the portal administration fees and merchant service fees associated with credit card transactions.

### **Payroll, Taxes, and Benefits – Increasing by 13.4% (per October 2023 projection)**

- Current staff levels support H4Y operations at the Drop-In Center, Hope Place, and our administrative team. The organization has fully implemented fiscal policies and procedures, updated staff practices and protocol, and managed through 2023 structure and staff changes.
- H4Y currently employs twenty individuals supporting the operation with continued plans to annually engage two – three unpaid interns.
- H4Y leadership is reviewing necessary benefit enhancements and talent retention strategies to retain talented people and attract the needed competencies to help the organization thrive.
- Includes moving Marketing and Special Event Coordinator from 32 to 40 hours weekly.
- Includes a promotion of the DIC Coordinator to DIC Supervisor in July, 2024
- A general 3% increase across the board as well as salary adjustments exceeding 3% where role function required increased pay (per MACC recommendation) or merit increases were justified.
- 3% Retirement Match is in budget

### **Postage, Mailing, & Delivery**

The budgeted expense includes expenses for the regular annual expense and two fundraising appeals.

### **Printing & Promotion Expenses**

Printing and Promotion budgeted expenses include costs for in-house copying/printing as well as external marketing and promotion expenses.

### **Program Expense – Youth Assistance**

- Transportation expenses (car repair, gas, metro transit, vehicle expenses, etc...)
- Educational expenses (education materials, tuition, etc..)
- Sustainable Housing expenses highlight additions (rental assistance, utilities, phone, bridging, etc...)
- Youth programming, training, and workshops (i.e. Treehouse – partnering with community experts, etc...)
- Drop-in Center Pantry needs (food, basic needs, hygiene needs, etc...)
- Misc expenses (storage, youth activities, cell phones, Hope Place furnishings, etc...)

### **Staff, Board, and Volunteer Expense**

This budget assumes expenses for

- Staff, board, and volunteer meetings
- Volunteer and staff appreciation (including an annual volunteer appreciation events)
- Staff training, education, and professional development
- Staff cell phone expenses

**Supplies & Equipment**

The budgeted expense for supplies and equipment includes costs for office supplies, and equipment. Funds are designated to upgrade outdated equipment while implementing a five-year technology replacement plan.

**Travel & Transportation**

The travel & transportation budgeted expenses include cost for the staff mileage reimbursement as well as the operating experience for the agency van (gas, license tabs, and repairs). We have accommodated for a return to in-person meeting travel with the encouragement of using telepresence as appropriate.

\*\*\*\*\*

**Potential Investment and Expenditures**

**Revenue**

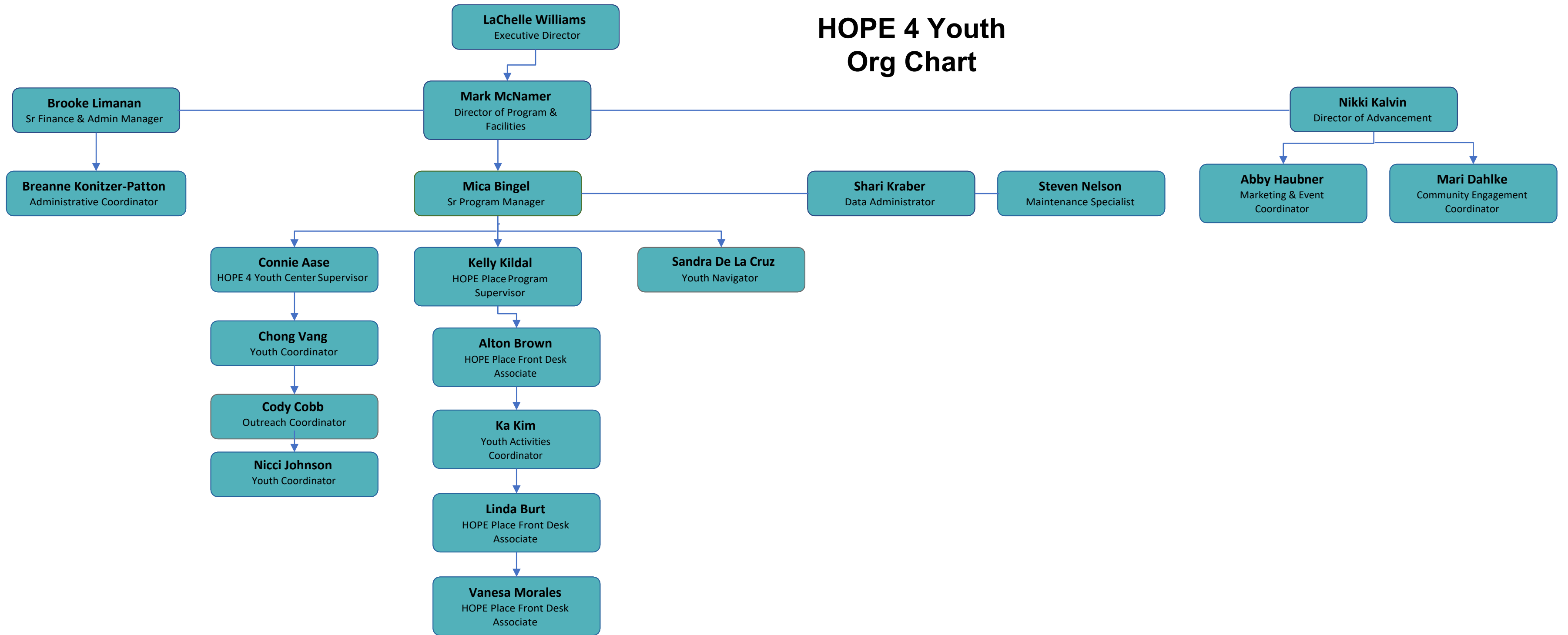
OJP funding January 2024 (will know be notified in mid-December)	\$ 75,000
Aid To Counties (ATC) July 2024 (approval in place – if H4Y is prepared for additional workload)	\$ 37,500
Total Revenue Potential	\$112,500

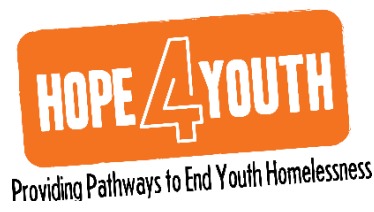
**Expenses**

Staff related to OJP	\$ 6,500
Staff related to ATC	\$ 26,000
Pass thru funds	\$ 11,500
Security Camera system at HOPE Place	\$ 35,000
Total Expense Potential	\$ 79,000

**Potential Surplus if OJP and ATC comes in \$ 33,500**

# HOPE 4 Youth Org Chart





## 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 Breanne Konitzer-Patton at [bpatton@hope4youthmn.org](mailto:bpatton@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 WordPress login page. At the top center is the WordPress logo. Below it is a white login form with a blue border. The form contains two input fields: "Username or Email Address" and "Password". Below the password field is a "Remember Me" checkbox and a blue "Log In" button. At the bottom of the form, there is a link for "Lost your password?" and a link to "← Back to HOPE 4 Youth in Anoka, MN".

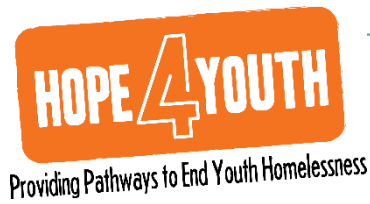
4. Enter the username and password provided to you at your onboarding.
  - If you have forgotten your username, please email Breanne Konitzer-Patton at [bpatton@hope4youthmn.org](mailto:bpatton@hope4youthmn.org).
  - If you have forgotten your password, please select "Lost your password?".
5. Select "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





## Board of Directors Confidentiality Statement

Respecting the privacy of our donors, clients, volunteers, staff, and of HOPE 4 Youth itself is a basic value of HOPE 4 Youth.

Board Members of HOPE 4 Youth will be exposed to information which is confidential and/or privileged and proprietary in nature.

Board Members will hold in strict confidence all confidential information, and will not directly or indirectly divulge, disclose, or make use of for any purpose whatsoever confidential and proprietary information of HOPE 4 Youth, except as expressly authorized by HOPE 4 Youth to carry out Board Member duties and responsibilities. Care shall also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open or inadvertently shared.

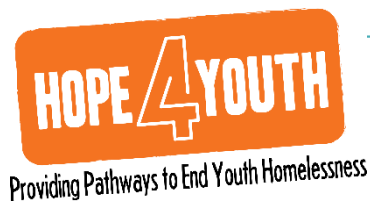
This includes information pertaining to donors, clients, volunteers, staff members, and your fellow Board Members.

Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline, including removal/dismissal from role as board member.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_





**HOPE 4 Youth, Inc.**  
Acknowledgement Conflict-of-Interest Policy

The standard of behavior at HOPE 4 Youth, Inc. is that all board members, staff, and volunteers scrupulously avoid conflicts of interest between the interests of the HOPE 4 Youth, Inc. on one hand, and personal, professional, and business interests on the other. This includes avoiding potential and actual conflicts of interest, as well as perceptions of conflicts of interest.

I understand that the purposes of this policy are to protect the integrity of the HOPE 4 Youth, Inc.'s decision making process, to enable our constituencies to have confidence in our integrity, and to protect the integrity and reputations of board members, staff, and volunteers.

Upon or before election or appointment, I will make a full, written disclosure of interests, relationships, and holdings that could potentially result in a conflict of interest.

In the course of meetings or activities, I will disclose any interests in a transaction or decision where I (including my business or other nonprofit affiliations), my family and/or my significant other, employer, or close associates will receive a benefit or gain. After disclosure, I understand that I may be asked to leave the room for the discussion and that I will not be permitted to vote on the question.

I understand that this policy is meant to supplement good judgment, and I will respect its spirit as well as its wording.

Disclosure of expressed conflict:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name Date

\_\_\_\_\_  
Witness Date