

Corporate Board Meeting

Minutes

11/28/2016 at 5:30 P.M.	403 N US Hwy 1, Fort Pierce, FL 34950
FACILITATOR	Joni Wyszkowski
ATTENDEES	Joni Wyszkowski, Lori Fry, Kim Morgenstern, Mary Bennett, Barbara Bennett, Anthony Bonna, Michelle Borisenok (telephonically), Beth Coke, Brad Gould, Joanna Meyers, Joe Smith, Joe Wallace, Olivia Watkins, Harry Williams, Amber Woods, Rachel Heddings and Judi Miller

Agenda Topics for meeting + Consent Agenda

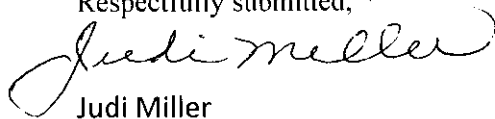
<p>1. Consent Agenda</p> <p>a. Minutes</p> <p>b. Financial Reports</p>	<p>A motion was made by Joe Wallace, seconded by Barbara Bennett to approve the minutes and financial report as presented. Motion passed unanimously.</p>
<p>2. Governance</p> <p>a. Personnel Policies – Overtime</p>	<p>Beth Coke shared information regarding the new Fair Labor Standards Act relative to overtime noting that under the new standards, bottom wage for exempt employees would move from \$23,660 for a full-year worker) to \$47,476 for a full-year worker. This change was to have gone into effect by December 1 and would have affected a significant number of Big Brothers Big Sisters employees including the Administrative Assistant, AmeiCorps Program Assistant, Bookkeeper, Case Management Staff, Family Activities Coordinator, Family Engagement Specialist, Grant Reimbursement Coordinator, Individual/Family Counselor and Intake/Enrollment Specialist. However, an injunction has been filed in Texas stalling the mandatory implementation. Therefore, no formal changes have been proposed at this meeting until a final decision is made in the current court case. Regardless, this will immediately impact work from home and flex time to ensure that employees are working no more than 40 hours per week. (See memo attached.)</p>
<p>b. 2017 budget</p>	<p>Kim Morgenstern presented the 2017 draft budget detailing comparisons between 2015 actuals, 2016 projected year-end figures and 2017 proposed income/expense. Judi Miller explained that there had been changes to the format of the budget over the past two years (ie. In 2015 government grants were listed in one line item vs. 2016 and 2017, where they are broken down into State and Local Government Grants. She further noted that in 2015, fund raising income was expressed as a net figure with no expenses reflected vs. the current itemization that lists gross income and special event expenses separately. She noted that last year, Quail Valley did not bill till January for Chocolate Champaign & Chefs. However, this year, the invoice arrived in December leaving the Agency covering 2 years of CCC expenses in one year. The Books and Materials line item has increased significantly based on monthly literacy nights and family outings. This item will be funded through foundations and not exceed the amount raised to cover books, materials and activities fees. Personnel increases include the addition of a grant funded position along with added</p>

	AmeriCorps Members. The contract line item has been increased to reflect grant writing services. It was noted that no reserves were projected in the 2017 budget. Judi Miller confirmed this stating that this was a bare bones budget with many gaps. Brad Gould cautioned Board Members and staff to be alert to potential changes to government grants, individual donations and foundations due to election results. See 2017 budget attached.
c. Succession Planning Report	Joni Wyszowski reported that Members of the Succession Planning Committee met on October 26 th and reviewed BBBSA Executive Planning Transition Templates that were primarily geared to emergency transitions. Committee Members identified a significant list of skills, talents, experience and traits desired in a new CEO by December 31, 2018. The Committee will meet again in January and begin to draft an Individual Development Plan (IDP) for Rachel Heddings. Miller reported that IDP's would be developed with all other leadership team members as well.
d. Goals & Commitments	Joni Wyszowski asked that all Board Members designate a time to schedule their Goal's & Commitments' Meeting to discuss individual priorities for 2017.
3. Fund Development	
a. Individual Giving	Rachel Heddings reviewed the 2016 year-end campaign and noted that the current year-end goal is \$10,000 to complement the nearly \$90,000 that has been received to date this year in individual donations. It should be noted that this year's goal for individual gifts was \$100,000.
b. CCC	Rachel Heddings reported on a tentative profit loss statement noting that Chocolate, Champaign & Chefs had raised approximately \$90,000. This was the most significant net income raised to date from CCC and was the result of strong leadership from Joanna Meyers along with an excellent committee of volunteers who sold tickets, raised sponsors and secured live auction items. All Board Members in attendance praised the event noting that guests appeared to be extremely enthusiastic and very giving. Speakers from the honoree, parent and AmeriCorps Member did an excellent job of communicating the Agency's mission and outcomes.
c. Golf	Rachel Hedding shared information on the upcoming January 23 rd Golf tournament to be held at Hawks Nest. She encouraged Members to forward golf fliers for teams and sponsorships.
d. Endowment Account	Judi Miller reviewed performance of the endowment account managed by Lloyd Capital noting that the original investment was \$100,000 and had not reached over that amount since its establishment in 2014. Value had gone as low as \$92,000 during an economic slow-down to the most recent high of \$99,500 documented on November 28 th , 2016. Given the lack of progress made, it is recommended that other investment advisors be considered. Brad Lorimier and Judi Miller will be meeting with Jeff Pickering from Indian River Community Foundation in early December. Names of other potential investment advisors should be forwarded to Judi for consideration by an ad hoc Endowment Committee that will review options.
4. Program Operations	
a. Soars Update	Debbie Hawley informed Board Members of the progress with volunteer recruitment being made as a result of the SOARS' initiative. She noted

	that there had been 124 inquiries since the kick off with a high percentage of inquiries leading to interview, assessment and matching. Nancy Wilks will be utilized in a temporary intake capacity to accommodate the increase in number of volunteers being processed.
b. Grant Approvals	<p>A motion was made by Lori Fry, seconded by Olivia Watkins and approved unanimously to accept the following grant applications dealing with family support services and community-based mentoring for children with an incarcerated parent:</p> <ul style="list-style-type: none"> • Indian River Community Outreach- Head, Heart & Hands of IRC • CSC of St. Lucie County <ul style="list-style-type: none"> I. Family Support Service II. Mentoring Children of Prisoners
c. Grant Writing	Judi Miller explained the proposed addition of a grant writer, on contract, to help in the transition of grant writing tasks given her two year succession plan. She noted that Lisa Mitchner, a former employee of Big Brothers Big Sisters Association of Florida and CASTLE, had assisted in the writing of the current BBBS Impact 100 proposal. The process utilizing Lisa was smooth and encouraging. Funds have been budgeted in 2017 for her to do approximately 7 to 8 grants depending on their size and complexity. Performance with these grants will help staff to determine the viability of this as a permanent solution to fill the grant writing void when Judi Miller retires.
d. Okeechobee United Way House	Judi Miller and Brad Gould shared information regarding the Memorandum of Agreement with United Way of Lee, Hendry, Glades and Okeechobee Counties concerning shared facilities space at a rate of \$100 per month. While it was noted that many details were not specified by United Way in the original MOA, Judi requested written confirmation to verbal answers she had received based on a recommendation from Brad. In general, it was thought that this move gave Big Brothers Big Sisters the opportunity to have a physical location to operate from. This will be a distinct advantage to Cristina Paniagua, the Case Manager, who has previously worked from her home and the schools. It will also provide training space for the AmeriCorps Okeechobee Reads Program and a convenient meeting place for the Advisory Board.
Presentation	The Board presented Judi Miller a plaque commemorating her 25 years of service with Big Brothers Big Sisters.

There being no further business, the meeting was adjourned at 7:35 p.m.

Respectfully submitted,


Judi Miller