

Board of Directors Minutes
April 9, 2019
Resource Center – Largo Office

Members in attendance: Linda Caler, Oyinlola Balogun, Shauna Berry Cooke, Bradley Farrar (President), Suzanne Le Menestrel and Audrey Pabs-Garnon

On Phone: Darlene Brown, Shari Davis, and Ahlshia Shipley

Unable to attend: Shelva Clemons, Anthony DeSantis, Tianya Edgerton, Charita Mariner, and Henry Mosley

Staff in attendance: Jennifer Iverson, Yenny Lucero, Jodi Regner and Lynette Twilley

Call to Order: The meeting was called to order at 6:40 p.m. by President, Bradley Farrar. All were welcomed.

Approval of Minutes: Linda Caler moved to approve the January 8, 2019 minutes. The motion was seconded by Shauna Berry Cooke. All were in favor.

FINANCIAL STATEMENTS: Jennifer Iverson informed the board that both Maria Jimenez and Henry Mosley were unable to attend the meeting due to job obligations. Henry requested that Jennifer review both the financial report for the period that ended February 28, 2019 and the revised budget. The reports had not yet been reviewed by the Finance Committee due to scheduling challenges. Jennifer reported that the Resource Center was in a strong financial position with three months of budgeting operating expenses in reserves. The standard recommended is three to six months. On the Accounts Receivable Aging Summary, with the exception of Half Smoke (a micro-fundraising event) owing \$196 from February, there was nothing large greater than 90 days other than what we expected. This included multi-year grants or grants that were awarded where half was paid up front and half at the end of the grant cycle. Compared to the beginning of the year, this was a big change from when the accounts receivables were large in number while waiting for all of the contracts to go through. The Income Statement - Actual vs. Budget reflected that the month closed out with a positive net income of \$28,000. Since closing out February, as a result of receiving more grants, income continued to increase. Jennifer proposed that, assuming that the board was to approve the revised budget, which was next on the agenda, it did not make sense at that time to review variances. Page one of the Income Statement compared actual vs. budget, the second page compared current to our prior year at the same last year, and the third page was the Statement of

Activities by Program. Additionally, it was not necessary to review the Cash Forecast due to the revised budget. Jennifer added that even if the revised budget were not approved, the Cash Forecast would look very different because we were expecting to have a cash surplus of \$74,000. Linda Caler made a motion to accept the February 2019 Financial Statements. The motion was seconded by Suzanne Le Menestrel. The motion carried.

REVISED BUDGET: Jennifer addressed the need to revise the budget. The main driver was that the Healthy Families Program received additional funding of over \$100,000, most of which was restricted: \$62,000 designated for training, client services, and equipment. Additionally, we received a new grant from the Anthem Foundation in the amount of \$25,000 and an unexpected \$30,000 grant from the County Council giving us more government funding. Also announced was that there is more expected unrestricted money through three large contracts with the Prince George's County Schools in the amounts of \$100,000, \$49,000 and \$25,000. Maryland Family Network gave additional funds for the Family Support Center and for training. All of this is where revenue changes are reflected on the revised budget. On the expenses side, there were big changes in the program supplies and client services because of restricted funding. There is additional funding earmarked for equipment to replace our two servers and update computers. The bottom line was that we had a total net increase from a break-even budget to a surplus of \$74,000 making it necessary to increase the revenue and expenses on the budget. A motion was made by Shauna Berry Cooke to adopt the revised budget. It was seconded by Linda Caler. The motion carried. Jennifer added that the March financials will show the same budget because it was not yet changed but that the cash flow will show the \$74,000. Work has also begun for the FY2020 budget. An internal draft will be submitted to the Finance Committee and presented at the June board meeting.

BOARD COMMITTEES: A current listing of the board committees along with committee duties was distributed. Members were requested to review the purpose and duties of the committees. The role of the Chair on each committee is to get the members involved and engaged. In the past members were not required to be on a committee; however, there is a need to change that seeing the committees are important to the functioning of the Resource Center. The Audit, Nominating and Bylaws Committees are activated only when needed. It was suggested to dissolve the Bylaws Committee at this time since they recently completed the Bylaws. Board President, Bradley Farrar stated that the Nominating Committee will be more proactive in selecting members to join and requested for all board members to assist in making nominations by the October board meeting. Jennifer will make known the areas of expertise that we need to fill so that we can strategize the best way to approach them. We currently have 14 members and the Bylaws allow up to 25. The Program Committee does not always meet but should have a standing membership. Best practices states that the Treasurer, Chair of the Finance Committee, should not also be Chair of the Audit Committee. It was suggested that all members should join one active committee and also an ad hoc committee. Kimberly Stokes has resigned from the board and in her place Oyinlola Balogun is now on the Finance Committee. The question was asked how often committees should meet. While there is no set time, Yenny Lucero suggested that the Fundraising Committee meet at least monthly and during special events more often. The following committees were presented:

Executive Committee:	Bradley Farrar Charita Mariner Henry Mosley Linda Caler	President Vice President Treasurer Secretary
Finance Committee:	Oyinlola Balogun Darlene Brown Tianya Edgerton Bradley Farrar Henry Mosley	
Fundraising Committee:	Anthony DeSantis Linda Caler Shauna Berry Cooke Tianya Edgerton Charita Mariner Suzanne Le Menestrel	Chair
Program Committee:	Oyinlola Balogun Linda Caler Shelva Clemons Shari Davis Audrey Pabs-Garnon Ahlishia Shipley	
Bylaws Committee:	Bradley Farrar Shauna Berry-Cooke Anthony DeSantis	Chair
Nominating Committee:	Suzanne Le Menestrel	Chair
Audit Committee:	(can share members with Finance Committee)	

If any changes are needed members were requested to inform Jennifer. The Program Committee will select a Chair and will plan to meet before our next board meeting.

FUNDRAISING:

Grants Report: Yenny Lucero reported that currently we have received a total of \$378,000 in grants this fiscal year. We are close to hitting our total projected. Some of this represents new funders, returning funders, and some awarded are more than what we received in the past. Also included is \$275,000 in foundational funding. Proposals pending total \$375,000. Among those applied was \$100,000 to Many Hands. We have had the site visit and are waiting to hear. There are other funders that we are trying to cultivate to receive better outcomes.

Mother's Day Appeal: The Mother's Day Appeal launched in early March. It is designed to honor a special person on Mother's Day by making a tax-deductible contribution in their name. It will be offered through eblast, on line and through the mail. It was also suggested to promote it on Facebook. Members were encouraged to reach out to Yenny for assistance.

Bowie Baysox: The Bowie Baysox event will be held on May 21, 2019. It has been difficult arranging for a Fundraising Committee meeting due to schedule conflicts. Last year we raised \$20,000. This year we have set a goal of \$24,600. We're expecting \$7,000 in expenses. Oyinlola Balogun was thanked for a \$5,000 commitment from M&T Bank. Also received from Pepco, a long-time funder for this event was a \$2,500 donation. Recommendations for sponsors can be given to Yenny. A discussion centered on the need in the future for board members to reach out for the "ask" to previous board members and contacts early on in the year during the time organizations are making their budgets.

Facebook Fundraisers: Yenny thanked everyone who participated in Facebook fundraisers. She informed that Facebook uses Network for Good as their platform without any additional information regarding sponsors. Therefore, for those who sponsored a mini Facebook fundraiser inform Yenny to ensure that you receive credit for your efforts.

30th Anniversary: Board President, Bradley Farrar apprised the board that the Resource Center is approaching its 30th anniversary in 2020. We are open for ideas in celebration of the anniversary. After a brief discussion it was decided to appoint the Fundraising Committee to take the lead in the planning.

DIRECTOR'S REPORT:

Risk Management: Not much has changed from last year when the risk report was presented. The Resource Center continues to maintain comprehensive insurance policies.

Program Update: This was the 9th year for our Building for Success Conference. The focus this year was on conscious discipline. Everyone enjoyed the keynote speaker, DJ Batiste. It was an amazing day with 650 in attendance. Our staff did a commendable job. Additionally, with financial support through the Prince George's County Schools and PNC Bank it was a huge success.

Family Support Center: The Family Support Center was fully staffed by the hiring of a Child Development Specialist. We had one Child Development Assistant to move into a position at the Largo office. We hired a teacher instead of another assistant to increase the expertise in the classroom.

Healthy Families: The program was finishing with re-accreditation and already had received high praises and commended for easy meaningful partnerships, and for diversity and cultural humility displayed both among the staff and in targeted service delivery. Although we have received more funding for the program we continue to struggle with turnover. Much of the funding received is restricted and is not for salaries.

Facilities Report: We have tried multiple times to get a site visit to look at the issues at the Family Support Center. It's not our space only but there are challenges throughout the entire building. Due to the many challenges it may not be to our advantage to invest in replacing the playground. We want to push for changes but at the same time acknowledge if we push too hard we could jeopardize our stay there; however, Jennifer expressed that is unlikely because we are an integral part to the facility. Jennifer and Board President, Bradley Farrar, learned the process of getting

a bond bill to receive state funding. We have to decide if we want to remodel our space, build, or purchase a building. It was suggested to consider hiring a space consultant to review our needs, look at real estate, and to weight the cost and benefits. It's possible the Judy and Mary's Centers may want to join us. After a lengthy discussion Board President Bradley said that this is an item for the Executive Committee to review and define a scope of services and an action plan.

Largo Site: The lease is up in June for the Largo site. The county has always paid our lease. There was an unrelated positive meeting held here with the County Executive staff. We feel positive to receive continued support if necessary.

Public Policy: Jennifer reported that there was a good legislative session and asked the members to refer to the Director's Report that was distributed.

Employee Survey: The employee survey was completed and reviewed at an all staff meeting. There were some positive discussions. Also there were items that were difficult on the survey that the staff was able to talk about it and combat. Jennifer informed that she did not shy away from anything hard. The one area on the survey Jennifer stated that took her by surprise was "fairness" as she felt that we try so hard to be fair. Staff was able to share different perspectives. Shari Davis added Jennifer was transparent and did a good job of sharing the highlights and it generated open conversations where employees could share. There are some outstanding items that continue to be worked on. The feedback received by Jennifer was that the staff appreciated the survey.

BOARD REPORT CARD: The results of the board report cards were requested. Lynette Twilley informed the board that very few had been completed. Board President, Bradley requested that Lynette reach out again via email as well as calling those members who had not yet completed the report card.

UPCOMING DATES:

04/24/19 Provider Appreciation Night 6:30-8:30

05/21/19 Bowie Baysox 6:00-9:00

ADJOURNMENT: Audrey Pabs-Garnon motioned to adjourn the meeting at 8:37 p.m. Oyinlola Balogun seconded the motion. All were in favor.