

YOUTH ON THEIR OWN

August 28, 2014 @ 5:00 PM

YOTO Conference Room

BOARD MEMBERS IN ATTENDANCE: Terry Hlivko, Tom Hoyt, Danita McMahon, Mary Stewart, Mike DiCristofano, Tom Eyler, Kathy Smith, Bob Levine, James Bushnell, Marian LaLonde, Jane Klipp (phone)

BOARD MEMBERS ABSENT: Sean Murray, Stan Steinman

STAFF MEMBERS IN ATTENDANCE: Teresa Baker (Executive Director), Dane Binder (Program Director), Wendy Smith (Executive Assistant)

GUESTS: Jade Hale, Hank Walker (SVP), Ruby Buchsbaum (SVP)

CALL TO ORDER: Bryan Foulk called the meeting to order at 5:04 PM.

Mission moment:

Speech by Jade Hale, former YOTO student

Board president:

Bryan discussed the new consent agenda procedures. Materials for the consent agenda will be bundled and emailed prior to the meeting. Consent agenda items were presented.

Program Report: See attachment

IT report handed out (see attachment); Pat is going through the training and in turn, training Dane & Luis. Software is user friendly and should roll out easily. KIN event was wonderful!!!

Finance report: See attachment

Recommendation to take \$80,000 to fund capital improvements (\$40,000 for LY and \$40,000 for this year). Training costs go on income statement and software costs go on P & L. No amendments will be made to the budget this FY, just adjustments as we go along. Acct. software will need to be updated to Quick Books Enterprise edition. Bryan thanked Mike D. for the car auction proceeds. A secure drive will be added to the YOTO "S" drive, allowing for more accurate record keeping for board related documents (minutes, by-laws, etc.). The ED & DOF will have access.

Executive Director Report: See attachment

YOTO will be open on Fridays beginning Sept. 5th. Two staff changes have been made; Wendy Smith is now the Volunteer & Operations Manager, and Tillie Campbell replaces her as Executive Assistant. Usage stats for website were reviewed (see attachment). YOTO was awarded a \$5,000 Rotary of Tucson grant. Board & staff members will be selling rotary car show raffle tickets.

Board Development Committee Report:

The committee met two weeks ago with Sandy, a gentleman from Wisconsin, who will be joining the committee to lend his expertise. It was decided that all committee members (whether board members or not) may vote and make recommendations. The need for finance committee members was discussed, in order to have enough people to reconcile incoming monetary donation logs on a monthly basis.

Notes: Objective and purpose statements are needed for the Finance & Executive Committees. Mike D. would like the Finance Committee to receive a list of possible tasks/projects/opportunities for the committee members.

Fund Development Committee Report:

Thank you for commitment forms (100% received). # of hours donated last year was in excess of 2,500.

June minutes:

Pat's hours need to be changed to reflect 500 hours, not 50.

Consent Agenda:

A motion to approve consent agenda was made by Terry Hlivko; motion seconded and approved.

Consultant Report:

The YOTO BOD reached out to Ava Butler in June, 2014 to provide consulting services.

- Phase 1 (in progress): Create successful infrastructure and job descriptions. Clarify employee grievance procedures. Review strategic plan and revise as needed. Create goals for ED and apply waterfall effect. A complete consultant report for this phase will be presented in September.
- Org. chart was in handouts (see attachment). Board will vote on top tier with DOF, PD, and DD (currently vacant) reporting to the ED.
- BOD is expected to place their trust in Teresa and allow her to do her job.
- Ava will be providing more support to the organization overall. This will include: clarification of staff roles and responsibilities, support to staff for multi-generational working skills, coaching skills for setting priorities, and improving the personnel review processes. Time allocated for each staff member will be based on individual needs.

New Business Discussion:

- Bob Levine motioned to approve the organizational chart; motion seconded and approved.
- National search will be required to fill Development Director position. Due to the level of experience that is desired, it is anticipated that a suitable candidate will not be found locally. The cost of the recruiting process (approx. 30-40% of the annual DD salary) will come from the YOTO contingency fund. The recruiting process will narrow the field down to 2-3 candidates and will likely begin in January. Selection will be turned over to Teresa once the field is narrowed.
[REDACTED]
- Danni McMahon motioned to vote on the DD job description and hiring; motion seconded and approved.
- Mike D. motioned to approve the continuation of Ava Butler's consulting services; motion seconded and approved.
- Grievance procedure for board involvement was discussed (see attachment). Motion to approve was made by Mary; motion seconded and approved.
- YOTO staff grievance procedure was introduced and will be voted on at the Sept. board meeting.
- New Employee Assistance Plan (EAP) plan has been implemented for \$1.00 per staff member, per quarter.
- Phase 2 for Ava: A proposal has been presented to Bryan and Teresa, including 9 deliverables. It was decided that a vote be placed on hold until more specifics could be determined: termination clause in contract, time frame for deliverables, etc. An initial straw poll shows a favorable response from the BOD.

Old Business:

None

ADJOURNMENT: A motion to adjourn the regular session of the meeting was made by Dr. Eyler at 6:47 PM; motion seconded and approved. A brief break was taken, followed by the executive session. The next meeting will be Thursday, September 25th at 5:00 p.m. at the YOTO office.