

YOUTH ON THEIR OWN
September 25, 2014 @ 5:00 PM
YOTO Conference Room

BOARD MEMBERS IN ATTENDANCE: Bryan Foulk, Tom Hoyt, Sean Murray (phone), Mary Stewart, Michael Arnold, James Bushnell, Terry Hlivko, Jane Klipp, Danita McMahan, Kathy Smith and Stan Steinman.

BOARD MEMBERS ABSENT: Michael DiChristofano, Thomas Eyler, Marian Conrad Lalonde and Bob Levine.

STAFF MEMBERS IN ATTENDANCE: Teresa Baker (Executive Director), Joyce Rodgers (Director of Operations and Finance), Dane Binder (Program Director), Wendy Smith (Volunteer & Operations Manager) and Matilda Campbell (Executive Assistant)

GUESTS: Ava Butler (Organizational Development Consultant), Laura Randol (HBL CPAs, P.C.) and Ruby Buchsbaum (SVP).

CALL TO ORDER: Bryan Foulk called the meeting to order at 5:05 PM.

Mission moment:

Dane Binder talked about a pregnant student who is struggling with an abusive boyfriend (married by culture) and how YOTO has helped her. He asked for the board's advice on how to help her and they provided many options to assist the student.

Audit Report (see attachment):

Laura Randol presented the initial audit report. A motion to approve the report was made by Terry Hlivko; motion seconded and approved.

Board President:

Consent agenda items were presented.

Program Report: See attachment

IT system on track with all deliverables, the new programs will streamline how YOTO manages our programs and provides information to employees and students. Dane requested that two BOD members volunteer to test the new system at YOTO and from their own computers. He will email more information about volunteering to help with testing the new system to all of the BOD.

Finance Report: See attachment

Finance committee approved \$65,000 to be transferred from RBC account into general operating checking account. Joyce reported that YOTO is under budget by approx. \$100,000 year to date. It was also reported that QuickBooks Enterprise was purchased with 5 user licenses and will be implement shortly. Our liability insurance will renew on 9/30/14 and will be \$195 less than last year. Joyce, also noted the audit is complete and she is currently working on the 990 returns.

A Board decision is required as to whether the board should reinvest or take the interest and dividend income from the Endowment Fund. A motion to take interest and dividend income out of the Endowment Fund was made by Terry Hlivko; motion seconded and approved.

Executive Director Report: See attachment

Board & staff members currently selling Rotary Car Show raffle tickets.

Fall Wine Tasting - current ticket sales: 169 (80 sold and 89 through sponsorships)

Back to School – 2014 Goal: \$21,250.00 / TD Net \$16,000.00

Teresa met with a 93 year old potential donor to discuss estate planning, as the woman would like to include YOTO in her will. .

YOTO has placed two ads in the Arizona Alliance of Non-Profits and The Chronicles of Philanthropy, to fill Development Director Position. Director of Development position resumes are being received and a two applicants have been contacted by phone.

Board Development Committee Report: See attachment

Meetings will be on the second Tuesday of each month at Bluefin at 5:30pm. It may be decided that a monthly meeting is not needed. If so, sufficient notice will be given when a meeting will not be held.

Fund Development Committee Report: See attachment

It was suggested that clarification is required to all board members that the YOTO board is one of both governance and fundraising. All members are expected to raise funds as well as act as ambassadors and advocates for YOTO.

Danni reported that this year all proceeds will be donated to YOTO.

Consent Agenda:

A motion to approve consent agenda was made by Danni McMahon; motion seconded and approved.

Consultant Report: Ava Butler

Since the last Board Meeting a great deal of work has occurred and in many ways YOTO staff has become much more effective in its communication and teamwork. The Strategic Plan has been updated to ensure all goals are specific and measurable. The Plan was also used as the basis for defining the Executive Director goals and expectations. The goals in the Plan and the goals for Teresa have both been used to cascade priorities and develop SMART goals for the staff. Time is being taken to break down silos and create a ‘one team’ environment. A LIFO behavioral survey workshop was held for Teresa and the two directors with a plan to do the same with the full staff when the new bookkeeper and Director of Development are on hired.

Teresa instituted weekly management team meetings. Management meetings were held in the past but often got cancelled because of scheduling challenges. The weekly meetings are used for sharing ideas and getting feedback, as well as providing updates.

Teresa has started holding weekly one-on-one sessions with Dane. Ava is attending those as well for the short term. In Ava’s work with Dane, a business plan has been developed for post-high school career guidance, a plan to determine requirements for the SSC and he has instituted weekly program staff meetings and finalized the SMART goals for the Program team.

Old Business Discussion:

The revised Phase 2 agreement with Ava Butler for consulting services was voted on electronically and was unanimously approved.

The board reviewed the final versions of the Employee Grievance Policy and the Board Involvement in Employee/HR Issues policy. Both were reviewed by two legal firms. (see attachments)

- Employee Grievance Policy: A motion to approve was made by Tom Hoyt; motion seconded and approved.
- Board Involvement in Employee/HR Issues: A motion to approve was made by Terry Hlivko; motion seconded and approved.

Strategic Plan Updates: Updates to the Strategic Plan were presented and reviewed. A motion to approve the revised Plan was made by Terry Hlivko; motion seconded and approved.

The Executive Director Goals and Expectations were reviewed. No changes were made.

Clarification of graduation rate formula was discussed. In the future the graduation rate will be compared against the national homeless statistics as well as local graduation rate statistics.

The BOD specifically the Board Development Committee is working on recruiting more members to join the YOTO board.

It was discussed that board members will connect/meet with loyal donors. Holiday greeting postcards will be sent out to our donors thanking them for supporting our students.

New Business:

None

ADJOURNMENT: There was no executive session. The next meeting will be Thursday, October 23th at 5:00 p.m. at the YOTO office.

Respectfully Submitted:

Mary Stewart,
Secretary

Transcribed by: Matilda Campbell