YOUTH ON THEIR OWN BOARD MEETING

Thursday, August 23, 2018 – 5:00pm

YOTO Office

**Board Members In Attendance:** Tom Hoyt, Deb Salaiz, Elizabeth Nielsen, Will Taylor, Cristie Street, Sean Denlinger, Sean Murray, Katina Koller, Eva Murzaite.

**Staff Members in Attendance:** Nicola Hartmann, Matthew Palmer, Bethany Neumann, Daniela Zasa, Katrina Verduzco

**Call to Order:** Elizabeth Nielsen, Board President, called the meeting to order at 5:33pm

***Approval of June Board Retreat Meeting Minutes:***

* Tom Hoyt motions to approve June Board meeting minutes, seconded by Will Taylor. All voted in favor of the motion, none opposed. Motion passed.

***Finance Report: Deb Salaiz & Matthew Palmer***

***Deb Salaiz***

* August 16th, 2018 Finance Committee Meeting
* Reviewed July Financials – 1st of the new FY, on track
* Discussed the pre-audit meeting – **Audit begins, September 17th**

***Matthew Palmer***

* Conversion from Intacct to QuickBooks - Quick Books allows us to hire temporary employees without extensive training.
* Linking Donor Perfect to QuickBooks - We will begin the integration on **Tuesday, September 4th.**
* The creation of a Policies and Procedures Manual for all Finance Functions – Will be ready to present them to the Finance Committee for their review on **Thursday, November 8, 2018.**
* Create/Expand volunteer membership for Finance and Investment Committees - We are looking for **two new members** for our **Finance Committee** – Non Board Members
* Assessing our Long-term Space requirements - This will be done in conjunction with staff, board, and the community
* Nicola instructed Matthew to create a ‘cash burn’ rate for YOTO to determine how many days we have available. **The daily cash burn is $7,788.34**. The **eventual goal** is to have **12 months** of cash reserves in our investment account.

***Approval of June 2018 Financials***

* Sean Denlinger motions to approve June 2018 Financials, seconded by Tom Hoyt. All in favor, none opposed. Motion passed.

***Development Report: Bethany Neumann & Daniel Armenta***

**Daniel Armenta**

* Focusing more time on strengthening **donor stewardship**

**Bethany Neumann**

* Improve stewardship and increase giving
* We saw an increase in larger gifts
* Creating more strategic volunteer opportunities
* \* Cristie mentions the idea of a round up on credit card donations

**Successes**

* Our Back to School Campaign raised three times as much in July as it had last year ($46,274 in 2018; $14,974 in 2017).
* We raised more money and received more gifts in every giving level category under $25,000.

**Setbacks**

* We lost some large grants this year:
* We did not receive a grant of $50,000 from the Del E. Webb Foundation.
* A $50,000 grant from the Women’s Foundation (arrived Jan 2018) was not approved this year as well.
* Some large gifts from July 2017 were one-time gifts: $16,673.50 from MD; one time
* We received $24,937.14 in July of 2017. Despite repeated attempts at contacting this donor, we have been unable to reach her or discover much more about the gift. We believe it to be a bequest.
* Some gifts we expect to receive have not yet arrived or arrived in August:
* A corporate gift of $34,873.60 came from Manheim Auto in July 2017. Their 2018 gift of $27,463.00 arrived in August 2018. It will be reflected in the August report.
* A donor couple made gifts of $45,000 in July 2017. Our summer meeting is scheduled for August 2018.

***Program Updates: Daniela Figueroa***



***Program Coordinators***

* Changes in staffing due to internal promotions (Kim Flores to Senior College & Career Coordinator, and Matt Schmidgall to Program Manager) we had two new Program Coordinators onboard in the spring.
* Despite staffing changes, we still were able to support students well and connect them to our services successfully.

**Student Success Center & Mini-Mall**

* We have completed the major parts of the move to the 1642 N Alvernon address. Staff is settling into the new space. Students are loving the bigger mini-mall!

**College & Career Department**

* We have 216 confirmed graduates so far (students who have turned in their diplomas). We will be **confirming our other expected graduates in August** as schools come back in session.

**Data & IT**

* YOTO Portal and YOTO Access are up and running! You can see the YOTO application from our website by scrolling down the page and selecting “apply now”.

\*\* YOTO Access is our internal system for managing student files. So far students have been enrolled successfully. We are now in the “tweaks” phase where we will refine what has been created.

* Still looking at stipend evaluation – what are students spending their stipends on?

***CEO: Nicola Hartmann***

* The new fiscal year is off to a slow start. We received news that we did not receive two grants.
* One is from a funder that has funded YOTO since 2012 taking a year off in 2014. This could be part of their regular on/off cycles. A second funder, the Women’s Foundation, did not include us in their list of awardees for 2019. According to WF we missed funding by a few points.
* We are discussing this for the future and ensuring that our funding streams are diversified enough to offset these grant losses. It is an area of caution, but not one for alarm. We may discuss this further at the board meeting.
* YOTO is focusing attention on major giving, legacy giving, monthly donor, corporate and religious giving, third party fundraisers and donor retention to diversify streams of funding.
* Space expansion & renovation – we want to hear from the students and staff to find out what the students need
* We want to increase productivity – metrics
* Retention of staff & staff appreciation – Keep improving with professional development

 CEO Goals:

* Bring on 3-5 new board members
* Review of all policies
* Create dash board, will finish draft of dash board in October 2018
* Program: Evaluate data – make informed decision
* Pilot Mobile Mini-mall
* Fully evaluate a mentorship/programs

**Board Member feedback:**

* ***Tom Hoyt*** – Questioned the amount of new reports that will be presented at the meetings moving forward with the new dashboard project
* ***Cristie Street*** – *Reports* during the board meetings, she appreciate the reports are but would like to see more updates on outward looking representation for the CEO, measurements about new connection in the community, what new relationships has YOTO made with other organization in Tucson, Board members should find partners for the CEO
* ***Katina Koller*** – suggested that if YOTO does create a dashboard that we use red or green colors for notification or maybe no dashboard rather we find another way to share the information
* ***Sean Murray*** – Suggest that YOTO should not use a dashboard
* ***Elizabeth Nielsen*** – Nicola should only be proposing a few specific high level goals that the board can review and help her meet those goals

***Other business:***

* Important Dates: Fall Wine Tasting, **Sunday, November 4th at Flemings**

**Meeting Adjourned at 7:04pm**