**Youth on Their Own**

**BOARD MEETING MINUTES**

**January 30, 2019**

**5:30pm**

**Youth On Their Own Multi-Purpose Room**

**1642 N. Alvernon Way, Tucson AZ 85712**

**Board Members In Attendance:** Tony Cazzato, Sean Denlinger, Jane Klipp, Linda Montes-Cota, Sean Murray, Eva Murzaite, Elizabeth Nielsen, Jay Peskoe, Deb Salaiz, Julie Stevenson, Bill Stoffers, Will Taylor

**Board Members Absent:** Katina Koller

**Staff Members in Attendance:** Tom Hoyt, Matthew Palmer, Bethany Neumann, Daniela Figueroa, Deb Ramsey

***1. Call to Order***

Elizabeth Nielsen, Board President, called the meeting to order at 5:40 pm.

***2. Approval of Minutes: Bill Stoffers***

* Action: Jay Peskoe motioned to approve the 11/8/18 Special Meeting minutes. Jane Klipp seconded the motion, all voted in favor, none opposed. Motion passed.
* Action: Jay Peskoe motioned to approve the 11/29/18 Board Meeting minutes. Bill Stoffers seconded the motion, all voted in favor, none opposed. Motion passed.
* Action: Jay Peskoe motioned to approve the 12/17/18 Special Meeting minutes. Jane Klipp seconded the motion, all voted in favor, none opposed. Motion passed.

***3. Finance Update: Matthew Palmer***

* December 2018 assets were up over $100,000 from December 2017 assets.
* We have assets to run the organization for 16 months. This was shared, and the rationale explained, with staff.
* Reimbursement funds of $97,000 were received from City of Tucson. These had been delayed due to problems with their systems.
* Patricia A. Tar trust has YOTO listed as beneficiary. Because the estate owns the trust, the transfer of the annuity has not yet occurred. This has been resubmitted.
* RBC Financial has $300,000 to invest in CDS; the staff transition has delayed this transaction.
* Action: Bill Stoffers motioned to approve the Financials. Sean Murray seconded the motion, all voted in favor, none opposed. Motion passed.
* Signers on RBC account are Tom Hoyt and Elizabeth Nielsen. Deb Salaiz will be added.

Signers on Vantage West Credit Union account are Elizabeth Nielsen and Daniela Figueroa. Tom Hoyt will be added.

Signers on Wells Fargo account are Deb Salaiz and Daniela Figueroa. Tom Hoyt and Deb Salaiz will be added.

* The required resolution to transfer the 401(k) from Nicola Hartmann to Tom Hoyt was explained.

Action: Sean Murray motioned to approve the resolution. Bill Stoffers seconded the motion, all voted in favor, none opposed. Motion passed.

* Based on auditor recommendations, it was suggested the capitalization threshold be increased from $2500 to $5000 for one-time purchases.

Action: Tony Cazzato motioned to approve the resolution. Bill Stoffers seconded the motion, all voted in favor, none opposed. Motion passed.

* Based on auditor recommendations, it was suggested the procurement threshold be increased from $2500 to $5000. After discussion it was decided to table voting on this until the next meeting. Matthew will email everyone a copy of the Procurement policy.

***4. Status Updates: Daniela Figueroa and Bethany Neumann***

* Daniela Figueroa shared that things are good with staff, thanked the Board for their support and stated that the leadership team has grown stronger as a team. Elizabeth Nielson did an amazing job with the process. Bill Stoffers stressed the importance to keep lines of communication open. Board stressed the importance to them of maintaining the staff teams. Tom Hoyt explained that senior staff will continue to work with Anne Maley on policies and will begin working with Sylvia Haskvitz on communication.
* Bethany Neumann shared the details of the Spring Lunch and noted we had the same agreement as last year with TCC. She noted approximately $150,000 was net profit in 2018. Goals for this year are $180,000 profit, 400 attendees, raised awareness of YOTO and more donors. Tom Hoyt reminded members that he will treat the member who sells the most tickets to a lunch or happy hour. Discussion was held on possible emcees for the event.

***5. Selecting a CEO Search consultant: Deb Salaiz***

* Deb Salaiz will head the Hiring Committee. Members of the committee include Tony Cazzato, Eva Murzaite, Jane Klipp and Sean Murray. Discussion was held on:

-staff expectations of a CEO,

-senior staff having a say in the selection of CEO,

-setting an annual evaluation process of CEO,

-importance of CEO job description and references,

-deciding upon which consultant to use for CEO search, and

-tending to core services during interim period.

* Elizabeth Nielsen requested board members to email Tom Hoyt with names of any donors they felt should receive a personal call from him.
* Matthew Palmer will email current CEO job description to Sean Murray, per Sean’s request.

***6. Board Leadership: Elizabeth Nielsen***

* Elizabeth Nielsen made a pitch to all members to consider the positions of President-Elect, Secretary and Treasurer. Voting will take place prior to July 1, 2019. Let Elizabeth Nielsen, Deb Salaiz or Sean Murray know of your interest.

***7. Meeting Adjourned at 6:32pm***

**Submitted by Deb Ramsey on behalf of Bill Stoffers, secretary.**