

# Youth on Their Own BOARD MEETING MINUTES

August 22, 2019

5:30pm

YOTO Multi-Purpose Room  
1642 N. Alvernon Way, Tucson, AZ 85712

**Board Members in Attendance:** Tony Cazzato, Sean Denlinger, Tom Hoyt, Jane Klipp, Katina Koller, Linda Montes-Cota, Sean Murray, Deb Salaiz, Kristina Scott, Julie Stevenson, Bill Stoffers

**Board Members Absent:** Eva Murzaite, Jay Peskoe

**Staff Members in Attendance:** Diego Coronado, Daniela Figueroa, Kim Flores, Bethany Neumann, Deb Ramsey, Matthew Palmer, Elizabeth Slater, Christian Teran

## 1. Call to Order and Introductions

Deb Salaiz

Deb Salaiz, Board President, called the meeting to order at 5:29 pm. New board member, Kristina Scott, was introduced and welcomed. Daniela Figueroa led an icebreaker.

## 2. Mission Moment

Kim Flores

Kim shared the story and a video clip of student ambassador Oscar G. The board discussed ways that YOTO could support Oscar during his medical treatment.

## 3. Review and Approval of June 27, 2019 Minutes

Bill Stoffers

Motion to approve 6/27/19 Minutes: Jane Klipp

Second: Tom Hoyt

Discussion: Bill asked whether it was necessary to clarify the wording regarding an anticipated budget surplus in FY20, but ultimately no changes were required.

**Vote: Approved unanimously**

## 4. Board Member Job Description

Deb Salaiz

The FY20 Board Member Job Description was reviewed. Deb Salaiz asked all board members in attendance to sign the Job Description and return it to her.

## 5. Officer Slate for FY20

Deb Salaiz

The board reviewed the following slate of officers for FY20:

President: Deb Salaiz

President-Elect: Jay Peskoe

Treasurer: Tony Cazzato

Secretary: Eva Murzaite

Motion to approve Officer Slate: Bill Stoffers

Second: Sean Murray

Discussion: None

**Vote: Approved unanimously**

## 6. Board Committees for FY20

Deb Salaiz

The Board discussed committee roles and membership for FY20. Board members reviewed committee descriptions and membership rosters prior to the meeting.

Motion to approve committee descriptions and rosters: Tom Hoyt

Second: Bill Stoffers

Discussion: None

**Vote: Approved unanimously**

## 7. Bylaws Revisions

Sean Murray

Sean Murray presented the proposed revisions to the Bylaws. The board had previously discussed all proposed changes.

Motion to approve Bylaws revisions: Tony Cazzato

Second: Bill Stoffers

Discussion: None

**Vote: Approved unanimously**

## 8. CEO Report

Elizabeth Slater

Elizabeth Slater shared her CEO report which included program statistics from FY19 and changes to how the staff will provide information to the board. The goal is to be more responsive to board member needs which will enable effective oversight, including high-level updates and honest communication regarding internal and external challenges. Operational details will be shared at the committee level.

## 9. Finance Report

Deb Salaiz/Matthew Palmer

Board members reviewed financial statements and a finance summary prior to the meeting. Matthew Palmer shared that YOTO is financially healthy overall and the FY19 audit will begin September 9, 2019. Bequests are currently being booked at 70% of estimated value and Sean Murray suggested changing this to 50% given the uncertainty of the value while the estate is being settled. Matthew will discuss with the auditors and report back to the board.

Motion to approve Finance Report: Tom Hoyt

Second: Tony Cazzato

Discussion: None

**Vote: Approved unanimously**

## 10. Procurement Policy

Deb Salaiz/Matthew Palmer

Board members reviewed a draft of the revised Procurement Policy prior to the meeting. Matthew explained that the policy was amended to include a \$5,000 capitalization threshold in writing.

Motion to approve Procurement Policy: Katina Koller

Second: Bill Stoffers

Discussion: None

**Vote: Approved unanimously**

## 11. Resolution to Approve 401k Trustee

Matthew Palmer

Board members reviewed a draft of the resolution prior to the meeting. The resolution approves Elizabeth Slater as the 401k Trustee for YOTO's retirement savings plan.

Motion to approve resolution: Tom Hoyt

Second: Bill Stoffers

Discussion: None

**Vote: Approved unanimously**

## **12. Resolution to Reinvest Endowment Interest into Principal**

**Matthew Palmer**

Board members reviewed a draft of the resolution prior to the meeting. The resolution approves growing the principal of YOTO's endowment held at the Community Foundation for Southern Arizona by reinvesting \$4,576.25 in accrued interest from FY19.

Motion to approve resolution: Bill Stoffers

Second: Tom Hoyt

Discussion: None

**Vote: Approved unanimously**

## **13. Strategic Plan for FY21-23**

**Elizabeth Slater**

Elizabeth Slater presented the major questions for board discussion and decision through the upcoming strategic planning process. The board reviewed the timeline, which includes evaluation and information gathering this fall, the review of pre-read materials in December/January, and a strategic planning retreat on Saturday, January 25. Elizabeth asked for two board members to serve on a Strategic Plan Work Group and Julie Stevenson volunteered. Katina Koller suggested that the board also discuss post strategic plan implementation and how we will track progress quarterly and annually.

Board members reviewed proposals from three local consulting firms for strategic planning facilitation prior to the meeting.

Motion to contract with Alexander Carrillo: Katina Koller

Second: Bill Stoffers

Discussion: Consensus was reached about working with Alexander Carrillo given their familiarity with YOTO and the organization's current needs.

**Vote: Approved unanimously**

## **14. Special Appreciation**

**Deb Salaiz**

Deb Salaiz presented Tom Hoyt with gifts from the board to thank him for his service as Interim CEO. Matthew Palmer presented a "Tom" bobblehead from the staff.

## **15. Meeting adjourned at 7:08 pm**

*Submitted by Deb Ramsey on behalf of Eva Murzaite, secretary.*

**I certify these minutes were approved by the Board of Directors at the October 24, 2019 board meeting.**

  
\_\_\_\_\_  
Eva Murzaite, Secretary

  
\_\_\_\_\_  
Date