

Youth On Their Own BOARD RETREAT MINUTES

Saturday, July 29, 2023

8:00 AM – 12:00 PM

Helen Murphey Hall – Junior League of Tucson

Board Members in Attendance: Elaine Babcock, Enrique Aldana, Eric Dupree, Viviana Fimbres, Amanda Kippert, Allen Kinnison, Linda Montes-Cota, Sean Murray, Paola Ponce, Cori Rodriguez, Antonio Rubio, Tony Spear

Board Members Absent: Katie Maxwell, Mark Papoccia, Ragan Edwards

Guests: Deb Salaiz

Staff Members in Attendance: Daniel Armenta, Brooke Blizzard, Todd Brown, Daniela Figueroa, Bethany Neumann, Elizabeth Slater

1. Call to Order

Elaine Babcock

Elaine called the meeting to order at 8:31 am.

2. Approve officers for FY24

Elaine Babcock

Officers for FY24 were presented:

- Elaine Babcock, President
- Katie Maxwell, President-Elect
- Julie Stevenson, Past President
- Paola Ponce, Treasurer
- Linda Montes-Cota, Secretary

Motion to approve officers for FY24: Tom Hoyt

Second: Enrique Aldana

Discussion: None

Vote: Approved unanimously

3. Review and Approval of May 25, 2023 Minutes

Linda Montes-Cota

Motion to approve 5/25/2023 Minutes: Allen Kinnison

Second: Tom Hoyt

Discussion: None

Vote: Approved unanimously

4. Approve Finance Report

Paola Ponce

- Paola reviewed the finance summary provided to the board with no concerns. Paola shared that our reserves are 2.42 months in cash. The operating reserve (cash on hand + unrestricted investments) is 12.99 months. Property reserve is .28 months.
- Balance Sheet: \$1.3 million increase over last year due to unrealized investment gains and increases in the construction-in-progress accounts.

- All current liabilities consisting of company credit card, A/P, accrued payroll expenses, and UBS Line of Credit.
- The 6/30/2023 balance on our line of credit is \$849,156 to pay for new building renovation expenses. The variable interest rate on our line of credit is currently 7.178%.
- Income is \$208,550 under budget due to not receiving the \$750,000 Angel Charity Funds this fiscal year (without the expected Angel Charity gift, we would be \$541,450 over budget for income). In June, we had an unrealized gain of \$189,533 in our investment accounts. We are now showing a \$389,339 unrealized gain in our year to date investment accounts.
- June expenses are \$424,526 under budget.
- Auditors presented audit plans to the finance committee and were on-site at the YOTO offices to observe Mini Mall inventory counting.

Motion to approve June 2023 Finance Report: Sean Murray

Second: Tom Hoyt

Discussion: Sean asked what the plan was to pay the line of credit off. Paola let Sean know that we will discuss today and the plan is related to selling 1660 N Alvernon. Allen asked when YOTO would be receiving Angel Charity funds, and Elizabeth let him know following the ribbon cutting ceremony, we believe we will receive the funds in November.

Vote: Approved unanimously

5. Potential Buyer for 1660 N Alvernon Way

Elizabeth Slater

YOTO has a potential buyer for 1660 N Alvernon Way. The price recommended by YOTO's broker is slightly less than YOTO priced the building for individual sale, but is equivalent to the amount per square foot that YOTO priced a combined sale of 1660 and 1642 N Alvernon.

The board discussed the decision-making process for approving sales of both 1660 and 1642 N Alvernon. The board set a minimum gross amount per square foot acceptable and authorized the CEO to negotiate down to that amount without additional board approvals. If a negotiation goes below this threshold, the CEO will work with the Executive Committee for additional input and approval.

Motion to approve a minimum gross amount per square foot threshold for the sale of 1660 N

Alvernon: Sean Murray

Second: Allen Kinnison

Discussion: Georgina clarified that if the sale closed in October, YOTO would be able to lease back the property through November and inquired about the lease rate. Elizabeth confirmed that the prospective buyer will allow a lease-back and provided the likely lease costs. She also noted that sale of the property in October will allow YOTO to pay down the line of credit and reduce interest payments (offsetting part of the lease cost). Cori asked how long the property has been on the market and if our current occupation of the space has impacted offers. Elizabeth responded that the property has been on the market since mid-March and there is no indication that our occupancy is negatively impacting our ability to attract prospective buyers. Linda shared that there is an excess of product in the office market.

Vote: Approved

Abstain: Linda Montes-Cota

Motion to approve a minimum gross amount per square foot threshold for the sale of 1660 N

Alvernon: Elaine Babcock

Second: Tom Hoyt

Vote: Approved

Abstain: Linda Montes-Cota

6. Review Self-Assessment Trends

Sean Murray

Sean reviewed the board's annual self-assessment conducted in May. The assessment had 100% response rate.

Many of the questions regarded how we are engaged with the board and directors' roles within the board. Some strengths determined from the survey were that the board understands and upholds the mission, has strong oversight of financials and performance reviews, understands the work that our board should and is doing, and all directors feel prepared and familiar with meeting materials.

Areas of improvement include recruiting new board members and supporters to YOTO, actively participating in board discussions and committees, and being familiar with the strategic plan and how we implement the plan. Data shows that these areas have slightly trended downward over the past three years.

Elaine shared that board member's activity reports for FY23 can be found in their folders.

7. Reimagining the YOTO Board Report-Back

Elaine Babcock and Cori Rodriguez

Cori re-capped the activities of the Reimagining the YOTO Board ad hoc committee:

- Read *Good to Great for the Social Sectors* to reflect on opportunities for improvement in board leadership of YOTO.
- Requested feedback from management about how the board is most useful to them.
- Reviewed the board's feedback from the January 2023 retreat about how board members want to be more engaged with the organization.
- Discussed ideas for re-thinking the YOTO board roles & structure in order to maximize value for the organization and create the best possible board experience.
- Prepared recommendations for the July board retreat.
- Updated the board member position description.

Elaine reviewed the committee's three proposed changes:

1. In order to increase the board's issue fluency and personal connections:
 - Add two "Issue Dinners" per year in lieu of two board business meetings
2. In order to enable more board engagement outside of meetings:
 - Restructure committees by eliminating Program and Fund Development and establishing a Board Education committee
 - Offer regular one-time volunteer opportunities at YOTO's new property and ask board members to complete at least one volunteer shift per quarter
3. In order to make the board more accessible and inclusive:
 - Research alternatives to parliamentary procedure
 - Embrace less formal meeting norms (seating in groups, etc)

The board engaged in discussion at their tables regarding the proposed changes, and then Elaine facilitated a large group discussion. Discussion notes were collected by Elaine on behalf of the ad hoc committee for future review.

The board responded positively to the committee changes and volunteer opportunities so those changes will be implemented. Several board members shared concerns about not using parliamentary

procedure. Elaine shared that the ad hoc committee will meet again in August to discuss the feedback and will provide a final report-back at the August board meeting.

After discussion, board members spent time learning about each of the FY24 committees and completing a committee preference form.

8. Board Education: Boundaries with Youth

Daniela Figueroa

Daniela provided an educational session on teen development and YOTO's approach to boundaries with youth. Board members were able to ask questions about specific situations and share their personal experiences. This content was provided in response to the board's requests for information about appropriate interactions with YOTO youth and how to be most helpful while also respecting boundaries that the organization has in place. A condensed version of the presentation will be recorded and provided to the board after the meeting.

9. Meeting adjourned at 11:50 am.


Elaine Babcock

Submitted by Brooke Blizzard on behalf of Linda Montes-Cota, Secretary.

I certify these minutes were approved by the Board of Directors at the August 24, 2023 board meeting.



Linda Montes-Cota, Secretary



Date