

Homeward Bound Board Meeting Minutes

12/2/2017, 2:00 PM

Dungeness Valley Lutheran Church, 925 N Sequim Ave, Sequim, WA 98382

Attendees

Monica Bell, Mark Cooper, Regan Harrison, Catherine Herrick, Vanessa Indelicato, Christine Jacobson, Serenity Lumbard, Krista Paradise, Kristina Hestenes Stimson, Melinda Szatlocky, Pete Von Christierson, David Whipple, Matt Woodward

Absent: Kate Dean

Agenda

1. Old Business
 - a. Approve 11/4/2017 minutes
 - b. Clarifying committees, chairs, and members
 - c. Conflict of interest forms
2. New Business
 - a. Homeward Bound Handbook covering position and committee descriptions
 - b. Communication systems and procedures
 - c. Committee chairs and others scheduling meetings with Melinda Szatlocky for knowledge transfer
 - d. Nest Egg donation and member appeal letter
 - e. New logo and branding
 - f. Bank account signers
 - g. Reports from Melinda Szatlocky
 - i. 501(c)(3) and charitable filings updates
 - ii. City of Port Townsend financials update and clarification
 - iii. Cherry Street update
 - h. Sign Cherry Street Project promissory note extension
 - i. Next meeting date
3. Adjourn
4. Action Items

Notes

Old Business

1. Approve 11/4/2017 minutes

- a. **MOTION:** Mark Cooper moves to approve the November 4 minutes, David Whipple seconds, motion carries unanimously. **M/S/C**
2. Clarifying committees, chairs, and members
 - a. Executive Committee (Standing) -- comprised of officers
 - i. Monica, Chair
 - ii. Vanessa
 - iii. Matt
 - iv. Mark
 - b. Legal (Standing)
 - i. Kate, Chair
 - ii. Monica
 - iii. Kristina
 - c. Fundraising/Development (Standing)
 - i. David, Chair
 - ii. Krista
 - iii. Kristina
 - iv. Serenity
 - v. Catherine
 - d. Finance (Standing)
 - i. David, Chair
 - ii. Monica
 - e. PR/Communications (Standing)
 - i. Regan, Co-chair
 - ii. Serenity, Co-chair
 - iii. Vanessa
 - iv. Kate
 - v. Catherine
 - vi. Krista
 - f. Membership (Standing) -- no Chair designated
 - i. Matt
 - ii. Christine
 - iii. Serenity
 - iv. Catherine
 - g. Housing Counseling (Standing)
 - i. Regan, Chair
 - ii. Christine
 - iii. Vanessa
 - h. Future Project Development (Standing)
 - i. Regan
 - ii. Vanessa
 - i. Cherry Street Project (Ad Hoc)
 - i. Mark, Chair
 - ii. Kristina

- iii. Serenity
 - iv. Vanessa (as needed)
 - j. Port Angeles Properties (Ad Hoc)
 - i. Regan, Chair
 - ii. Vanessa
 - iii. Krista
- 3. Conflict of interest form
 - a. After discussion of the specifics and some example scenarios involving potential conflict, it is agreed that all trustees will sign a conflict of interest form
 - b. In addition, trustees must disclose any potential conflicts as applicable on individual Board votes
 - c. Major conflict specified in bylaws is that no trustee or their family can receive money for any projects related to Homeward Bound
 - d. Matt will bring printed copies to the next meeting for all trustees to sign

New Business

- 1. Homeward Bound handbook covering position and committee descriptions
 - a. Homeward Bound Handbook exists; Vanessa and Matt will work to get it put together and distributed to all the trustees
 - b. Vanessa will gather the former role and committee descriptions; David and Vanessa will work to clean up and distribute
- 2. Communication systems and procedures
 - a. Google Groups and Google Drive will continue to be the main avenue for communications and document sharing
 - b. Discussion of how best to handle time-sensitive issues, e.g. responses to the press -- decided that texting or phone calls are best since not everyone checks email frequently enough to respond to urgent issues
 - c. All PR-related issues should be sent to the PR committee
 - d. Will continue to discuss how well the tools are working and adjust as needed
- 3. Committee chairs and others scheduling meetings with Melinda Szatlocky for knowledge transfer
 - a. Melinda has offered to meet with each committee Chair individually to do knowledge transfer; needs to happen before 12/13 when she travels out of town
 - b. Many of the committee Chairs will meet with Melinda in Port Townsend on 12/6
- 4. Nest Egg donation and member appeal letter
 - a. David is working with the Nest Egg Project and is wanting to send out a donation letter along with a Homeward Bound member appeal.
 - b. Letter is in Google Drive, David would like feedback by 12/5
 - c. David setting up mailing/envelope stuffing party with PR committee
 - d. Melinda to provide envelopes and stationery to David
 - e. Melinda proposes to track Nest Egg money specifically as coming from that source, and to determine a specific split between operating expenses and a

- reserve Nest Egg Fund (exact amounts to be determined once the financials become more clear, but sentiment was to use as little as possible on operations)
- f. Nest Egg contributors are donors but not necessarily members -- need to attend orientation to become a member
5. New logo and branding
 - a. Vanessa is working on a work trade agreement with a designer to do a new logo and branding; no timeline at present but will keep us all posted
 6. Bank account signers
 - a. Need to update the bank account signers
 - b. **MOTION:** David Whipple moves that Monica Bell, Vanessa Indelicato, Mark Cooper, and Melinda Szatlocky to be signers on the account, Regan Harrison seconds, motion carries unanimously. **M/S/C**
 7. Reports from Melinda Szatlocky
 - a. Bank account information
 - i. Checking and escrow accounts both at First Federal
 - ii. Clarity Bookkeeping is authorized to do electronic payments
 - iii. Mark will coordinate with Melinda and Pam (Clarity) on QuickBooks access
 - b. 501(c)(3) and charitable filings updates
 - i. Melinda just renewed the non-profit corporation status with the State
 - ii. 501(c)(3) filing happens in March 2018
 - iii. Don't need to file taxes if income is less than \$50,000
 - c. City of Port Townsend financials update and clarification
 - i. \$30,000 grant is a grant, not a gift -- has specific tasks and goals tied to it
 1. Need to file monthly progress reports with the city
 - ii. \$250,000 is a loan; terms discussed previously
 - d. Cherry Street update
 - i. Found a new structural engineer, Basri Basri -- two week turnaround, charges hourly, no more than \$3000
 1. **MOTION:** David Whipple moves that the Board approve and sign contract with Basri Basri, Vanessa Indelicato seconds, motion carries unanimously. Monica and Mark will sign contract. **M/S/C**
 8. Sign Cherry Street Project promissory note extension
 - a. Discussion of the status of the project and terms of the promissory note extension
 - b. **MOTION:** Mark Cooper moves that the Board approve the promissory note extension, Krista Paradise seconds, motion carried unanimously. Monica and Mark will sign. **M/S/C**
 9. Next meeting date
 - a. Next meeting will be a working meeting, to be held 12/16, 2-4 PM, location TBD

Meeting adjourned at 4:30 PM

Action Items

1. Matt: bring copies of the conflict of interest form to next meeting
2. Regan: put list of committee Chairs and members in Google Drive
3. Regan: put contact list in Google Drive
4. Matt and Vanessa: work on Homeward Bound Handbook
5. Vanessa and David: work on getting committee and job descriptions in Handbook
6. David and Krista: Nest Egg and member appeal letter
7. David and Mark: Report back on cashflow and strategy around Nest Egg donations
8. Unassigned: Need to determine how to manage donor thank yous and communications
9. Unassigned: Look into developing recorded/online version of orientation for new members

Next Meeting

December 16, 2017, 2 PM - 4 PM, Location TBD