

Resources of Hope  
Board Meeting Minutes, January 12, 2021  
7pm to 8:30pm

**Board Members Present:** Heath Brant, Kathryn Cimera, Wayne Feest, Whittney Gaines, Summer Huber, Laurel Litchford, Terri Roberts-Leonard, Lara Singleton, Jason Small, Charles Smith

**Also Present:** Renae Furnee (ED)

**Absent:** Brian Brewer, Randy Goodin, Savannah Necessary

## Agenda

### **Addition of Two Board Members – Welcome and Introductions**

- A. Terri Roberts-Leonard
- B. Kathryn Cimera

*New board members introduced themselves.*

### **Additional Board Member Needs**

- A. We have a need for a board member that is a CPA. Any connections that board members have with people that fit this category and have a desire to serve, send their contact information to Wayne. Bylaws allow for a total of 15 board members. We probably need 4 additional people as some people are not renewing their terms on the board
- B. Treasurer Position: Jason is willing to serve in this role. He provided information about his background.
  - a. Wayne nominates Jason for position, Heath seconds the nomination. Board members present unanimously vote Jason in as treasurer.
- C. We need to fill the role of Board Secretary as quickly as we can.
  - a. Let Wayne know if you are interested!

### **Hope for the Holidays – 12/5/20- Christmas Party was a success – Renae gave update**

- Served almost 50 families, 150 kids.
- All good feedback, everyone loved Santa, he was very personal with the kids, asked questions, very memorable.
- No negative feedback that we know about.
- Worked with COVID parameters that we had with the drive-in event.

### **Night of Hope Gala – 2/13/21- Summer gave update**

- Renae sent out documents relating to this.
- At this time, we are planning a hybrid event. There will be an in-person and a virtual option. Part of it will be live streamed and virtual attendees will have access to the auction. Still working out the details. If on January 31<sup>st</sup> Johnson County is red we will have to go to a completely virtual event.
- If virtual event-we will give ticket purchasers an option to have either a refund or to donate to ROH.
- If we have an in-person event we have put together a safety plan with the caterer and our venue. It is all listed on the website.
- Jason volunteers to be the heads or tails host at the event and Randy may join him

- Tickets are live. Seems like people aren't planning that far ahead yet, be encouraging people to buy tickets.
- We have \$9400 secured in sponsorships. If you know people who are possible sponsors please reach out.
- Summer suggests messaging people in your circle about the event to generate ticket sales/possible auction donations. We do need more auction items. We will take as many as we can get. Summer suggests asking for a minimum value of \$50 for a gift basket. Anything less than that will be paired with something else to make it a larger basket.
- Looking for wine donations for the wine pull as well. We have 25 bottles of wine donated from Mallow Run. Hoping for 75 bottles. We are asking for nothing less than \$10 for wine value.
- Need auction items as soon as possible. The sooner we can get things the sooner we can group them together and start promoting them and getting people excited about the auction. At the very latest should be the end of January but really in the next week or two.
- We discussed possibility of postponing event if unable to have in person event. With the current sponsorships, we would still profit even if we must move to a virtual event.
- Heath might have more information about what to expect as far as threat level later this week. We need a decline for 2 straight weeks in order for Johnson County to move to orange.
- Jason Johnson is our speaker, Summer suggested going to his website, watching a video, or reading a little bit about him so you know when you're talking to people about the event you can explain. He is very well known in the foster care community.
- Whitney is working on a Resources of Hope video for the event.
- Collect wine corks for the wine pull.
- We still need a photographer for the event. Jason did refer someone but she is willing to donate only an hour of her time. We may need someone for the entire event, this person would eat for free.
- Media-Heath will reach out to local news media to get the word out. Reaching out to Zach Myers from Fox 59 and Jennie Runevitch from Channel 13.
- Whitney mentioned that she bought a table to socially distance with her family and suggests that might be an option to alleviate some of the concern people may have due to covid.
- Centerpieces and decorations are in the works
- May need to think of fill ins for things we can't do virtually. Will still have an emcee, etc. it will be a live event not a recording

- Laurel will get information about how another nonprofit did an online wine pull.
- We will look at virtual options and if you have any ideas or get any additional information email them to the Gala Committee!
- Discussed if we must go completely virtual would postponing until later in the year be a better option. Renae doesn't think postponing would be a good idea as we still do not know what things will be like later in the year. We would need to have space to store all the auction items which would be an issue. If we go all virtual we may not make as much but we will have August/September for the Golf Outing and the Gala in March 2022.
- Board members should plan to attend the event if we are in person. There may be some set up that needs to be done but that should be minimal.
- Will need volunteers to help with checking people in and checking people out with the auction items
- If you want to volunteer, let the Gala Committee know.

## **Gala 2022**

- Renae let us know that Barn at Bay Horse Inn has March 5, 2022 open for our gala. They are booked through February already and we should act fast if we want to reserve this date.
- Barn at Bay Horse Inn is willing to give us the same price for next year, \$2500. The cost to reserve in 2022 will be \$4500 so this is a significant savings.
- Board agrees to book March 5, 2022 for the 2022 Gala.

## **Bylaws Review**

- This subcommittee will transition to Chuck Smith as leader, with the continuation of Randy Goodin and Brian Brewer. Due to Brian leaving the board at the end of us his term.
- Kathryn Cimera is added to this subcommittee.
- Chuck wants to complete the process by the end of the first quarter. He has set a date of 3/31/21 for completion of this effort.
- Discussed whether we should try to revise our current document or just start with a clean slate. the committee is leaning towards a clean slate. Kathryn can provide us with forms to start.
- We will reserve time at the next board meeting on the agenda to discuss the key principles of the document and send out a completed document for board members to review offline and bring to a final vote by the end of March.

## **Committee development and participation**

We are creating four committees that will help us achieve our goals of focused and timely decision making as we grow and take on additional programs and challenges. We went through the committees and present board members made their committee selections.

1. Fundraising Committee
  - a. Summer
  - b. Lara
  - c. Whittney
2. Finance/Audit Committee
  - a. Jason
  - b. Chuck
  - c. Heath
3. Strategic Planning Committee

- a. Chuck
- b. Laurel
- 4. Board Development Committee
  - a. Terri
  - b. Kathryn

Each board member should review the committee descriptions and choose a committee to participate on. You may choose a total of 2 committees. **Let Wayne know which committee(s) you'll be joining by 1/26/21**

We do need to add more board members, if you have suggestions let Wayne know who they are and he will reach out to try to bring them on board.

Finance Committee—Will have zoom meeting in the beginning of February with Renae.

### **Financial Statement – full year 2020**

Renae noted that golf outing funds were in a different place in the spreadsheet and that caused an issue with the numbers in that field, however the final numbers will not be affected. Renae spent a lot of time going through and getting all of this together.

*Board members introduced themselves to the new board members.*

### **Night of Hope Gala- February 13, 2021**

#### **Gala Needs::**

- Spread the word about the Gala, encourage people to buy tickets
- Additional sponsorships.
- Auction items-need these within the next 2 weeks. Looking for \$50 value, smaller donations will be paired with others to create larger baskets
- Need wine donations -\$10 minimum value -currently have 25 bottles, goal is 75
- Need wine corks for wine pull
- Looking for a photographer willing to volunteer for the entire event
- Let the Gala Committee know if you want to volunteer during the event
- Send the committee any ideas or additional info you have for possible fundraisers during virtual event if we must transition to full virtual

**All board members should send Wayne their committee selections by 1/26/21.**

**Let Wayne know if you are interested in the board secretary position and send info about any prospective board members.**

### **Next Board Meeting – March 9, 2021**

## Board Secretary Roles and Responsibilities

1. Inform members of meetings and other important dates.
2. Take minutes at meetings, including what was discussed, what actions were voted on and what actions are being taken as a result, and maintain documentation associated with the board.
3. Reviews and stores pertinent organizational documents.
4. Acts as a liaison with other subcommittees of organization and keep copies of bylaws.



**Fundraising Committee:**  
**Commitment: 3 hours/month**  
**Chair, 3 Board Members + Executive Director**

The Fundraising Committee is responsible for overseeing the organization's overall fundraising efforts including the fundraising done by the board, to achieve financial goals.

The Fundraising Committee's responsibilities are:

- To work with Executive Director with respect to new & established programs
- To establish a fundraising plan that incorporates a series of appropriate vehicles, such as special events, product sales, grants, etc.
- To work with the Board and others in our efforts to raise money
- To take the lead in creating sub-committees for certain types of outreach efforts, such as chairing a dinner/gala, golf tournament or hosting fundraising parties, etc.
- To be responsible for involvement of all board members in fundraising, such as having board members make telephone calls to ask for support
- To monitor fundraising efforts to be sure that ethical practices are in place, that donors are acknowledged appropriately, and that fundraising efforts are cost-effective



**Finance/Audit Committee:**  
**Commitment: 2 hours/month**  
**Chair, 2 Board Members + Executive Director**

This group reviews the organization's accounting policies and internal financial controls making the board aware of key risks facing the non-profit — and the strategies for dealing with risks.

The Finance/Audit Committee responsibilities are:

- To review budgets initially prepared by staff, to help develop appropriate procedures for budget preparations
- To report to the board any financial irregularities, concerns, opportunities
- To oversee allocation and transfer of funding for staff compensation
- To recommend financial guidelines to the board (such as to establish a reserve fund or to obtain a line of credit for a specified amount)
- To work with staff to design financial reports and ensure that reports are accurate and timely
- To oversee short and long-term investments
- To recommend selection of the auditor and work with the auditor (interviewing auditors, reviewing bids, recommending selection of an auditor to the board, receiving the auditor's report, meeting with the auditor, and responding to the auditor's recommendations)



**Board Development Committee:**  
**Commitment: 2 hours/month**  
**Chair- Wayne Feest + 2 Board Members**

The Board Development Committee is responsible for the general affairs of the board. As well as the health and functioning of the board. It recruits new members, conducts orientations , and evaluates the performance of the board itself.

The Board Development Committee responsibilities include :

- To recruit & suggest new board members
- A member of the committee will meet with prospective board members and recommend candidates to the board
- To recommend officers to the board (President, Vice-President, Secretary, Treasurer)
- To arrange orientation sessions with the Executive Director for new board members and to organize training sessions for the entire board





**Strategic Planning Committee:**  
**Commitment: 3 hours/month**  
**Chair, 2 Board Members + Executive Director**

The responsibility of the Strategic Planning Committee assists the board and makes recommendations for the organization's mission, vision and strategic direction.

The Strategic Planning Committee's responsibilities are:

- Understanding the organization's industry, community, and core needs. Keep up to date on foster/kinship trends on a local, state and national level.
- Annually reviewing the strategic plan and recommending updates as needed based on changes in the market, community needs, and other factors
- Assisting in development of a strategic dashboard of key trends and indicators (Metrics and analysis)
- Promote and advocate the implementation of the Strategic Plan
- After conducting a SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis, develop a 3-year Strategic Plan using SMART (Specific, Measurable, Attainable, Relevant & Time-Based) goals.

## Income Statement by Fund for the period of 01/01/2020 to 12/31/2020

Account Number	Account Name	General Fund	Foster Parent Ongoing Education	The Closet	Teen Connect	Birthday Blessings	Amount
<b>Income</b>							
4000	Contributions Income	22,631.75	0.00	0.00	1,500.00	25.00	24,156.75
4008	Foster Parent Ongoing Education	0.00	4,349.35	0.00	0.00	0.00	4,349.35
4720	2020 Hope for the Holidays	1,566.97	0.00	0.00	0.00	0.00	1,566.97
4320	2020 Golf	6,502.24	0.00	0.00	0.00	0.00	6,502.24
4521	2021 Gala	9,309.36	0.00	0.00	0.00	0.00	9,309.36
<b>Total Income</b>		<b>40,010.32</b>	<b>4,349.35</b>	<b>0.00</b>	<b>1,500.00</b>	<b>25.00</b>	<b>45,884.67</b>
<b>Expense</b>							
5002	Insurance	994.87	0.00	0.00	0.00	0.00	994.87
5004	Corporation Fees	22.00	0.00	0.00	0.00	0.00	22.00
5100	Bank Fees	533.27	0.00	0.00	0.00	1.05	534.32
5001	Rent	13,763.45	0.00	0.00	0.00	0.00	13,763.45
5003	Office Supplies	317.16	0.00	0.00	0.00	0.00	317.16
5111	Software	972.19	0.00	0.00	0.00	0.00	972.19
5112	Utilities	1,063.90	0.00	0.00	0.00	0.00	1,063.90
5113	Marketing	501.54	0.00	0.00	0.00	0.00	501.54
5115	Continuing Education	70.00	0.00	0.00	0.00	0.00	70.00
5222	MISC	72.92	0.00	0.00	0.00	0.00	72.92
5005	Teen Connect	0.00	0.00	0.00	998.44	0.00	998.44
5006	Birthday Blessings	0.00	0.00	0.00	0.00	1,107.44	1,107.44
5008	Foster Parent Ongoing Education	0.00	400.00	0.00	0.00	0.00	400.00
5009	The Closet	0.00	0.00	256.68	0.00	0.00	256.68
5220	2020 Foster Family Picnic	21.40	0.00	0.00	0.00	0.00	21.40
5720	2020 Hope for the Holidays	487.97	0.00	0.00	0.00	0.00	487.97
5320	2020 Golf	3,103.56	0.00	0.00	0.00	0.00	3,103.56
5521	2021 Gala	1,750.00	0.00	0.00	0.00	0.00	1,750.00
<b>Total Expense</b>		<b>23,674.23</b>	<b>400.00</b>	<b>256.68</b>	<b>998.44</b>	<b>1,108.49</b>	<b>26,437.84</b>
<b>Net Income (Loss)</b>		<b>16,336.09</b>	<b>3,949.35</b>	<b>-256.68</b>	<b>501.56</b>	<b>-1,083.49</b>	<b>19,446.83</b>

### Summary

Beginning Fund Balance	0.00	0.00	0.00	0.00	0.00	0.00
+ Other Fund Balance Movements	6,256.27	250.00	300.00	2,214.41	1,000.00	10,020.68
+ Net Income / (Loss)	16,336.09	3,949.35	-256.68	501.56	-1,083.49	19,446.83
<b>= Ending Fund Balance</b>	<b>22,592.36</b>	<b>4,199.35</b>	<b>43.32</b>	<b>2,715.97</b>	<b>-83.49</b>	<b>29,467.51</b>