

Regular Board Meeting
Chico Community Shelter Partnership
Torres Community Shelter

September 27, 2017 Minutes
Allevery Conference Room, 870 Manzanita Court, Chico

- I. **Call to order:** The meeting was called to order at approximately 6:16 PM by Board Chair Rich Ober. Board members in attendance: Rich Ober, Tim VanderHeiden, Billie Kanter, Kristina Carter, Daniel Cavanaugh, Rob Reddemann, Eileen Robinson, Sandy Laver and Holly Pladson arrived later during the meeting (prior business commitment)
Others in attendance: Joy Amaro, Executive Director
- II. **Approval of Agenda:** Item VII (Executive Director's Report) and Item IV (Financial Reports) will be reversed for this meeting and future meetings. **MOTION to approve the agenda with noted change made by Billie, seconded by Rob, and unanimously approved by all board members in attendance.**
- III. **Approval of Minutes:** **MOTION to approve the minutes of August 23, 2017 with minor corrections as stated, and pending approval from Holly, made by Billie, seconded by Sandy, Eileen abstained, and unanimously approved by all remaining board members in attendance.**
(Note: Amended August 23, 2017 Minutes per update from Holly on October 5, 2017)
- IV. **Progress Toward Overarching Goals** – Skip, but mention of need to be mindful of our 90 minute meeting goal.
- V. **Public Comment & Staff Report:** None - no one from public present
Comment: Regarding future staff presentations.
- VI. **Executive Director's Report:**
 - Written report provided in Board Meeting Packet that was emailed on September 21, 2017.
 - Laura Cootsona, Executive Director, from the Jesus Center (JC) to arrive around 7:30 p.m. to share direction the JC is going at the lead of Mark Orme, City Manager, from the City of Chico
 - Commit to using our legal business name of Chico Community Shelter Partnership (CCSP), rather than Torres Community Shelter - we are bigger than just the Torres Shelter
 - Opportunity House to be renamed
 - Current CCSP Bylaws need to be reviewed and updated
 - Strategic Planning - Eileen recommended a consultant named Nileen Verbeten as a certified facilitator, rate is \$175/hour
 - Provided information on entering into a contract with Holly Pladson to provide in-house QuickBooks training - further discussion under Financial Reports
 - Staffing changes: Melanie has left, Robyn has moved into her position (from Monitor to Service Coordinator); Dawn has resigned; fill another Service Coordinator position
 - Organization Chart - needs to be reviewed and reconfigured during strategic planning process
 - Robyn's previous position as Training Manager will be split into two positions 1) half time data entry into HMIS database 2) subcontract agreement with independent contractor to provide Marriage and Family Therapy (MFT) at 20 hours/month by Mandy who is currently leading Kids Club
 - When Friend's House Manager position is vacant, rather than replace position, increase hours for the MFT position to 40 hours/month

- Shelter Supervisor may be leaving in approximately one year
- Approach First 5 for potential monies for new mothers and newborn babies

VII. Financial Reports

- Financial Reports sent electronically with Board Meeting Packet on September 21, 2017
- Updated Cash Flow 093017 and Proposed Budget 09-17 sent electronically on September 22, 2017; after Finance Committee meeting on Thursday, September 21, 2017
- Still need to transfer \$30K to Rainy Day Fund
- Holly provided Rich with a written contract for services to provide QuickBooks training assistance. The Fee would be \$100/hour for the first 20 hours, then \$85/hour for all remaining hours.
 - **MOTION made by Kristina, seconded by Tim, Holly abstained, and the balance of the board unanimously approved to enter into the independent contract with Holly Pladson for Quick-Book training services.**
- Revisions to proposed budget to reduce expenses
 - **MOTION made by Rob, seconded by Eileen and unanimously approved by the board to approve Proposed 2017-18 Budget dated 09/27/17.**

VIII. Committee Reports and Recommendations:

1. Finance: Holly Pladson – written report provided in addition to financial statements
2. Fund Development: Tim Vanderheiden – provided written report, dated September 27, 2017 (copy attached). Will highlight in future meeting, cloud based CRM (10 Seats), bring Joy up-to-date on software.
3. Guest Enrichment: Sandy Laver – written report provided
4. Facilities: Jim Fortado – Not in attendance. Rich to follow up with Jim
 - Joy provided quick update that floors and been stripped and waxed, family rooms painted; painting services completed by Bidwell Presbyterian Church members
 - Issues with irrigation system, Turf King is working to resolve
 - Tim to speak with Joy regarding potential ground cover that Safepath may be able to provide
5. Personnel: Kristina Carter – No report
6. Special Events: Rob - written report provided, showed rough draft of video clip of former guest named Richard - to be finalized and related via Facebook in the next couple of weeks
7. Board Development: Rich Ober – written report provided, potentially still has two new board members willing to serve.

- **It was recommended by Eileen that attendees for committees should be included in written report**
- **Future review and assessment of all current committees**

IX. Closed Session – no closed session

X. Return to Regular Board Meeting - Does not apply

XI. New Business -

1. **Election of Officers** - Item was tabled for three months. Current Officers will remain in place at this time. Holly stated that she would most likely prefer to be phased out of the Treasurer position. Begin search on a potential Board member with a financial or accounting background to fill the Treasurer position. Joy to reach out to SCORE for any potential leads on a board member.
2. **Information: Jesus Center update - Laura Cootsona, Executive Director** - Laura arrived at approximately 7:30 p.m. to provide a brief overview of a project that is currently in the collaboration

process with the City of Chico to expand services. Mark Orme, City Manager, is the lead and would like to take something to Council as early as November of this year. Project is "Confidential". Joy has asked to be included on all future discussions.

- a. Rich will reach out to Mark Orme to make sure we are connected to all future discussions
- b. Joy to reach out to Mark Orme to invite him to a future Board meeting, or possibly a special Board meeting

XII. Old Business - None

XIII. Adjournment Time: 10:00 p.m.

NEXT BOARD MEETING: October 25, 2017 at 6:00 pm

Prepared by: Sandy Laver