

**4Cs Board of Directors Meeting
October 20, 2009
Minutes**

Board Members Present: Katie Pierce, Renne Whitlock, David Wattell, Christina Curry, Bob Sayers, Tracy Johnson, Jo McCormick

Absent: Tom Schwedhelm

Staff Present: Melanie Dodson, Maya Labourdette, Tina Paige, Mira Wonderwheel

Guest Present: Amy Seaton

The meeting was called to order at 6:08 pm and the 4Cs Mission Statement was read aloud.

The September Board minutes were approved unanimously (**M/Pierce, S/Hochman**).

1. Finance Committee:

Audit Report: Guilie Camden reviewed the 4Cs annual audit process and reported that cash disbursements, cash receipts and payroll were tested. No errors were found in any of the areas reviewed. Eligibility was tested and no errors were found, the files were well prepared. CHN program was reviewed at the last minute and no errors were found there. They did fraud risk testing, management team does fraud risk assessments annually and this is something that the board needs to address annually as well. There were no findings in the agency annual audit. Point in time balance sheet is on page 4 of the handout. Agency is in a healthy position for a non-profit 1.8 to 1. Page 5 is the statement of activities look at ending net assets at the end of the year, 45 days worth of spending in net assets is a good bottom line for 4Cs that would be 1.5 million, which 4Cs does not have. Without including provider payments in the calculation \$ 751,000 would be ideal for the average 45 day mark when you add the current agency line of credit at \$600,000, it brings us closer to the mark. On page 19, is a snapshot of revenue and expenses for the year. Closed with a \$16,000 loss for 2008 and 2009, this needs to be addressed. Suggest looking closely at unrestricted expenses can they be allocated differently?

Q. D Wattell, "What is your overall assessment?" Clean audit is less than five journal entries, auditor only had one journal entry. Very clean.

Q. G Hochman, "What are you looking for?" Reviewing internal controls, management overriding of controls, improper revenue recognition, is the driver proper for the agency and for the cost and is it being used properly – all of those are tested.

Q. K Pierce, "Management was forward looking as far as developing policies, one new procedure is to have the tax forms reviewed, do we need to have other forms reviewed?" That is something the board could do, but is not necessarily required, the additional forms are requirements only of California Department of Education. The OMB report is usually what a board of directors reviews.

Idea: Have two separate reports one for agency with supplemental and one for posting and grant proposals.

President Whitlock called for a motion to approve the audit and the motion was approved unanimously (**M/Wattell, S/Sayers**).

Bank update: In order to apply for a one million line of credit, 4Cs needs authorization from the board of directors giving the Executive Director the authority to access the line of credit. Motion to approve the line of credit as read by Maya Labourdette, (M/Pierce, S/Hochman), unanimously approved.

Finance Report: Reviewed finance reports to date for FY 09-10. All contracts for FY 09-10 have been received.

Executive Committee Report: Plan for January Board Retreat – tentative dates – Jan 16, 2010 from 9-2 with pot luck brunch. Give any conflicts with dates to Renee or Melanie. Gary recommended a soft start at 8:30 hard start at 9:00 am. There will be no Tuesday evening Board Meeting in January. Holiday Party: Cost per person is \$8.00, Nov. 20, 2009. Wine donations are needed, about four cases. Gift baskets from Board Members would be great, bring them to next Board Meeting on Nov. 17, 2009.

Executive Director Report: The process for providing and implementing the raises worked out very well, there is a lot of gratitude from staff to Management and Board for the process. Thank you to Katie Pierce for her suggestion of using the confidential letters – it went extremely smoothly. The Petaluma Child Development Center 40th Anniversary was a great event! It was a family affair. Center for Spiritual Living presentation was a perfect example of taking advantage of opportunities to expand the reach of 4Cs in the community. Our presentation resulted in approximately 20-30 possible volunteers. Continued Funding Applications are due to the state for the 2010-11 fiscal year. There are a lot of conferences going on this time of year. Moving forward with facility move, there is an RFP that is looking like it is close to what we want. HUSD subcontract relationship continues to provide challenges. HUSD did not submit their 08-09 year end reports and they did not request the correct CCTR funding for the infant toddler program and we're working to develop a stronger relationship with them. The WKJ Infant Development Center is a continuing fiscal concern that adds to our agencies negative balance sheet.

Board Participation in Agency Annual Self –Evaluation: Every year, 4Cs has to turn in an agency self-review. This year, we are going to start early and have Board Members participate earlier in the process. Melanie will let board members know which departments they will be working with. Department Director will include the Board Members in the process.

Strategic Planning Committee: Met with consultant Serena Cooper who we are using to draft the Strategic Plan document. Draft will come to Board at November 2009 meeting.

Development Committee: Development committee met and we're looking at how the Development Committee is aligned with the Marketing/Outreach Strategic Plan Goals. Is anybody from the Board interested in helping flush out the goals from the Outreach Committee and how they fit in with the Development Plan. The committee is focused on creating a "Relationship Culture" at 4Cs, including staff and Board Members. What opportunities have people had to talk about 4Cs to share your pride and passion about 4Cs? Let's think about this together. We're all ambassadors of 4Cs and we will be developing an on-going plan to be more

aware of this and what the continuous process. Lucy, Bob and Mira were 4Cs representatives at the KRCB auction and had a blurb on TV.

Personnel Committee: We've consulted with Marinell Eva to redesign the Board Handbook and have a regular Board Orientation for new Board Members. The Personnel Committee is looking at the Board Recruitment process and will bring information to the Nov. Board Meeting.

Meeting Adjourned at 8:15 pm (M/Hochman, S/Johnson) unanimously approved.