

**4Cs Board of Directors Meeting  
October 26, 2010  
Minutes**

**Board Members Present:** Renee Whitlock-Hemsouvanh, Katie Pierce , Christina Curry, Bob Sayers, Jo McCormick, Goretti Hamlin, Tracy Johnson, Ari Hauptman, Urmi Shende, Wendy Sewell, Jocelyn Chapman

**Board Members Absent:** Marcos Suarez, David Wattell

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

1. The meeting started at 6:07 pm. Mission Statement was read aloud. Jocelyn Chapman was welcomed to her first board meeting and introductions were made.
2. Agenda – moved closed session to the end of the meeting. Motion to approve agenda with revisions. **M/Sayers, S/Shende Motion passed unanimously.**
3. Motion to approve August and September Minutes. **M/Pierce, S/Sayers 6 members passed with abstentions from 5 members who were absent from one or both meetings.**
4. Agency Winter Celebration, Renee Whitlock/Goretti Hamlin:
  - Proposal for Board to host a winter celebration for the 4Cs staff on a Friday evening in December. Renee will email out a doodle scheduling link to Board and Management Team members to select the Friday that works for the most people.
5. Food at Board Meetings, Renee Whitlock:
  - Proposal for Board members to sign-up to bring snacks to board meetings. People who sign-up will be noted in the board email packet that gets distributed the week prior to the meeting. Tracy and Jo will bring snacks to Nov. 16<sup>th</sup> meeting.
6. Finance Report, Maya Labourdette/Katie Pierce:
  - Motion to approve continued spending resolution as written. **M/Pierce, S/Sayers – Motion approved unanimously.**
  - Audit Report – Giulie from Randolph Scott & Co. gave the audit report to the Finance Committee and there was a “clean audit report” with no material corrections reported. Noted that total assets as percentage of liabilities dropped slightly from 1.18% to 1.12%, but it is still over 1%, which is good. It was also noted that it is recommended to have 45 days of operations in unrestricted funds – when credit line and removing pass

through funds are taken into consideration the agency does meet this recommendation. 1.5 Million is needed to fully operate for 45 days. Donations exceeded budget for FY 09-10. Giulie commended staff regarding eligibility files and organization. Auditor recommended reviewing the allocation process theory with the full board annually. Finance Committee approved the audit.

- Maya distributed Budget Information Sheets and the Agency Budget for FY 10-11 will be presented at the Nov. 16<sup>th</sup> Board Meeting.

**7. Personnel Nominating Committee Report, Tracy Johnson:**

- New Board Member Orientation will be on Nov. 9, 2010 at 5:30.
- Updated Board Roster was distributed for any corrections and will be emailed to full board.
- Tracy and Renee are planning to work on the annual ED evaluation.

**8. Development Committee Report, Bob Sayers:**

- 4Cs Dine & Donate at Mary's Pizza earned \$248 – more than average for this type of fundraiser. Thank you to everyone who participated.
- The next Dine & Donate event will be a Good Karma Lunch at Sizzling Tandoor on Saturday, Dec. 4<sup>th</sup>, 12-3pm.
- The agency and all 13 centers are now registered with eScrip. Please go online to [www.escrip.com](http://www.escrip.com) to join eScrip and support 4Cs!
- Fall Ask will focus on current budget crisis. Board may be asked to make follow-up calls.
- Committee is researching grant for consultant rather than Development Director which is a change to our strategic plan.
- Chamber Mixers – Mira and Jo attended the Oct. Hispanic Chamber mixer as a 4Cs representative and Mira attended the Santa Rosa Chamber. We are anticipating that attending the mixers will help 4Cs strengthen relationships with the business community.

**9. Executive Director Report, Melanie Dodson:**

- We have applied for a Community Foundation Healdsburg Area Fund Grant for WKJ and we had a site visit last week.
- Management Team hosted a staff appreciation lunch in the office today and it was a nice opportunity to recognize the work that staff does.
- Partnership for Children Town Hall Meeting was last Thursday and it was well attended. A number of the panelists mentioned the Stage 3 child care cuts.
- Melanie back from leave on Oct. 1<sup>st</sup>! She checked in with all MT members and was happy to have good reports.
- Melanie gave background information on Stage 3 cuts and advocacy efforts.

**10. Closed Session began at 7:20 p.m.**

- Agency Stage 3 Fiscal Impact & Planning:

**Meeting adjourned at 8:05 p.m.**