

Minutes(in succinct form) -Board of Directors

November 20, 2014 5:00 pm-14 Middle Street, Brunswick

Participants : Nancy Carleton, Barbara Gaul, Claudia Bepko, Craig McEwen, Anne Morham, Marcy McGuire, Bill Bliss, Judy Montgomery, Andree Appel, John Carson, Doug Morrell, Chris Powell, Dot Ollier, Nonny Soifer, Sally Carignan.

Directors calling in absent: John Fitzgerald

Directors excused:

Staff: Craig Phillips, Giff Jamison, Martha Stein

1. Call of the meeting to order by Nancy Carleton, President of the Board, at 5:00 pm.
2. The board packet contained a summary of the results of the efforts of Tedford's involvement in the Maine Housing Shelter Systems Change Initiative. The agency did meet the two outcome measurements for increasing income upon shelter discharge and the percentage of guests going into permanent housing. Craig focused his presentation on how Tedford is managing its services as promoted by various "best practices":
 - a. Aligning case management services with the needs of each client.
 - b. Conducting regular meetings of the case managers
 - c. Extending its case management services beyond its facilities to the community at large, called "outreach".
 - d. Collaborating and partnering with a "multitude" of community resources.
 - e. Facilitating community participation in Tedford planning efforts.
 - f. Using its website a resource on homelessness for the community.
 - g. Craig recommended that part of the \$20,000 award be used as a bonus for employees, which the board agreed to.
3. The Merrymeeting program-status and action
 - a. The application has been submitted with and expected response time frame of just before Christmas.
 - b. Claudia moved and Nancy seconded to authorize Craig to terminate or to continue the program as of the date of the notification of the funding decision by the Maine Department of Education, and no later than the Tedford Board of Directors meeting of January 15, 2015. If the funding is not awarded, the relationship with RSU 1 will be terminated with a thirty day notice to all key partners in the Merrymeeting Homeless Youth Services Program. The motion was unanimously accepted.
4. The board liked the line-up for board presentations for January to June, including the topics of veterans homeless services, a review of the supported housing services in Bath and Brunswick, a presentation by the Bath and/or Brunswick Housing Authorities, the status of volunteers at Tedford, and what to avoid when conducting a capital campaign.
5. Election of Officers and Directors

Election of Directors to the Board of Tedford Housing presented by Doug Morrell on behalf of the Development Committee.

Moved by Doug and seconded by Dot to elect for a second term with a term of January 1, 2015 to June 30, 2017:

- Nancy Carleton
- Claudia Bepko
- Doug Morrell

Moved by Doug and seconded by Nancy to elect for a first term, January 1, 2015 to June 30, 2017

- Roger Brodeur
- Cynthia Lobikis
- Sarah Piper
- Irene Martin

Cynthia wishes to attend a board meeting before confirming her becoming a director. Dot indicated that Cynthia will be a real asset for the board.

Moved by Andree and seconded by Sally to elect Nonny Soifer as the Secretary for the board for the period of January 1, 2015 to June 30, 2016.

Moved by Nancy and seconded by Sally to elect Irene Martin as the Treasurer for the board for the period of January 1, to June 30, 2105.

Irene will also be considered for election to a full three year term commencing on July 1, 2015, in the spring.

All of the motions were unanimously accepted.

6. Barbara Gaul, in one of her final official acts as the Secretary of the Board, presented the board meeting minutes of October 16, 2014. After a moment of silent review, Dot moved and Claudia seconded to accept the minutes as presented. It was noted that John Fitzgerald was not present at the meeting and had been excused. With no additional discussion, the vote was unanimous to accept the minutes.
7. Financial report for the period of FY 15: July 1, 2014-November 30, 2014. In addition to the comments reported on the statements...
 - a. Balance Statement reported by Judy.
 - i. Cash on hand in the checking account is \$73,924 (last month=\$17,733), a significant increase due to the receipt of receivables reported last month, particularly the Maine Housing Emergency Solutions Grant revenues.
 - ii. Accrued EBT has not decreased from last month.
 - iii. Net income year to date is (\$25,195.56), last month was (\$43,634).
 - b. Profit and loss.
 - i. Total income is at 108% of budget, \$27,925 over the target for the period.
 - ii. Total expense is at 99.6%, or \$1,516 under the target for the first quarter.
 - iii. Net income, as stated on the balance sheet, is (\$25,711), 68.9% of the target.
 - c. With no further discussion, Sally moved and Dot seconded to accept the reports as presented. The vote was unanimous to accept.
8. Review of the Merry-meeting Homeless Youth Services Program

- a. Since July 1 of the current fiscal year, Tedford has been absorbing the costs of the MMHYP due to the non-funding of a previously submitted application and the as yet to be re-issued second RFP. Craig has suggested that the board consider its options regarding how long Tedford can continue with this situation. The board is aware that the advisory group is seeking private funds to contribute to the existing operations funding gap.
- b. The motion was made by Claudia and seconded by Craig McEwen as follows:
 - i. Due to the not receiving a funding award from the Maine Department of Education for the MMHYP for FY 15, and given that the program is projected to incur and operations deficit of \$22,000 as of December 31, 2014, the Tedford Board of Directors will terminate its relationship with RSU 1 on December 31, 2014, unless \$40,000 is received by December 1, 2014 to cover the full FY 15 operations deficit.
 - ii. Understanding the implications of this action on Tedford employees, the MMHYP service, homeless youth, and the community, the directors reluctantly unanimously voted to accept the motion.
 - iii. One point of discussion was the expression that any private fundraising for the MMHYP not have an impact on the Tedford annual appeal.

9. Finance Committee: No additional reporting

10. Development Committee: No additional reporting

11. Program: No additional reporting

12. Executive Committee: No additional reporting

13. Executive Director and the Director of Operations reporting of additional items of note and significance. No additional reporting.

14. The board concluded its meeting with warm remarks offered for the three retiring board members.

- a. Claudia remarked that Anne Morham was always a joy to be around, a charming and cultured woman who enjoyed a good chat, and was always good company. Anne was very dedicated to the Board who was a remarkable taker of meeting minutes. The departure of Anne from the Tedford board will be a big change for the board and the organization.
- b. Marcie first met Bill during her first “go around” with the board. Bill is always reflective and thoughtful, contributing a vision of the community supporting people who are homeless. Bill has embraced the National Memorial Remembrance and molded it into a “must attend” event every year.
- c. Judy stated that the board and the organization have been very fortunate to have Barbara being a leader of the board during a period of change and transition. The time has really passed quickly, though some moments were most challenging. Barbara demonstrated a keen ability to sift through the details and arrive at the salient points for discussion and action leading to the a decision reflecting the right thing to do.

15. Adjourn at 615 pm, Prepared by Craig Phillips, Executive Director.

January 15, 2015 5:00 pm-14 Middle Street, Brunswick

Participants: Nancy Carleton, Craig McEwen, Andree Appel, John Carson, Chris Powell, Dot Ollier, Nonny Soifer, Sally Carignan, Roger Brodeur, Sarah Piper

Directors calling in absent: Claudia Staberg, Marcy McGuire, Doug Morrell, Judy Montgomery,

Directors excused:

Guests: Cynthia Lobikis

Staff: Craig Phillips, Giff Jamison, Martha Stein

16. **Meeting called to order** by Nancy Carleton, President of the Board, promptly at 5:00 pm.

17. **Board Education Program #1** by Jodie Chalmers, Tedford Housing Supported Housing Case Manager for Bath and Brunswick. Presentation highlights included the following:

- a. In addition to Tedford Housing, Jodie is MSW graduate student at the University of Southern Maine and is interning at Mid-Coast Hunger Prevention Program.
- b. One of her main roles is to understand the root causes of why people have become homeless.
- c. Once this is known, establishing small goals seems to work well and contribute to the possibility of longer term success.
- d. Two families have recently moved to Evergreen, one reuniting following one parent's stay at the Residence at Cumberland Street and one family from the Residence at Federal Street. Driving license, having a CNA certificate, and having a home were a few of the key elements for the transitions.
- e. Challenges include emotional and behavioral stability, substance abuse around the holidays, following through on the solutions plan action steps, cuts in food stamps add finding volunteer opportunities for people to engage to satisfy recent changes in assistance program eligibility requirements.
- f. In the future, Jodie is looking at more outreach to the community and more activities for the families at each facility.
- g. Overall, Jodie recognizes the strong and amazing individuals she works with.
- h. Jodie is a wonderful addition to the team.

18. **Board Education Program #2** by Phil Allen with the Veteran Homeless Services of the Preble Street Resource Center.

- a. Phil also staffs the Residence at Cumberland Street one night a week.
- b. The program provides services around the state and is funded for three years.
- c. Among many services, the program seeks to provide short term, intensive supports for housing stability, assists with navigating through the Veterans Services Administration, temporary financial assistance, and legal services.
- d. Phil indicated that veterans represent 10% of the point in time survey numbers in 2014.

19. **Board minutes** of November 20, 2014.

- a. Comments and Corrections
 - i. The treasurer term for Irene Martin ends on June 30, 2015.
- b. Action on the minutes.
 - i. Dot Ollier moved and Claudia Staberg to accept the minutes with the one correction.
With no further discussion the vote was unanimous to accept the motion.

20. **Financial report** for the period of July 1, 2014-December 31, 2015

- a. Comments and discussion

- i.* The Finance Committee is trying out a new reporting format for the board, with submitting a condensed report in most months, but quarterly providing the detailed report.
- ii.* As a reminder, the Finance Committee does review the detail reports each month they meet.
- iii.* Don has added “notes” to the report which the committee has found to be very informative, easier to track the activity behind the numbers.
- iv.* The targeted case management numbers are trending noticeably behind projections, with the committee reviewing at length due to fewer clients eligible for enrollment in MaineCare resulting from state public policy changes.
- v.* Net income is \$48,833
- b.** Action
 - i.* With no further discussion, Sally moved to accept the reports as presented and Craig seconded the motion. The vote was unanimous to accept.

21. Executive Committee report

- a. The committee has requested that the mission statement and the six strategic goals be prominently displayed on the walls of the conference room.
- b. An agency salary structure activity is on the horizon, an important and necessary need for the organization.

22. Finance Committee report

23. Development Committee report

- a. Capital Campaign
 - i.* Nancy reported the committee has reviewed a capital campaign readiness assessment tool, with no recommendations ready to present as of yet.
 - ii.* The committee is roughly thinking that Tedford may be ready to engage a campaign consultant a year from now, a process which will further examine internal and external readiness and that of the community.
 - iii.* (I have a note to include something in the board package regarding the readiness discussion and I will see Martha.)
 - iv.* Early thinking is that the campaign target is between \$3-5 million and the entire process will roll out over 3-5 years.
- b. Fundraising and Foundations
 - i.* The annual appeal increased 10% over last year and 25% from two years ago.
 - ii.* The committee is gearing up for thank you calls.
 - iii.* Total donor numbers comparable to last year, 460, with 55 new donors, Martha will peel deeper into the onion.
 - iv.* The strategy of penning personal notes on the letters has been judged to be most worthwhile.
- c. Warm Thy Neighbor
 - i.* Donations up 10% from last year at this time.

24. Program Committee report

- a. An examination and analysis of strategic partners is underway.
- b. The committee is diving into understanding the “continuum of care” and state of the art emergency housing shelters- what is an ideal shelter in the context of a continuum model of service resources, and will embark on this on the road and on the net.

25. Report of the Executive Director and the Director of Operations

26. Announcement of February board and committee meetings

27. Final thoughts and comments.

28. Adjourn Time at 6:45

29. Minutes Preparation

- a. Prepared by Craig Phillips, Executive Director.

30. Certification of minutes

_____ Date _____

Nonny Soifer, Secretary, Board of Directors, Tedford Housing

Minutes-Board of Directors

February 19, 2015 5:05-6:40 pm pm-14 Middle Street, Brunswick

Participants: Nancy Carleton, Craig McEwen, Andree Appel, John Carson, , Dot Ollier, Nonny Soifer, Sally Carignan, Roger Brodeur, Sarah Piper, Claudia Staberg, Marcy McGuire, Doug Morrell, Judy Montgomery

Directors calling in absent: Chris Powell, Cynthia Lobikis

Directors excused:

Guests:

Staff: Craig Phillips, Giff Jamison, Martha Stein

31. **Meeting called to order** by Claudia Bepko, Vice-President of the Board, at 5:05 pm.

32. **Board Education Program by Giff Jamison** who described how Tedford pursues its mission.

- a. Home to Stay is a type of case management program seeking to “rapidly rehouse” shelter guests as well as to rapidly find housing for persons who are homeless and not living in the shelter.
- b. Last night the adult shelter was serving 16 adults, the family shelter was serving 19 persons, 30 tenants living in the Bath and Brunswick apartments, 26 persons in Lewiston and Auburn, and 6 persons in Augusta, for a total of 97 persons served at one point in time and not including persons served through the Merrymeeting Homeless Youth Program.
- c. In supported housing, the average length of stay for tenants at Everett Street is 4.6 years.
- d. Jack, at the adult shelter and the family of Mary at the family shelter, have beaten tremendous circumstances.
- e. Tedford does maintain waiting list really only at the family shelter.
- f. Giff related one story of a person who had a substance abuse problem and the adult shelter case manager drove the person to a detox program, and another story of a person living in a storage facility.
- g. Dot thanked and congratulated Giff on his calm articulation of the needs of the guests.

33. **Board minutes** of January 15, 2015, presented by Nonny Soifer

- a. Discussions, comments and corrections-None
- b. Action on the minutes.
 - i. Sarah Piper moved and Roger Brodeur seconded to accept the minutes. With no further discussion the vote was unanimous to accept the motion.

34. **Financial report** for the period of July 1, 2014-January 31, 2015 presented by Irene Martin.

- a. Discussions, comments and discussion.
- b. Cash on hand has decreased by \$30,000 from last month due in part to a three payroll month, the increase in accounts receivable, lower WTN donations.
- c. Donations are up \$42,000 over budget.
- d. Action
 - i. With no further discussion, Dot Ollier moved to accept the reports as presented and Judy Montgomery seconded the motion. The vote was unanimous to accept.

35. Bank resolution

- a. Craig offered the request authorizing certain individuals to be placed upon the accounts at Bath Savings Institution for the purpose of conducting Tedford business.
- b. Craig handed out the draft language, correcting the bank to be Bath Savings, Nonny is the Secretary, eliminated the names associated with Labrecque Property Management.
- c. With no further discussion, Craig moved and Sally seconded for the staff to accept the resolution as corrected with a unanimous vote to accept the motion.

The following three requests are usual and customary requests required from each funding source in order to submit funding applications.

36. Authorization to submit a proposal for funding to the City of Lewiston

- a. Craig Phillips offered the request to the board for supported housing services funding and to authorize the President and the Executive Director to negotiate and execute resulting contracts.
- b. Sally Carignan moved and Craig McEwen seconded, no discussion, unanimously approved.

37. Authorization to submit a proposal for funding to the City of Auburn

- a. Craig Phillips offered the request for supported housing services funding and to authorize the President and the Executive Director to negotiate and execute resulting contracts.
- b. Sally Carignan moved and Craig McEwen seconded, no discussion, unanimously approved.

38. Authorization to submit a proposal for funding to the United Way of Mid-Coast Maine Craig Phillips offered the request for supported housing services, emergency housing, and homeless prevention and to authorize the President and the Executive Director to negotiate and execute resulting contracts.

- a. Craig McEwen moved and Dot seconded, no discussion, unanimously approved.

39. Executive Committee report

- a. The committee is continuing its work on the executive director evaluation format and the actual evaluation.
- b. The committee has asked Craig to complete the Maine Association of Non Profits organizational assessment tool and to report back his analysis of the survey.

40. Finance Committee report

- a. The committee has begun to look at the position of the agency regarding the payment of property tax in the five towns in which it owns property.
- b. The committee has launched a process to request proposals for its investment advisory and management services.

41. Development Committee report

- a. The committee is working on a donor bill of rights.
- b. Board members are about to start their thank you calls for the annual appeal.

- c. Martha has reviewed the ranking of Tedford by Charity Navigator in is developing a plan to seek the highest rating.
- d. The committee has begun its annual new board member recruitment process and is particularly looking for persons who have experienced homelessness.

42. Program Committee report

- a. The examination and analysis of strategic partners continues
- b. The committee met with Mike Mooney of New Beginnings and reviewed the activity of the Maine Balance of State Continuum of Care.
- c. The steering committee of the Merrymeeting Homeless Youth Program has met, some good initiatives are underway, particularly in the evaluation area. The school district representatives continue to not be able to bring forth funding for the service.

43. Report of the Executive Director and the Director of Operations

- a. Craig mentioned the Lenten Friday night dinners at St. Charles Borromeo.

44. Announcement of March board and committee meetings

45. Final thoughts and comments.

46. Adjourn Time at 6:40 pm.

47. Minutes Preparation

- a. Prepared by Craig Phillips, Executive Director.

48. Certification of minutes

_____ Date _____

Nonny Soifer, Secretary, Board of Directors, Tedford Housing

Minutes-Board of Directors

March 19, 2015 5:05-6:40 pm pm-14 Middle Street, Brunswick

Participants: Nancy Carleton, Andree Appel, John Carson, Sally Carignan, Roger Brodeur, Sarah Piper, Claudia Staberg, Marcy McGuire, Doug Morrell, Judy Montgomery Chris Powell, Cynthia Lobikis.

Directors calling in absent: Craig McEwen, Dot Ollier, Nonny Soifer

Directors excused:

Guests: Deb Kellor, Executive Director, Bath Housing Authority

Staff: Craig Phillips, Giff Jamison, Martha Stein

49. **Meeting called to order** by Nancy Carleton, President of the Board, at 5:01 pm.

50. **Board Education Program with** Deb Kellor, Executive Director, Bath Housing Authority.

Deb has worked in Maine for over 15 years working in the housing development field including time with the Genesis Fund and Avesta Housing and had recently joined BHA. Deb was involved in the development of Logan Place in Portland and first learned of the Housing First model, stable housing is the key.

One of Deb's first tasks when joining BHA was to understand everything housing in Bath and conducted a housing needs assessment which has helped get people talking about the topic. Some highlights of the report are that the current housing stock does not fit the need, many older multistory homes do not fit the aging population and with a population with increasing disabling conditions. One-sixth of the population in Bath lives in unstable housing and Deb feels the area is poised for growth, also in light of the very tight housing market.

Moving forward, the plan for the BHA is to focus on the people we currently serve, provide good customer service and collaborate to advance housing development, develop open parcels into affordable housing, and look at programs and services such as for aging in place. Also, look at means to prevent housing evictions, develop approaches to housing for those considered hard to house, and grow organizational capacity.

The board thanked Deb for an informative presentation.

51. Board minutes of February 19, 2015, presented by Nonny Soifer

- a. Discussions, comments and corrections-None
- b. Action on the minutes.
 - i. Sally moved and Sarah seconded to accept the minutes. With no further discussion the vote was unanimous to accept the motion.

52. Financial report for the period of July 1, 2014-February 28, 2015 presented by Irene Martin.

- a. Discussions, comments and discussion.
- b. Cash on hand has decreased by \$45,000 over the past two months with a current checking account balance of \$25,211.
- c. Warm Thy Neighbor balance down by \$6,000 due to the increasing demand during the month.
- d. Net income at (\$9,451).
- e. Action
 - i. With no further discussion, Sarah Piper moved to accept the reports as presented and Judy Montgomery seconded the motion. The vote was unanimous to accept.

53. Donor bill of rights

- a. The committee presented this document for consideration for action by the board.
- b. The bill was developed in response to the Charity Navigator rating and stating this item was not available and was modeled after a sample from the CN website.
- c. John moved and Sally seconded to accept the language as presented with changes made to item 5 regarding for website visitors. The vote was unanimous to accept the motion.

54. Executive Committee report

- a. The committee is continuing its work on the executive director evaluation format and the actual evaluation.
- b. The committee has asked Craig to complete the Maine Association of Non Profits organizational assessment tool and to report back his analysis of the survey.

55. Finance Committee report

- a. The property tax discussion continues with no outcomes at the moment.
- b. Directors asked to receive the guidelines being used by the committee in its consideration of the agency's investment advisor. Charity Navigator did not ding the rating for lack of a clear investment policy.

56. Development Committee report

- a. Board members are about to start their thank you calls for the annual appeal.
- b. The annual meeting is upon us and work will begin on the meeting.
- c. The committee continues to seek new directors for the board.

57. Program Committee report

- a. The committee is currently looking at two main issues-updating its knowledge with key community partners and researching best practices at shelters around the country, particularly looking at what might be considered innovations in the field.
- b. Giff has prepared a report of the key partners and highlighting those which could benefit from some refreshing.

58. Report of the Executive Director and the Director of Operations

59. Announcement of April board and committee meetings

60. Final thoughts and comments.

61. Adjourn Time at 6:40 pm.

62. Minutes Preparation by Craig Phillips, Executive Director.

63. Certification of minutes

Date _____

Nonny Soifer, Secretary, Board of Directors, Tedford Housing

Minutes-Board of Directors

April 16, 2015 5:03-6:40 pm pm-14 Middle Street, Brunswick

Participants: Nancy Carleton, Andree Appel, John Carson, Sally Carignan, Roger Brodeur, Sarah Piper, , Marcy McGuire, Doug Morrell, Judy Montgomery, Chris Powell, Cynthia Lobikis, Craig McEwen, Dot Ollier, Nonny Soifer

Directors calling in absent: Claudia Staberg

Directors excused:

Guests: None

Staff: Craig Phillips, Giff Jamison, Martha Stein

64. Meeting called to order by Nancy Carleton, President of the Board, at 5:01 pm.

65. Board Education Program: None for today.

66. Board Governance Policies

- a. The Executive Committee presented the policies to the committee, through the board packet. The directors offered comments which were more technical in nature. Craig will update the policies with these suggestions and bring to the May board meeting. The technical corrections can be found in the May Board packet.

67. Board minutes of March 19, 2015, presented by Nonny Soifer

- a. Discussions, comments and corrections-None
- b. Action on the minutes.

- i. Sally moved and Sarah seconded to accept the minutes. With no further discussion the vote was unanimous to accept the motion with Dot abstaining from the vote.

68. Financial report for the period of July 1, 2014-March 31, 2015 presented by Irene Martin.

- a. Balance sheet items
 - i. The checking account balance was low and the line of credit was accessed to assist with the payment of payroll.
 - ii. Warm Thy Neighbor has a good balance to carry forward into next fall.
 - iii. The account receivable is for the payment from RSU 1 for Merrymeeting services.
 - iv. Net income is (\$21,860 and was (\$9,451) the previous month.
- b. Profit and Loss statement. In addition to the comments listed on the report...
 - i. The various United Way funds were explained.
 - ii. Craig will inquire of Uway MCM about the trends in donor designations.
 - iii. Income is up \$45,000 over target and expenses are \$5,700 under target.

Action

- iv. With no further discussion, Sally moved to accept the reports as presented and Craig McEwen seconded the motion. The vote was unanimous to accept.

69. Executive Committee report

- a. The committee is continuing its work on the executive director evaluation format and the actual evaluation.

70. Finance Committee report

- a. The property tax discussion has concluded.
- b. The FY 16 budget process was reviewed. The committee and the board will review the first draft in May. The committee had reviewed a relatively large amount of historical information shared with the committee in the following areas:
 - i. Trends in payroll and positions, property management costs, total income, total expense, cash on hand, the annual appeal, new, renewing or expiring revenue sources, the endowment fund, and trends in current funding sources.
- c. The stated goals for the budget at this point are the following:
 - i. Fulfill the mission
 - ii. Promote and advance the six goals of the strategic plan
 - iii. Address an identified community need.
 - iv. Maximize revenue from all funding sources
 - v. Work within the capacity of the organization
 - vi. Align service levels with available financial resources
 - vii. Balance the budget (preparing for a capital campaign)

71. Development Committee report

- a. A nice reception for the Warm Thy Neighbor volunteers was held at Scarlet Begonias.
- b. Recruiting for new board members continues
- c. Annual meeting plans are underway.

72. Program Committee report

73. Report of the Executive Director and the Director of Operations

- a. Tedford participated in the LAASH housing fair.

74. Announcement of May board and committee meetings

75. Final thoughts and comments.

76. Adjourn Time at 6:40 pm.

77. **Minutes Preparation** by Craig Phillips, Executive Director.

78. Certification of minutes

_____ Date _____

Nonny Soifer, Secretary, Board of Directors, Tedford Housing

Minutes-Board of Directors

May 21, 2015 4:59-6:36 pm pm-14 Middle Street, Brunswick

Participants: Claudia Staberg Andree Appel, John Carson, Sally Carignan, Roger Brodeur, Sarah Piper, Marcy McGuire, Doug Morrell, Judy Montgomery, Cynthia Lobikis, Craig McEwen, Nonny Soifer.

Directors calling in absent: Nancy Carleton and Chris Powell

Directors excused: Dot Ollier

Guests: None

Staff: Craig Phillips, Giff Jamison, Martha Stein

79. **Meeting called to order** by Nancy Carleton, President of the Board, at 4:59 pm.

80. **Board Education Program: A Primer on the role of the board with budgeting**

- a. Craig Phillips imitated David Letterman using the top ten format to walk through the roles of the board because budgeting is fun, fun, fun.
 - Budgeting is a common best practice ensuring Tedford has an operating budget approved by the board of directors prior to the beginning of the fiscal year.
 - Budgeting is one of the ten basic responsibilities of a non-profit board.
 - The Tedford budget is based upon strategic program and service priorities guiding resource and allocation decisions.
 - A budget can help predict tough financial times giving the board plenty of time for contingency planning if grants or other income sources fall through.
 - Effective budgeting and forecasting are vital components of sound risk management.
 - Funders will require a budget when applying for grants.
 - The budgeting process can identify changes to be considered for the next go-around.
 - Fiscal planning or budgeting assists with understanding if adequate financial resources exist to support priorities critical to the mission and goals of Tedford.
 - Fiscal planning or budgeting assists with having the information needed to consider and approve necessary program reductions if scaling back is required due to diminishing resources.
 - The budgeting process is inclusive.

81. **Board Governance Policies**

- a. For the final time, the board reviewed the comments from last meeting and what changes were made as presented in the board packet.
- b. With no further discussion, Craig McEwen moved, John Carson seconded to accept the Board Governance Manual. The vote was unanimous to accept.

82. Board minutes of April 16, 2015, presented by Nonny Soifer.

- a. Discussions, comments and corrections
 - a. Roger Brodeur and Marcy McGuire were absent from the meeting, contrary to the minutes presented.
- b. Action on the minutes.
 - a. Sally moved and Craig McEwen seconded to accept the minutes. With no further discussion the vote was unanimous to accept the motion.

83. Financial report for the period of July 1, 2014-April 30, 2015 presented by Irene Martin.

- a. Balance Sheet-items of note pointed out by Irene.
 - i. The checking account balance increased due to the infusion of cash from the line of credit. The line of credit was paid in full on May 6, with a corresponding liability entry. The source of payment for the LOC was from payments made by several contractors and their respective quarterly payments for services provided by Tedford.
 - ii. The Warm Thy Neighbor season ending balance, to be carried forward to next year, is \$33,786.
 - iii. Net income is (\$7,652)
- b. Profit and Loss
 - i. The revenue from the Department of Education is reported as \$10,231 over budget. This is due to the computation of the expectation of the original grant award would be for six months or \$17,020.
 - ii. Total income is \$69,167 over budget.
 - iii. Net income, again is at (\$7,652), compared to the projected deficit of (\$35,965)
- c. Action on the reports
 - i. Sarah moved and Nonny seconded to accept the reports as presented
 - ii. With no further discussion, the vote was unanimous to accept.

84. Election of Officers and Directors

- a. Directors-No new directors are being elected at this time.
- b. Officers-presented to the board today by the Executive Committee are the following officers.
 - i. President-Craig McEwen
 - ii. Vice-President
 - iii. Secretary –Nonny Soifer
 - iv. Treasurer-Sarah Piper
 - v. At-large-Claudia Bepko
 - 1. Action-Craig moved and Nonny seconded to accept this slate of officers and John Carson requested that the secretary cast one ballot. The motion was enthusiastically accepted.

85. Fy 16 Budget

- a. The board reviewed the material included in the board packet for today, the first official review of the budget by the board and considered Draft 1 for the board. The objective for today was to assist the board with understanding the numbers, the conclusions and recommendations and the possible impact of decisions.
- b. Draft 1
 - i. Warm Thy Neighbor-recommendation to achieve a warm hand off of the entire program to another agency. The board does not want the program to disappear, which was option 3. If Tedford is not able to achieve a hand-off, the agency will continue to administer the program. The idea of splitting up functions between two agencies was not seen as a manageable format.

- ii. Supported Housing
 - 1. The entire process has included a number of statistical analysis.
 - 2. The outcome is that no changes are being proposed to the program, other than increasing the TCM revenue targets.
- iii. Homeless Prevention
 - 1. The current proposal is to look at service hours reduction.
- iv. Merrymeeting Homeless Youth Program.
 - 1. The current proposal is to reduce the work week from 40 to 32 hours.
- v. Adult Shelter
 - 1. The current proposal is to reduce the Saturday day hours during the warmer months.
- vi. Family Shelter
 - 1. No proposed changes
- vii. Development
 - 1. No proposed changes
- viii. Administration
 - 1. Reduce the hours and salary of the Executive Director by 5 hours per week.
- ix. Discussion
 - 1. The board seemed to be very interested in the WTN program and any changes and how they may impact the community and the perception of Tedford. The board did not seem to be very interested in reducing the ED hours and salary. The board does seem to be accepting of the reduced day time hours on Saturday at the adult shelter. Concern expressed over the reduction of any type of case management hours reductions.
 - 2.

86. Executive Committee report

- a. The committee is continuing its work on the executive director evaluation format and the actual evaluation.

87. Finance Committee report

- a. The committee is meeting with two candidates for investment advisor in early June.

88. Development Committee report

- a. The committee continues to recruit two new board members.
 - i. One person, who has personal experience with homelessness, has informed the committee that their busy schedule precludes her from serving at this time.

89. Program Committee report

- a. The committee has been researching model shelter facilities and programs around the country. Many examples of facilities seem to include a multitude of programming on site. More later.

90. Report of the Executive Director and the Director of Operations

- a. Giff shared the story of a family moving from the shelter to supported housing, overcoming many obstacles.

91. Announcement of June board and committee meetings was made with the addition of the Investment prospects meeting on June 16 at 3 pm.

92. Final thoughts and comments.

93. Adjourn Time at 6:36 pm.

94. Minutes Preparation by Craig Phillips, Executive Director.

95. Certification of minutes

_____ Date _____
Nonny Soifer, Secretary, Board of Directors, Tedford Housing
