

HEARTS & LIVES

EXECUTIVE BOARD MEETING MINUTES

MAY 4, 2011 (SPECIAL MEETING)

Present: Tom Bachman, Gerry Porter, Ira Maser, Barry Robinson, Bill Stanley

Absent: Cynthia Carley, Mack Braden

Ira Maser called the meeting to order at 3:15 p.m.

Director's Report

Dave Stuart gave the Executive Director's Report, as follows:

Edison reported that we were unsuccessful in obtaining the funds applied for; we have not yet received confirmation from ROWSD to hold the Health & Safety Fair at the High School on June 18th; we have applied for a grant through CVS Pharmacy, which would allow Dr. Monroe \$4,500 to purchase new equipment and supplies.

New Items

The reason for a special meeting being called was to discuss the financial situation of H&L. Dave reported that based on cash flow, the current suggestions were:

- 1) Barb Petersen will work 12 hours per week until June 30th, at which time she will be finished;
- 2) Dave's salary to be cut from \$60K to \$40K annually;
- 3) Bev's pay to be cut \$2.10 per hour (\$18.90); Joy to be cut \$2.00 per hour (\$17.50) and part-time staff to be reduced to 14 hours per week;
- 4) Move to Mary Tone as of July 1st;
- 5) Ask for a suspension or reduction of rent at the current location for month of June;
- 6) Borrow from restricted McCormick funds to cover one month's shortfall and reimburse from First 5 monies;
- 7) Dave proposed that the Policy Manual be revised to reflect that part-time employees no longer will be paid for snow days.

Following a lengthy discussions, Ira requested that Joy contact Scott McGrath, First 5, to ascertain whether June and July reimbursements will both be made in September or if June is made in a timely fashion, will the reimbursement be made in August. Ira also proposed and it was agreed by all present, that one month of shortfall could be borrowed from 'restricted' funds and paid back from First 5 reimbursement; H&L will move to Mary Tone effective July 1st; Dave will request an adjustment to June's rent and steps will be taken to lower monthly expenses to cover the shortfall.

Meeting adjourned at 4:45 p.m.

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EXECUTIVE BOARD MEETING MINUTES

September 13, 2011

Present: Tom Bachman, Barry Robinson, Cynthia Carley

Absent: Gerry Porter, Bill Stanley, Mack Braden

Barry Robinson called the meeting to order at 3:00 p.m.

Director's Report

Dave Stuart reviewed the Executive Director's Report, sent earlier to the Board of Directors. He also updated that WIC will be starting on September 21st.

New Items

- We received \$2,500 from the Lake Arrowhead Rotary Club;
- Weingart needs additional information regarding the grant application submitted;
- Julie Burnette and Dave's tickets were comped for them to attend the Non-Profit Conference in Riverside on Friday, September 16th;
- Cindy Davidson, President of LACCC, has requested information from H&L to be used in her upcoming article in 'Arrowhead Life';
- Elaine Pearson, Soroptomists, has requested additional follow-up information in response to our request for donation.

Julie Burnette presented her report regarding Grant applications, as follows:

We have been awarded a \$3,000 grant from Strategies to strengthen the RCRN, as well as giving us fifteen hours of technical assistance; an application has been sent to Second Harvest Food Bank for their Emergency Food Box Program; several other grant applications have been submitted and we are awaiting the results.

A brief discussion was held regarding the possibility of expanding the Board membership.

Barry suggested the possibility of hosting a "Friend Raiser" to establish potential Friends for H&L.

Dave reported that a Preparedness and Open House has been scheduled for October 11th from 6:00 p.m. to 8:00 p.m. at the Lake Arrowhead Resort & Spa. This event will be hosted as a collaborative effort between H&L and the three (3) Chamber offices.

Meeting adjourned at 4:30 p.m.

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EXECUTIVE BOARD MEETING MINUTES

November 30, 2011

Present: Tom Bachman, Barry Robinson, Bill Stanley, Mack Braden

Absent: Cynthia Carley

Barry Robinson called the meeting to order at 3:05 p.m.

Tom Bachman motioned that the minutes from the September 13, 2011 meeting be approved. Seconded by Bill Stanley and accepted unanimously.

Director's Report

Dave Stuart reviewed the Executive Director's Report, sent earlier to the Board of Directors.

New Items

- The second payment from EFSP Phase 29 will be deposited on December 2nd;
- EFSP Phase 30 grant application has been submitted ;
- Julie Burnette secured an opportunity for 200 bags of food at \$4 per bag through Navidad En El Barrios, which we are calling a Chicken Dinner Giveaway. This distribution will be Saturday, December 10th, between 2:00 and 3:00 p.m.;
- All aspects of Project Santa are progressing well, including the coat and toy drive, Donna Kehrer's Elves and the donations of turkeys for Operation Provider and Mtn. Helping Hands.

Julie Burnette presented the Director of Case Management report for the Board's review, summarized as follows:

- First 5 - Case management procedures have vastly changed; they are working with more dads than was the case in the past; a new requirement for the next RFP will mean performing ASQs, which will result in an additional workload; H&L will be submitting three grant proposals for the RFP due December 16th, including Resource Center/Case Management, Health Care Access (both three year contracts) and Healthy Communities (a one year proposal).
- A decision from the Weingart grant application is expected by December 9th.
- Lucero Perez and Julie Burnette both attended a Strengthening Families by Building Protective Factors training in Barstow on November 10, 2011. This training is critical to our case management component for the upcoming First 5 proposal.

A brief discussion was held regarding possible names suggested for Board membership. Barry Robinson said he will contact those people before Christmas to get their response.

A discussion was held regarding suggestions for a Board initiated fundraiser.

It was decided that the Board would resume meeting on the first (1st) Wednesday of each month, commencing January 4th, 2012.

Meeting adjourned at 4:50 p.m.

**Minutes – Executive Board Meeting ---
Hearts And Lives**

March 8, 2011 3:30 PM

In Attendance: Ira Maser, Tom Bachman, Gerry Porter, Cynthia Carley, Bill Stanley, Barry Robinson, Mack Braden, Dave Stuart

Ira Maser called meeting to order at 3:32 P.M.

Tom Bachman motioned that the minutes from the previous meeting be approved. Seconded by Gerry Porter. MSP

Director's Report:

Dave Stuart gave the Executive Director's Report – details attached. We are currently covered with a 3 year contract; however, this can be cut back at any time with 30 days notice dependent on availability of funds.

Dave also updated us on our current grant status and CERT Training. This program has been extremely successful and continues to draw members of the community for training.

He reminded us there is a Cert Meeting at Fire Station 91 on Thursday at 10 AM.

Dave advised us we would be going back to old First Five Accounting methods which would cause a delay in our cash flow planning.

Financial Reports:

Ira Maser presented a review of our current financials. We did take the following action:

A motion was presented by Tom Bachman and seconded by Cynthia Carley to write off the \$15,000 in bridge loans outstanding on our books. MSP.

Dave agreed he would consolidate the information on the Bridge Loan files in order to be able to recap in one place.

President's Report:

Ira led a discussion of our current financial forecast and projected cash flows. We continued to a Strategic Planning session with a discussion of blue sky options.

Meeting was adjourned at 4:30 PM.

Our Next Meeting will be held on Wednesday, June 8 2011 at 3:00 PM.