

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

February 8, 2012 2:00 P.M.

In Attendance: Barry Robinson, Tom Bachman, Cynthia Carley, Bill Stanley, Mack Braden, Dave Stuart, Julie Burnette, Pat Davis

Barry Robinson called meeting to order at 2:05 P.M.

Barry Robinson presented Pat Davis as a candidate for membership on the Board. She was unanimously accepted and welcomed.

Director's Report:

Dave Stuart gave the Executive Director's Report – details attached.

He did emphasize upcoming events as follows:

March 8 th	First Five Site Visit
March 13 th	Fiscal Audit from First Five
March 30 th	Capacity Building Meeting – San Bernardino

Additionally, we discussed the impending action by the School Board to disallow our occupancy of Mary Tone. This is not a final decision, and ongoing discussions are being held to determine the future of this facility. In the meantime, we are researching alternate facilities.

Also attached is a copy of the monthly report submitted by Julie Burnette.

Financial Reports:

Dave Stuart presented a review of our current financials.

A discussion concerning potential fund raising efforts was the primary focus of this portion of the meeting. A number of potential actions to be taken by February 20th were listed and assigned. They included a campaign to local community groups; the possibility of a "Friendraiser" event; creating a video including testimonial information to be presented to groups as we work with them to raise funds; and Julie is working on a Power Point presentation for the same use.

Dave also reported that Julie has begun work on a new brochure.

Pat Davis has a wealth of fundraising experience and will work with Julie to maximize our grant writing efforts as well. Pat will bring great expertise and a huge contribution to our organization!

Meeting was adjourned at 4:30 PM.

Our Next Meeting will be held on Friday, March 9th at 2:00 PM.

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March 9, 2012 2:00 PM

In Attendance: Barry Robinson, Cynthia Carley, Bill Stanley, Pat Davis, Mack Braden,
Dave Stuart, Julie Burnette

Barry called meeting to order at 2:02 P.M.

Cynthia motioned that the minutes from the previous meeting be approved. Seconded
by Pat Davis MSP

Director's Report:

Dave Stuart gave the Executive Director's Report – details attached.

The most time sensitive issue was the pending decision from the School Board on the
use of Mary Tone. Barry, Dave, Julie and Cynthia attended the school board workshop.
While the legal advice was more promising than previously thought, the determination will
come from the School Board at their next meeting.

Financial Reports:

Barry Robinson presented a review of our current financials. We did take the following action:

A discussion was held concerning fund raising efforts which need to be a major area of
focus in order to secure our financial viability

Dave presented a packet including brochure for use in fundraising.

Julie Burnette's Report

Julie provided detail on our case management efforts .. we are on target with First Five. Julie is
pursuing additional avenues of service in both the healthcare and education areas.

A motion was entered by Cynthia and Seconded by Bill Stanley to approve funds for screening
outreach not to exceed \$4750.00. Screenings will include dental, Nutrition, and insurance
with scheduled follow up visits.

Julie expressed the need for additional staffing in light of expanded outreach efforts.

She also updated us on the current grant situation. It was also confirmed that we charge
no fee for our services.

President's Report:

Barry and Dave asked each of us to carefully review the procedure's manual prior to the next
meeting so it can be approved.

We also agreed to do a follow up strategic planning meeting with Mickey in order to more
appropriately document our future plans.

Barry also asked us to focus on recruiting new members for our Board of Directors. The Board needs to be more proactive in community outreach and providing financial support for the organization.

Meeting was adjourned at 4:30 PM.

Our Next Meeting will be held on Wednesday, April 4, 2012 at 3:00 PM.

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

April 4, 2012 3:00 PM

In Attendance: Cynthia Carley, Bill Stanley, Pat Davis, Mack Braden, Dave Stuart, Julie Burnette

Honored Guests: Sue Walker, Derek Leistra

Cynthia called meeting to order at 3:02 P.M.

Pat motioned that the minutes from the previous meeting be approved. Seconded by Mack Braden MSP

Director's Report:

Dave Stuart gave the Executive Director's Report – details attached.

Dave gave us an update on Mary Tone. As we understand it now, we will be able to license space on a year to year basis at our current costs. This will allow us to benefit from the potential county grant.

We do not, as yet, have this in writing and are pursuing that.

As a part of a prudent Strategic Plan, it was agreed that we would continue to be aware of potential locations to most effectively serve those in need in our communities.

Derek Leistra also contributed some potential ideas.

Financial Reports:

Dave Stuart presented a review of our current financials. While they do represent an improved position from recent months, grant funding and fundraising efforts continue to be a priority.

Mack Braden motioned to accept the financials as presented. Bill Stanley seconded the motion.

Julie Burnette's Report

Julie provided detail on our case management efforts. We are on target with First Five. Julie is pursuing additional avenues of service in both the healthcare and education areas.

She reviewed our grant request schedule in detail.

Julie's report is attached.

Policy Manual:

We requested another month to review the Policy Manual. A closed session was also suggested for next meeting to consider employee input on the benefits offered and

other employee feedback.

Strategic Plan:

Julie will determine some appropriate potential dates to work with Mickey on our Strategic Plan. The Board will spend a half day finalizing our future plans.

Meeting Adjourned at 4:30 PM.

Our Next Meeting will be Tuesday, May 15, 2012 at 3 PM.

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

May 22, 2012 3:00 PM

In Attendance: Barry Robinson, Tom Bachman, Cynthia Carley, Bill Stanley, Pat Davis,
Mack Braden, Dave Stuart, Julie Burnette

Absent: Sue Walker, Derek Leistra

Barry Robinson called meeting to order at 3:02 P.M.

Tom Bachman motioned that the minutes from the previous meeting be approved. Seconded by Pat Davis. MSP

Director's Report:

Dave Stuart gave the Executive Director's Report – details attached.

Julie Burnette also presented an update of grant activity and updates on services offered. Expansion plans will include serving both the parents and children (in addition to our First Five program).

The minutes from the Resource Network meeting are also attached.

Also, we did realize an additional 30 unduplicated clients from the Health Fair.

Mission Statement:

A revised Mission Statement to accurately reflect our function and focus is needed. Bill Stanley pointed out that case management needs to be a part of that revision.

Policy Manual:

A discussion was held concerning review and suggestions for revisions to our Policy Manual. Julie recorded the proposed changes for inclusion.

A discussion was held concerning the current lease arrangement with the school district and the lack of a written lease in which to work. There are currently legal disagreements between the School District and the County attorneys as to appropriate land use.

Tom Bachman motioned to submit a letter of intent to owners of the property on Lake Drive contingent upon the signing of a lease and to pursue the move as quickly as possible. Motioned was seconded by Cynthia Carley. MSP

Subsequent to a scheduled meeting with Janice Rutherford, Dave Stuart was authorized to communicate our intent to the Rim Unified School District.

Financial Reports:

Dave Stuart presented a review of our current financials. While they do represent an improved position from recent months, grant funding and fundraising efforts continue to be a priority.

Mack Braden motioned to accept the financials as presented. Bill Stanley seconded the motion.

Old Business:

Strategic Plan:

Julie will determine some appropriate potential dates to work with Mickey on our Strategic Plan. The Board will spend a half day finalizing our future plans.

We did hold a discussion of current board terms. A final verification of that information will be presented at the next meeting.

Donations and current Board Member participation financially was a subject of discussion. Barry Robinson committed a donation of \$1000.00 to defray operating expenses of the move.

Meeting Adjourned at 4:30 PM.

HEARTS & LIVES

EXECUTIVE BOARD MEETING MINUTES

August 2, 2012

Present: Barry Robinson, Sue Walker, Pat Davis, David Stuart, Julie Burnette

Absent: Cynthia Carley, Bill Stanley, Derek Leistra, Tom Bachman, Mack Braden

Barry Robinson called the meeting to order at 3:10 p.m.

Minutes from the May 22, 2012 meeting were not approved due to the lack of a quorum.

Director's Report

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

New Items

- Future RCRN meetings will be held at the new Crestline Library on Lake Gregory Drive beginning in August.
- Negotiations are still ongoing with the Rural Clinic regarding the possibility of our doing outreach one day a week out of their Running Springs office.
- Children's Fund has invited us to be their liaison in the mountain communities by distributing toys through Project Santa.

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

- We received an initial grant of \$7,000 from San Manuel, which will replace the First 5 subcontract with the Rural Clinic for clinic visits and will also provide car seats for distribution.
- We are listed in the Inland Empire Directory of Family Resource Centers.
- Julie has been invited to submit an article in Strategies quarterly publication.
- We are still working on the brochure update and the website will be remodeled in the near future.
- This year's First 5 contract requires the Case Workers to perform developmental screenings (ASQs) for all children. Julie and Lucero will be attending training on August 16th.

After a brief discussion, it was proposed that the Board meetings be changed to the 3rd Wednesday of the month at 9:00 a.m.

Meeting adjourned at 4:30 p.m.