

DRAFT

HEARTS & LIVES
EXECUTIVE BOARD MEETING MINUTES

January 16, 2013

Present: Barry Robinson, Tom Bachman, Cynthia Carley, Mack Braden, Sue Walker, Ken Decroo, David Stuart, Julie Burnette

Barry Robinson called the meeting to order at 4:02 p.m. He opened the meeting by announcing that Pat Davis had resigned from the board due to a possible conflict of interest since her joining the staff at MCH. It is with regret that her resignation has been accepted and she will be missed.

Tom Bachman made a motion to accept the Minutes from the November 28, 2012 meeting and the motion was seconded by Cynthia Carley and unanimously approved.

Director's Report

Dave Stuart presented a verbal summary of the month's activities, including:

- Project Santa was very successful, starting with the coat distributions on 10/25, 12/5 and 12/8 which served 122 families, including 232 children. Our toy/food give-away assisted 112 families, combined with Helping Hands who served 186 families and Operation Provider, who habitually assist over 600 individuals every Christmas;
- We are expecting a routine site visit from First 5 in February, although the date has not been set yet;
- The Transitional Assistance Department (TAD) will again be offering Volunteer Income Tax Assistance (VITA), a free tax preparation services through our office on February 27th and March 6th;
- The February meeting will be held on February 13th as an Organizational Assessment – Capacity Building Strategic Planning Project Update, which will be a presentation by Miki Carpenter and Sarah Boxx. The location has yet to be formalized. This will not be a regular board meeting and it is expected that Bill Stanley will be in attendance.

Case Manager's Report

- Julie Burnette reported that the case workers currently have 91 open unduplicated cases and the First 5 target is only 120 for this year;
- She gave an updated summary of the grants applied for/awarded;
- A committee has been formed for the planning of the health/safety event tentatively scheduled for May 18th in Crestline.

Financial Reports

Dave Stuart provided all board members with December 2012 Profit & Loss and Balance Sheet. Sue Walker made a motion to approve the financials, which was seconded by Cynthia Carley and unanimously accepted.

New Items

Cynthia Carley made a motion to ratify Ken Decroo as a new Board Director effective January 2013, to complete the term vacated by Bill Stanley's resignation, with an expiration of June 2015. The motion was voted on and accepted unanimously.

Tom Bachman made a motion to ratify Sue Walker's membership as fulfilling Gerry Porter's term, which will expire in June 2013. The motion was seconded by Mack Braden and accepted unanimously.

The terms are set for four years with Barry Robinson, Sue Walker and Mack Braden expiring June 2013; and Tom Bachman, Cynthia Carley and Ken Decroo's terms set to expire in June of 2015.

It was agreed that the Bylaws should be changed to reflect that a vote by email will be lawful provided the vote is unanimous.

Barry Robinson requested that everyone start to compile an email list of contacts for outreach and a campaign to improve our communications with the community.

Ken Decroo to provide a brief profile of himself for posting on the website.

The next scheduled Board meeting will be Wednesday, March 20, 2013 at 9:00 a.m. at Coldwell Banker - Blue Jay office, Conference Room.

Sue Walker moved to adjourn the meeting at 5:20 p.m. The motion was seconded by Cynthia Carley.

Minutes prepared by Joy Drury.

HEARTS & LIVES
EXECUTIVE BOARD MEETING MINUTES

March 20, 2013

Present: Barry Robinson, Tom Bachman, Cynthia Carley, Mack Braden, Sue Walker, Ken Decroo, David Stuart, Julie Burnette

Barry Robinson called the meeting to order at 9:20 a.m. Ken Decroo made a motion to accept the Minutes from the January 16, 2013 meeting and the motion was seconded by Mack Braden and unanimously approved.

Director's Report/Case Manager's Report`

Dave Stuart presented a verbal summary of the month's activities, including:

- Details for the month are outlined in Dave's written summary.
- He updated us that the First 5 Budget adjustments had been sent in moving some spending between lines.
- He led a discussion on the Randall Lewis Fellowship.
- Barry Robinson will attend the Capacity Building Session on April 3rd.
- Julie Burnette reviewed our grant status as well as updating us on new printed material to more effectively summarize and chart our activities.
- The Board discussed the need for these materials, elevator speeches to communicate our mission to the public and potential fund raising activities for 2013.

Financial Reports

Dave Stuart provided all board members with February, 2013 Profit & Loss and Balance Sheet. Sue Walker made a motion to approve the financials, which was seconded by Cynthia Carley and unanimously accepted.

Ongoing Business:

Updates on current progress on assigned projects was given as follows;

- Sue walker and Tom Bachman are working on an Honorary Board of Directors Program. They presented their current thought process and the Board agreed this is an important avenue to move forward.
- The Policies and Procedures Manual was submitted for final review. Any last minute changes were to be submitted by email so the final publication and employee sign off can take place.

- Barry Robinson, Sue Walker and Cynthia Carley are to review the final draft of our Bylaws and submit any changes.

Financial Policies will be reviewed by Cynthia Carley and Sue Walker.

Meeting adjourned at 11:17 A.M.

DRAFT
HEARTS & LIVES
EXECUTIVE BOARD MEETING MINUTES

April 17, 2013

Present: Tom Bachman, Cynthia Carley, , Sue Walker, Ken Decroo, David Stuart, Julie Burnette

Guests: Ginny Durand and Dick Jenkins

Tom Bachman called the meeting to order at 9:03 A.M.

There was a motion to approve minutes as amended made by Ken Decroo; seconded by Sue Walker
MSP

Dave Stuart provided a historical background of the organization for our guests to give them a context for the balance of the meeting.

Julie Burnette provided outlines of those whom we are serving and those who are participating in our funding as well as potential areas for expansion. (Graphics provided). There was a discussion of space available in our existing building to allow us to provide expanded services should we receive the necessary grants.

Director's Report

Dave Stuart presented a verbal summary of the month's activities. See attached Executive Director's Report.

Case Manager's Report

- Julie Burnette reported on the current status of the following:

Family Resource –Case Management – Direct assistance for emergency needs ...

Goal setting and Progression...

Prevention and early intervention—hoping to bring more SART services locally.. Grants –

Kaiser – invited us to request more money --- than we did last year \$5000

Healthy Communities thru SBD Community Health and RCRN ... working toward a more formal structure and providing health servicessafe schools

Funding for cameras on school busses.... To prevent or reduce bullying

Health "assisters" is also a possibility for additional revenue

Financial Reports

Dave Stuart provided all board members with March 2013 Profit & Loss and Balance Sheet. Sue Walker made a motion to approve the financials, which was seconded by Cynthia Carley and unanimously accepted.

Other Business:

Ongoing Revisions in Policy Manuals were discussed Bylaws and Financial policies as well as operating policy. Agreed upon revisions will be made.

The selection of a Nominating Committee was suggested and incorporated in Bylaws changes for Purposes of presenting a slate of Offices for the June Election.

In our effort to reach out for additional funding support from the community, further discussion of a Video determined it is a good idea ... and we should go forward. California Bank and Trust has already indicated a preliminary interest in contributing.

The meeting was adjourned at 10:35 A.M.

DRAFT

HEARTS & LIVES BOARD MEETING MINUTES

May 15, 2013

Board members:

Present: Tom Bachman, Sue Walker, Mack Braden, Ginny Dunn, Dick Jenkins.

Absent: Cynthia Carley, Ken Decroo, Barry Robinson

Staff Present- Dave Stuart, Julie Burnette

Guests: Ira Maser (former Board Member/Chairman of the Board)

Called to order by Tom Bachman 9:05

Motion- Ratification of unanimous vote by email - Accept new board members ~ Ginny Duran, and Dick Jenkins Ratification vote unanimous

No minutes to approve

Financials will be formally approved at June meeting.

Recap April Report:

Denied grants: (1) FEMA, (2) Dept of Behavioral Health, and (3) Covered CA

Pending grants: First 5 Healthy Communities (RCRN), Community Foundation (Toys on LOAN), Dept of Behavioral Health (SART/EIIS)

Pending grant funding would pay for the office space upstairs (Suite B). Current lease agreement runs through June 30th.

Rent for 1,700 sq. ft. downstairs (Suite A) scheduled to increase \$.25 a square foot [\$.75 to \$1.00] effective July 1st, 2013, We will be negotiating with landlord.

Capacity Building Academy video presentation scheduled June 28th. Mike Neufeld (ROTWNNews) is writing script and will do 'voice over'. ROTWHS will produce the video itself.

Part time case worker Beverlee Spencer submitted her resignation effective May 18th following the Resource Fair. She will be going to work for Lutheran Social Services full time.

Old Items

By-laws Review and discussions held regarding proposed changes to the by-laws. All changes made were approved unanimously. A new section was added to cover "Honorary Ambassadors"

Dave Stuart will send out revised copy with the approved changes

Nominating committee will develop a slate of directors and slate of officers to be voted on at the June meeting.

A motion made to appoint Cynthia Carley and Bill Stanley as members of the nominating committee was made by Ginny Duran, and Dick Jenkins seconded. Dick Jenkins will follow-up with Bill Stanley to confirm if he will accept this appointment. The third member of the committee will be appointed by Chair, Barry Robinson.

Video Update: Hope to have production of preliminary video completed first week of June.

Dick Jenkins made the recommendation to include the term "community ambassadors" in grant applications with their affiliations being noted. Sue Walker said that the various affiliations will demonstrate diversity.

Dick Jenkins moved to adjourn the meeting. The motion was seconded by Sue Walker.

Next meeting June 19, 2013

Minutes prepared by Julie Burnette and Dave Stuart

MINUTES OF NOVEMBER 20, 2013 BOARD MEETING
OF HEARTS AND LIVES

The Meeting was called to order at 9:00 a.m. Mack Braden, Vice-Chairman, chaired the meeting in the absence of Ken DeCroo.

Present were Dave Stuart and Board Members Mack Braden, Dick Jenkins, Tom Bachman, and Patti McGonigle.

Absent were Ken DeCroo who arrived at 9:30 a.m., Ginny Durand, Cynthia Carley and Ira Maser.

Patti McGonigle made a Motion to approve the Minutes of October 16, 2013 and Tom Bachman seconded the Motion. The Minutes were approved.

The Financials were presented for approval, and a Motion was made by Patti McGonigle, and Seconded by Dick Jenkins to approve the Financials as presented through October 31, 2013. The Financials were approved.

Dave Stuart informed the Board that the Annual Corporate Minutes had been signed by John Wurm and would be delivered to Ginny Durand for her signature.

OLD BUSINESS

1. Dave Stuart gave an update on fundraising efforts. A discussion ensued regarding minor problems with the *First 5 Program*, and subsequent resolution of the problems.

Mr. Stuart also gave an update to the Board on other donors both past and possible future donors. Mr. Stuart informed the Board that Edison had denied the \$5,000. request for funds, and indicated Hearts & Lives needed help with issuing RFP's. In addition Mr. Stuart indicated San Manuel continued to donate funds, but would not cover operating expenses.

Mr. Stuart also informed the Board he would be gone from 11/22/13 to 12/3/13. The Board agreed Mr. Stuart had earned a much needed vacation.

Further discussion was had on the names to be supplied by Board Members and Staff of "Friends of Hearts & Lives", and a discussion on Locals Night at UCLA.

Ken DeCroo arrived during this discussion and assumed Chair of the Meeting.

2. A lengthy discussion was had regarding the *Paid Time Off* at Hearts and Lives. Suggestions and/or past experience with the number of vacation and

sick days were discussed and no determination was made pending further information to be provided at a future meeting.

3. Mr. Stuart gave an update on the DBH Contract and discussed the difficulty in obtaining funds at the beginning of the Contract. A discussion ensued.
4. Mr. Stuart gave the Board an update on *Healthy Communities/Safe Routes to School (MPH and LAE)*. A discussion ensued on various problems under this subject, and a lengthy discussion on the problem of bullying and how to control bullying.
5. Mr. Stuart informed the Board that an additional signature was needed for signing checks and the same would be obtained.
6. Under this item of Old Business a discussion was had regarding donations and the solicitation of donors. Board Members were encouraged to supply names of potential supporters of Hearts and Lives, and discussion on the website that allows donation of funds.
7. Under the item "MOU Inland Empire United Way", there was a lengthy discussion regarding the MOU, emergency and volunteer center, liability, and requirements to participate in said MOU. There was a Motion by Tom Bachman and Seconded by Mack Braden to table this matter until further discussion could be held regarding concerns on oversight of and requirements by United Way, pursuant to their MOU.

Mr. Stuart informed the Board of the huge success of the coat distribution and the large number of people who were helped through this program.

Mr. Stuart further indicated there would be a possible holiday gathering of Board and Staff at his home, and reminded the Board there would be no Board Meeting in December. The next Board Meeting was set for January 15, 2014 at 9:00 a.m. at the Lakeside Church.

The Meeting adjourned at 10:35 a.m.

Minutes prepared by Patti McGonigle.