

HEARTS & LIVES BOARD OF DIRECTORS MEETING

Wednesday, May 21, 2014

Minutes

The Meeting was called to order by Mack Braden at 9:03 AM. Present:, Ginny Durand, Tom Bachman, Patty McGonigle, Dick Jenkins, Cynthia Carley and Dave Stuart.

Excused: Ken DeCroo, Ira Maser

A motion to accept the Minutes from the previous meeting was made by Tom Bachman, seconded by Ginny Durand. MSP.

Financials:

Financials were presented by Dave Stuart, Executive Director. We have now received funds that allow us to report cash flow on a more current basis as we have cycled the DBH startup delay in reimbursement. Dave pointed out that the numbers had been reviewed by Ira Maser, Treasurer, although he was unable to attend the meeting.

Executive Report

Dave Stuart presented his Executive Director report... details are attached. The highlights include:

- Give Big was a success for us although we didn't reach as many donors as we had originally hoped. This will be an event we will repeat next year with more preparation and contacts.
- We are planning a Charity Golf Tournament in September or October as our next major fundraiser.
- The schedule of events for June was reviewed.
- The Health Fair was the biggest we have ever had and allowed us to gain awareness on the part of a much larger number of potential clients and recipients of our services.

New Business

Dave asked for the establishment of a written code of conduct to be drafted to encompass the Board of Directors.

Additionally, the Board was asked to review and sign off by email our Policy and Procedures Manual in order to comply with grant requests and ongoing contract business.

The Meeting was adjourned by motion at 10:15 AM.

Next Meeting will be held on Wednesday, June 18, 2014 at Lakeside Church. The Meeting will begin at 9:00 AM.

HEARTS & LIVES BOARD OF DIRECTORS MEETING

Minutes, Wednesday, July 16, 2014

The Meeting was called to order by Mack Braden at 9:05 AM. Present: Mack Braden, Tom Bachman, Dick Jenkins, Ira Maser, Cynthia Carley and Dave Stuart.

Excused: Ken Decroo, Ginny Durand, Patti McGonigle

A motion to accept the Minutes from the previous meeting was made by Tom Bachman, seconded by Dick Jenkins.

MSP

Financials:

Financials were presented by Ira Maser. These reports reflect the year-end financials and included an aging and Profit and Loss Statement by program.

Ira Maser made the motion to accept the Financials.

Cynthia Carley seconded the motion. MSP

Executive Report

Dave Stuart presented his Executive Director report. The highlights include:

An excellent summary of activities performed and services provided in the last fiscal year was presented by Dave Stuart. Details are included in the written report attached.

It was requested that we formulate a website page or other method of communication to be able to provide this summary to potential donors as it is a very compelling statement of the services provided.

At the time of this meeting, we are still waiting to hear about grants from Kaiser and Weingart.

Dave gave us an update on the recent Funders Forum held by IECC and a discussion was held concerning our

level of our involvement.

Annual Corporate Minutes

Chair Braden requested a review and motion to approve the Annual Corporate Minutes. The motion was made, seconded and unanimously passed.

The meeting was adjourned at 10:17 AM.

The next meeting is scheduled for Wednesday, August 20, 2014

Hearts & Lives Board of Directors Meeting

Minutes of Wednesday, August 20, 2014

The board meeting was called to order at 9:20 am. Present: Mack Braden, Dick Jenkins, Ira Maser, Ginny Durand and David Stuart.

Excused: Ken Decroo, Patti McGonigle, Cynthia Carley and Tom Bachman.

Mack Braden presided over the meeting in the absence of Chairman Ken Decroo. Ginny Durand took minutes in absence of Cynthia Carley, Secretary. A motion was made by Ira Maser and seconded by Dick Jenkins to approve the minutes as read.

Financials:

Financials were presented by Dave Stuart. Report covered the check for \$15,000 from Kaiser. Reviewed process of income and expenses. Can not make a profit. Ginny Durand made a motion and Dick Jenkins seconded to approve the financials as presented.

Executive Report

David Stuart discussed the Grants we are waiting to hear from: Weingart for \$25,000 and San Manuel Band of Indians for \$15,000. Mary and Dave met with them requesting the \$15,000 to be used to give more food out.

Stated later this year we will apply for funding of \$25,000 from Emergency Food and Shelter Program.

Reported that we had passed the Behavioral Health Audit.

Smith Marion will review our books and give us a report by September.

Dave stated that he is looking to meet with Rim Community Resource Network on September 5th and Counties Grants Development Initiative: Phase 2 to see how we expand our services.

Michele French will have Grant Writing Boot Camp on Sept 10th -12th .

Dave is asking for 100% board support for Hearts & Lives to be truly effective Brought up Barry Smart as possible board member -- Barry has expressed interest.

Reminded everyone of the Triathlon on Saturday September 13th in Lake Arrowhead.

Board adjourned at 9:50 am.

The next meeting will be on Sept 17th at 9 am at Lakeside Church

**MINUTES OF SEPTEMBER 17, 2014 BOARD MEETING
OF HEARTS AND LIVES**

CALL TO ORDER

Ken Decroo Chairman called the Meeting to order at 9:03 a.m.

Present were Dave Stuart, Executive Director and Board Members Tom Bachman, Mack Braden, Ken Decroo, Dick Jenkins, Ira Maser, and Patti McGonigle.

Absent were Ginny Durand and Cynthia Carley.

INTRODUCTION OF GUESTS

Item No. 2 was the “Introduction of Guest”, and there were no guests present to introduce.

APPROVAL OF MINUTES – AUGUST 20, 2014

Item No. 3 was the “Approval of Minutes – August 20, 2014”. Ira Maser made a Motion to approve the Minutes and Dick Jenkins seconded the Motion. The Minutes of September 17, 2014 were approved with Patti McGonigle abstaining.

DISCUSS KEN REMAINING ON BOARD AND CONTINUE ON AS BOARD CHAIR

Item No. 4 was the above entitled matter. A discussion ensued regarding whether the Board desired Ken Decroo to remain on the Board and whether the Board wanted to continue Mr. Decroo as Chairman/Presiding Officer. Mr. Decroo’s expertise and knowledge of potential programs and the benefit to Hearts & lives was discussed along with his assistance in the Mandatory Proposal for an RFP for First 5 funds. There was unanimous consensus that the Board desired to continue the Board with Mr. Decroo as Chairman/Presiding officer.

REVIEW & APPROVE FINANCIAL STATEMENT

Item No. 5 was the above entitled matter and the first item discussed under this section was item No. 1 –Auditors Report.

Ira Maser reviewed the Auditor’s Communication Letter by Smith Marion & Company, and discussed various components of the letter. Mr. Maser answered various questions regarding the Auditor’s Letter and the Independent Auditors’ Report. The Summary and Evaluation comments were further discussed, and Tom Bachman made a Motion to approve the Auditors Report and Mack Braden seconded the Motion. The Auditors Report was approved by unanimous vote.

No. 2-Monthly Financials was the next item under this section, and Ira Maser reviewed the Balance Sheet, Profit & loss Statement and Year to Date Comparison. A discussion ensued on the accrued vacation and the desire to encourage employees to use vacation time on the books. The Board suggested monitoring the accrued vacation and Dave Stuart assured the Board that Staff did monitor all accrued vacation. After further discussion on various parts of the Monthly Financials, Tom Bachman made a Motion to approve the Monthly Financials, and Dick Jenkins seconded the Motion. The Financials were approved by unanimous vote.

EXECUTIVE DIRECTOR'S REPORT

Item No. 6 was "Executive Director's Report". Dave Stuart led a lengthy discussion on the various items and programs, and offered to answer any questions from the Board.

OLD ITEMS

A brief discussion was held on the Board Code of Conduct, and the DBH Annual Program Review FY 2013-2014.

NEW ITEMS

The Board discussed the First 5 RFP, and a discussion ensued on the RFP.

In addition there was a discussion under this item on Potential Board Members, and the general consensus was that the Board would not seek to add additional Board Members at this time, but if a Board Member that would be of benefit to Hearts & Lives became available, then that person would be considered.

The next Board Meeting was set for October 15th, 2014 at 9:00 a.m. at the Lakeside Church.

A Motion was made by Ira Maser to adjourn the meeting, and the Meeting adjourned at 10:40 a.m.

Minutes prepared by Patti McGonigle.

HEARTS & LIVES BOARD OF DIRECTORS MEETING

MINUTES

WEDNESDAY, NOVEMBER 18, 2014

The Meeting was called to order by President Ken Decroo at 9:02 AM. Present: Ken Decroo, Mack Braden, Ira Maser, Tom Bachman, Dick Jenkins, Ginny Durand, Patti McGonigle, Cynthia Carley and Dave Stuart.

A motion to accept the Minutes from the previous meeting was made by Patti McGonigle; seconded by Dick Jenkins.

Financials:

Financials were presented by Dave Stuart. These reports reflect the financials through October, 2014 and included an aging and Profit and Loss Statement by program. Receivables are strong but immediate action is required to respond to the First Five program elimination.

Patti McGonigle made the motion to accept the Financials. It was seconded by Dick Jenkins. .MSP

Executive Report

Dave Stuart presented his Executive Director report... details are attached.

Lucero has updated the website Check it out!

Dave reviewed the upcoming events and reminded us of the importance of our participation.

Grants:

It could take up to 60 days for us to know what action, if any, First Five might take on reopening the dates to accept grant requests.

The staff is working diligently to identify alternative grant opportunities.

Fundraising:

We held a discussion on fundraising efforts and the possibilities for retooling the services we offer to our clients. It was decided that we would hold a workshop to be attended jointly by Board Members ad Heats and Lives staff on January 21st.

We will not be meeting in December, 2014.

The meeting was adjourned at 10:25 AM.

The next meeting is scheduled for Wednesday, January 21, 2014