MANO EN MANO HAND IN HAND

BOARD OF DIRECTORS MEETING MINUTES
October 13, 2010

51 Main Street
Milbridge, Maine

I. Call to Order and Attendance

Call to order at 5:30 p.m. In attendance: Chloe Dowley, Beth Russett, Morna Bell, Arthur Emerson, Eric Kelley, and Ian Yaffe (ex-officio), with Board guests Charlie Harrington, Kathy Howell, and Laura Thomas. Apologies: Olivia Perez

II. Approval of the Minutes

Approval of September minutes passes unanimously.

III. Public Comment Time

No public comment.

IV. Introductions of Charlie Harrington, Kathy Howell, and Laura Thomas

Chloe introduces Charlie Harrington (of the EdGE Program and Maine SeaCoast Mission), Kathy Howell of Machias, and Laura Thomas (ESL teacher for MSAD37 and former summer staff) who are all invited in consideration of joining the Board. She invites the visitors to ask questions, to stay for the Board meeting, and to consider joining Mano en Mano's Board of Directors. All three guests stay for the duration of the meeting.

V. Committee Reports

a. Board Development: Chloe Dowley, Chair

The Board Development Committee is in flux because Sasha is on leave of absence and she was previously chairing. To be picked up at next meeting. No further news to report.

b. Fundraising: Chloe Dowley, Chair

Involvement. The Fundraising Committee has divided up involvement. Eric is trying to gain contact with Cherry Point Foods and Wyman's. Eric met with the Vice-President of Wyman's and visited with Ian at a later point. Eric feels optimistic about how favorably the meeting went in appealing for donations.

Annual Appeal. At the previous fundraising meeting, the Committee set up a timeline to send out the newsletter and annual appeal letter together with

a postmark of November 15th. There is a sizeable amount to raise this year. Because our budget has increased significantly, we would like to match the percentage of the budget shift with gifts, even though the amount is significant.

Discussion. It is important for the Board to meet its personal gifts, and to push individual asks. The mailing lists are passed around for updates, and also to welcome additions. Annual appeal asks will be sent out and followed up with a phone call from a Board member. Board members will follow up with donors to ask them to keep giving or potentially increase their gift. Also potentially including handwritten notes. Letters will be printed by the November 10th Board meeting.

c. **Outreach: Beth Russet, Chair**

Beth has no new outreach news. The Committee is not quite yet established.

d. **Treasurer's Report: Arthur Emerson**

Arthur asks Ian to get financial paperwork to him by end of month as always. Arthur does his own reconciliation and says everything consistently looks good. Arthur has reviewed financial information for July, August, and September and gave them the okay. (Following up after being tabled from previous board meetings). Arthur has been communicating with Ian via email that financial statements and books look good.

VI. Director's Report: Ian Yaffe, Executive Director

Ian presents his Director's Report. See the attached document for complete report. It is important to note that in the next several years, because of the leap in budget, we will be considered a larger non-profit in the middle range, even though we are small at heart. Ian asks the Board to keep him to task and to keep the good dialogue going. Added responsibilities will be taken in stride, and the Annual campaign is one added responsibility to be addressed. Ian asks to keep an eye on raising the receivables proportion closer to $23,000 rather than $15,000 (due to increased budget).

Budget, Grants, and Giving Discussion. Beth asks why the raise in budget isn't just covered by the Migrant Ed grant and the Housing budget. We began the year with some deficit so it was necessary to aim higher for the overall budget. It is better on paper that we meet a higher proportion of operation costs, which isn't necessarily a need now, but because some grants are still out, it could potentially become a need by the end of the year. Ian says when we started the

year, the expense budget was $10,000 higher than the income budget. Ian won't have a new update until November or December, because some grants still holding out. No recently awarded grants, and no recently declined grants. If the final grants don't come in, the money may need to come from donations. Either way, we are not at risk of finishing the year in the red, but it looks better for the future if we aim for higher giving.

Construction Budget. Beth asks about the $500,000 budget (due to Housing and Construction contracts) and whether our budget will always include housing costs or just for the years we are constructing. Ian says even once construction is done, the project will generate $100,000 of expenses per year, and we won't likely be at $70,000 operating budget again. In the next two years, the budget will spike, then settle lower after construction is completed, but will always be higher than previously. It means a change in the dynamic.

Construction Progress. No activity has begun as of today. Ian says the company plans to start this week, next week at the latest. Ian suggests that the Board visit the property before the next Board meeting and invites the Board to visit the site at any time. Ian plans to go to Selectmen meeting in near future to inform them of progress. Ian plans to issue a press release after we have a picture of construction happening. The press release will acknowledge town officials, residents, others involved, and will look ahead positively. Extra security measures and adequate insurance are also in place in the construction plans should there be any trouble on the site or after the building is finished. Any potential trouble should be taken with due seriousness and caution. The hope is that nothing will happen, but plans are in place should this change.

Discussion. Relative to depreciation and what we have to consider, Ian says in the last year we had only $1,500 – $2,000 of depreciable assets so it hasn't made much difference pertaining to our budget in the past. In the coming years this number will rise significantly due to the housing construction and our building being a depreciable asset.

Program Update. Steve Wessler of the Center for Preventing Hate in Portland came to the office on Sunday, October 10th to interview families and local residents who were willing to discuss their experiences with him. Steve does studies on discrimination, prejudice, and racial bias, and is interested in pursuing dialogues or focus groups in the area. His visit was just the beginning of this project.

Migrant Ed. Ian says that Migrant Ed contract had stalled, but the dispute has been resolved as of yesterday (October 12th), so we are moving forward to providing services. Ian is still waiting on $25,000 outstanding of invoices from the State, but is confident that things will proceed more smoothly from this point. Migrant Ed has not posted the job for (the currently vacant) position director at Migrant Ed, so one of the chief issues is that the contact at Migrant Ed doesn't have the authority to solve all issues. The contact who does have authority is much higher up in the department with numerous responsibilities, so is difficult to reach.

VII. Old Business

a. Finance Reports (7/7/2010, 08/11/2010, & 9/18/2010)

Already addressed in the Treasurer's Report.

b. HAC Conference in December

Beth is available and would like to attend meeting in December in D.C. for Board development on behalf of the Board.

VIII. New Business

a. Hand in Hand Apartments: Notice to Proceed and Pre-Construction Meeting Results

The contractor is E.W. Littlefield of Hartland, Maine. It is of importance that the Board be well versed in information and specifics of project so that they can well-informed and be able to answer questions about proceedings

b. 2011 Schedule for Board Meetings

Tabled so that Ian can check with Olivia and bring it up at next meeting.

c. 2009 Audit (hard copy will be provided at meeting)

Ian reviews the letter auditors sent to Board. Further discussion will occur at the next meeting after members have the chance to compare this year's audit and annual report together. The Annual report and audit don't match very well in a couple of areas. The question is how to handle last year's annual report based on the audit's findings. The audit did not raise any red flags financially, but the annual report may need to be adjusted some to account for the audit's findings.

d. **Temporary Leave of Absence from Sasha Alsop**

Sasha is expecting her baby in December and emailed Ian, Chloe, and Beth, asking to cut back on activities for the fall until January. Chloe emailed Sasha back on behalf of Board that they excitedly await her return in January.

e. **Personnel Policy Revisions (hard copy will be provided at meeting)**

Ian edited the handbook to clarify language, clarify chain of command, stress mutual accountability, and added a Scope, Value, and Interpretation section to lay out the vision for staff policy. Ian would like staff and ED policies to be in harmony. See appended Personnel Policy.

Office Closure. Beth has concern with the idea that the office is closed for a period such as two weeks in December, because it means that clients have to direct elsewhere. Board suggests amending sick leave to add additional time. Board liked physical fitness time because it encourages staff health.

Mileage Reimbursement. There is a suggestion to pay higher mileage reimbursement wage than 80% of the federal reimbursement rate, which is a number that can fluctuate with federal changes. Morna suggests being cautious because we don't have the money. Board decides to revisit the reimbursement wage because it makes employees take the hit to be reimbursed at a lower rate. At the same time, if we commit to reimbursing at 100% of the federal rate, we could find ourselves running out of money and having less for actual programs. Board decides to leave the number as-is and revisit with the budget in January.

Sick Leave. The Board expresses concern about not enough extended sick leave time in the Personnel Policy and what benefits or pay employees are able to receive if they must take extended time. Ian invites Board to approve new policy with additional time for sick leave granted for at discretion of ED. The Board is also an agency to provide extra sick time if needed.

Vote. Chloe motions to vote to approve the new personnel policy with the Board adaptations (additional paid sick days, and extended sick leave at the discretion of ED). Put to quorum, the Board votes to approve the new policy unanimously.

f. Donor Assignments

Ian passes out donor lists for Board to look over, update, identify, and add to. The intention is to have each Board member responsible for 10 or so people to contact and be in touch with.

g. Other

Ian's review is upcoming next week.

IX. President's Review and Board Member Comments

President's Review is left for a later meeting.

X. Adjournment

The meeting adjourns at 7:30 p.m.