MANO EN MANO HAND IN HAND

BOARD OF DIRECTORS MEETING MINUTES
November 10, 2010 at 5:00 p.m.

51 Main Street
Milbridge, Maine

I. **Call to Order and Attendance**

Chloe calls the meeting to order at 5:30 p.m.

In attendance: Charley Harrington, Beth Russet, Morna Bell, Eric Kelley, Chloe Dowley, Laura Thomas; Ian Yaffe, ex-officio. Absent: Arthur Emerson, Olivia Pérez, Sasha Alsop

Chloe motions to vote Charlie, Kathy, and Laura onto the Board. Vote is seconded. Board votes unanimously at quorum to vote new members onto the Board. Beth leaves after the vote.

II. **Approval of the Minutes**

Chloe motions to approve minutes from October meeting. Unanimous vote to approve minutes from previous meeting.

III. **Public Comment Time**

No public comment.

IV. **Committee Reports**

a. **Board Development: Chloe Dowley, Acting Chair**

No new updates.

b. **Fundraising: Chloe Dowley, Chair**

Our fundraising goal is still $10,000. Newsletters are out and appeal letters are being passed around among the Board. The Fundraising committee will sent out a note the week after Thanksgiving for when the Board can make calls to donors they are assigned to.

Eric has not heard further from Matt at Wyman's and has not been able to get a meeting with Lawrence Ray.

Charlie asks about remittance letters and donor or corporate/company matches. Ian describes the new remittance envelopes, which should arrive before the appeal letters go out. Chloe says that in past years we have not been able to offer in-kind matches, but it's something to consider in the future.

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

Tabled to next meeting.

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

Tabled to next meeting.

V. **Director's Report: Ian Yaffe, Executive Director**

See attached Director's Report.

Updates. Mano en Mano is organizing Harold Rosenfeld's funeral, due to complications with language barriers, within the family, and documents needing to be signed in Peru.

Newsletters are out, and have been mailed to all on mailing list with the exception of those in Milbridge. Milbridge residents on the mailing list will be mailed newsletters on Friday.

ID cards have been issued to staff following staff request from the summer. Ellsworth Fire Dept. assisted us in getting the IDs.

Ana is assuming role as new ESL instructor, and we are looking to revamp, restructure, and reorder the ESL classes through the fall and winter. Mano en Mano hired Kelly Cunnane today. She will help out doing education support through the Migrant Ed grant. Ana is working hard getting students signed up.

A Bowdoin volunteer group will be coming Friday night to help with Mano en Mano's first Children's Story Hour on Saturday, November 13th. We are very excited to be working with the group of students.

High School Equivalency Program (HEP). We recently signed a contract with Syntiro to be subcontracted for $20,000 per year (renewable for 5 years) to recruit and sign up students for the GED Downeast and encourage higher education. Syntiro's federal grant also depends on their success in other areas of the state, but we hope to have the grant for the five years. Bethany Woods will be taking on this project with the collaboration of staff.

HEP guidelines are looser so it is likely more people will be able to qualify. Some students will qualify for both Migrant Ed and HEP. Ian and Bethany will be traveling to Philadelphia for the Annual HEP/CAMP Conference next week, covered by Syntiro, separate from their grant funds.

Debbie Gilmer is Syntiro's contract, and we are mutually excited to be working together. The specific focus is GED-based, and could potentially offer career workshops or other post-GED planning help. Post GED support can be career development or further education opportunities. The goal is to have 6 students by June on personal learning plans.

Construction. The construction update is still positive. As of right now, we are on schedule, and although the construction ran into a ledge, we will know next week whether that will obstruct the building plan. If so, there are several contingency plans the group is going over. The concrete should be done by

January, the rough carpentry by February. Interior work will happen through March – April, and the expectation is that May is a project close-out month.

Scholarship Fund. Ian requests change to scholarship account. Ian will be pulling out the scholarship account to separate the actual scholarship dollars. Several expenses are classified under scholarships that are related but not actual scholarship dollars. As it stands, Ian would like the Board to decide whether to count mandatory fees or other costs when looking at scholarship account. The question is how scholarship money is to be spent. Should administration costs be separated out? If we don't include any mandatory costs or fees, the fund could be as high as $4, 224.51 when re-classified.

Morna comments that some donors don't think about administration costs when donating money specifically for scholarships. Nothing changes accounting-wise, the question is the size of scholarship account. Eric thinks we should put as much in as possible and not keep overhead for administration costs. After some discussion, the Board decides to reserve the $4,224.51 that we currently have earmarked for specific scholarship money into a specific Bangor Savings Scholarship Account. Related scholarship expenses will not come out of this account.

Budget. In terms of budget, we won't go below zero, but it is unclear whether the budget will be in surplus or deficit at the end of the year. The construction project will push us into surplus on tax forms, but operationally it is unclear.

VI. Old Business

a. **HAC Conference in December—Beth Russet (09/18/2010)**
   Beth will update us when she returns. Board development training.
b. **2011 Schedule for Board Meetings (10/13/2010)**
   Tabled until next meeting.
c. **2009 Audit (10/13/2010)**
   On website, Ian will adjust Annual Report data to see 2009 Audit to view all financial data.
d. **Personnel Handbook (10/13/2010)**
   Changes to personnel handbook were already approved. Ian submitted the Board-requested changes to the personnel policy.

VII. New Business

a. **Change to Monthly Budget Statements (Housing Codes)**
   Budget now has housing line.
b. **Annual Campaign Letters & Personalized Messages**
   Board are going over annual campaign letters.
c. **Executive Director Compensation & 2011 Budget Team**
   There has not been a formal budget team in the past, so Ian would like to create one as he develops the 2011 budget. Charlie would like to be involved. Morna will also be involved, and likely Arthur as well. If the budget cannot be

created and approved in December, it will be set for approval in January. Board will be in contact about meeting times regarding the Budget team.

Board enters executive session to discuss Ian's compensation and benefits.

Board votes unanimously to pay the Executive Director $35,000 per year beginning on January 1, 2011.

d. Other

VIII. President's Review and Board Member Comments

Tabled.

IX. Adjournment

Board adjourned at 7:00 p.m. following executive session.

Minutes prepared by Bethany Woods