MANO EN MANO HAND IN HAND

BOARD OF DIRECTORS MEETING MINUTES
December 8, 2010 at 5:00 p.m. (dinner will be served)

51 Main Street
Milbridge, Maine

I. Call to Order and Attendance

Meeting called to order at 5:20 pm.

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

II. Approval of the Minutes

Before Beth leaves she updates the Board on her trip to D.C. for the HAC Conference. 850 people attended from 47 states. There was a large span of farmworker housing, and very inspiring meetings with lots of new information. There's a push for green building: restoring buildings; self-help homes; efficient sustainable building; ways to encourage people to continue sustainable and environmentally friendly practices; grants available through Enterprise to develop materials for tenants/property management on sustainable living, pushed by HUD/USDA. For future endeavors, it will always be good to do needs assessments and form strong partnerships before stepping into new waters.

Beth mentioned the free community "Table of Plenty" dinners at Weald Bethel every Sunday: locally grown, organic food prepared by community members. Beth signed Mano en Mano up for a community dinner on February 6th, 2011. Beth leaves.

Minutes approval passes unanimously.

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
Current Board donations are at $2,030; business donations are at $2,565; and individual donations are at $4,173.

Bangor Savings awarded us $2,000. Jack Kent Cooke Foundation awarded

us $7,500 today. The switch was beneficial to us. Foundation receivables are at our target goal, a few thousand off, but exceeded the original target for foundations this year. Events fundraising is at $632.

To close the budget in a positive standpoint on the annual campaign, we need $5,000 out of annual donors and $2,000 out of business donors.

Because Mano en Mano is now taking on contracts, we get caught in a cycle where we spend before we are able to be reimbursed. The budget plan is to plan for $10,000 over the projected budget to get us into a reserve account. Our payroll account was close this week before getting the checks in the mail today.

Reaching out to Donors. The Board discusses adding extra touches to newsletter to reach out to donors besides the actual newsletter. It may be possible to do the appeal earlier next year. Most of what we raise now is to pay for what we've already spent, and this makes it harder to make adjustments. Designating money is another way to reach out to donors. The way Ian has shaped the accounting system is based around designations. It's easier to actively solicit donations from those specific fields. We're pretty close at $7,000.

Lawrence Ray is suggested as a possibility to go to for donations. The companies aren't known for giving money to organizations that serve their workers. Wyman's hasn't given us any money for two years. Perhaps we'll try Wyman's next year in their new fiscal year.

Eric Kelley would like to step off the Fundraising committee. He experiences a conflict of interest with his extensive church fundraising.

c. **Outreach: Beth Russet, Chair**
No new updates.

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

Arthur reports that we started the month with $23,000, took in $2,000, spent $13,000, and ended up with $8,000.

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

Ian presents his Director's Report.

VI. Old Business

a. **HAC Conference in December—Beth Russet (09/18/2010)**
See Minutes Approval Section for Beth's report.

b. **2011 Schedule for Board Meetings (10/13/2010)**

Schedule A is 8 meetings (all Wednesdays). Schedule B keeps to 2nd Wednesday but removes July and August. There is some concern about missing certain months for the Board, especially crucial months of the year. Preference is for an every six-week schedule so that the there aren't large gaps between meetings. The next meeting will be January 19th.

c. **Treasurer's Report (11/10/2010)**
No new updates.

d. **Annual Campaign (11/10/2010)**
Ian would like feedback on the donor list. Staff will do final appeals next week on people who have not been assigned to a Board member yet. Any ideas or feedback to finishing up the appeal drive is welcome. All we have left are to make phone calls and see where the line falls. We are still looking for close to $5,000 of individual donations to close the year on a positive note and meet the annual campaign goal.

VII. New Business

a. **2011 Proposed Budget: Morna Bell, Art Emerson, & Charlie Harrington**
Ian crafted the budget by dividing up expenses this year into two general categories: internal and contract expenses. Contract expenses don't need to be planned for because they're fully reimbursed. Ian divided up 2010 internal and contract expenses, looked at 2010 total expenses to see what was spent for the year, and suggested 2011 internal budget. $100,010 proposed needs to be raised from non-contract related sources, with the exception of Syntiro (they're paying for some things that we've already paid for this fiscal year). Ian suggests looking at revenue accounts and seeing if that makes sense to the Board. If the revenue doesn't make sense, Ian can come up with a new budget based on what the Board thinks we can actually raise.

Ian would like Board to think about increasing the scope of the annual campaign, and making focus to double next year's amount of our individual donor giving. Ian is building $10,000 extra into revenue than expense, since we've drawn on it for two consecutive years by the end of the cycle. In the next year, we can't be in deficit.

This year will close at about $57,000 in grant money. This can also happen next year, but can't be absolutely relied on. Grant money is more specific, which can be harder to blend into operating costs.

If we don't get enough money from grants or our foundation sources, we have to rely more on the annual campaign. If we do well with foundation and corporate giving, we can rely less on the annual campaign.

Ian says we have been operating independently of our means, which needs to not be the case next year. We need to increase our revenue to match what we spend, or match what we spend with our revenue. Otherwise we are in danger of going into the red. If these expenses are budgeted for next year, they won't change.

Raising Funds. Kathy doesn't think it will be easy to make that much money from an annual campaign. She suggests multiple touches on donors, and that Mano en Mano include our client base, connecting our clients to showcase their skill and crafts, and in that way create revenue. The annual campaign is another avenue. Related to the economic times, some people have had a difficult year, and are unable to offer same level of support. Many grants exist for various programs or costs. Kathy suggests a potential stewardship campaign.

Art suggests getting the Mano en Mano name out. Charlie suggests service clubs, VFW, reaching out to corporations. Getting our name back in the open and in people's minds. We need to capitalize on providing something that no one else is providing. Kathy suggests a set-up for individuals to give every month. We will also be switching to bulk mailing, which means big savings. This will be set up for the next mailing.

Arthur asks if we target the Latino community. He suggests giving the opportunity if people want to give. Even if we are serving the community, they may want to give back.

Charlie says we need deep pockets helping deep pockets and access summer money. Chloe mentions longtime supporter Lee Lee Schlegel who is part of the community. Ian is looking for strategy from Board early next year to implement the budget. Board discusses how to make the budget work.

VOTE: Chloe moves to approve proposed 2011 budget. Morna seconds the motion. Board passes the new budget unanimously.

b. **Mano en Mano v. Former Employee (routine, but can only be discussed in Executive Session). Resolution expected on December 6, 2010.**
A former employee filed for unemployment and there was a discrepancy in the date they placed as last date of work and what was the actual date of work. The date was a typo on behalf of the former employee which was admitted, but Maine had no way to adjust the numbers without Mano en Mano taking the former employee to court to resolve the issue. Ian resolved the issue on Monday.

c. **Change in watch for 2011**
Board has voted the officers for next year, which will take effect January 1. Bank Accounts will be updated in January, but will have a month delay.

Sasha Alsop will be Board president, Chloe Dowley takes vice president, Arthur Emerson continues as treasurer, Beth Russet continues as secretary.

d. Other

Board will continue with the meals at Board meetings.

VIII. President's Review and Board Member Comments

IX. Adjournment

Board adjourns at 6:45 p.m.

Minutes prepared by Bethany Woods.