



**BOARD OF DIRECTORS
MEETING MINUTES**

Monday, December 10, 2018 – 12:00pm
Northwestern Settlement – Guild Hall

Mr. Perry called the meeting to order.

Members Present:

Anna Atkinson
Ginny Burnstine
John Conneely
Kathy Elliott
Sami El Saden
Carol Golder
Tracy Heilman

Christine Jacobek
Christine McQuinn
Amy O'Donnell
Leon Oks
Anthony Perry
Marc Peters
Connie Magnuson- *telephonic conf.*

Ron Manderschied
Kurt Mueller
Alice Schaff
Holly Sunshine
Diane Welnhofer
William Welnhofer

Others Present:

Dan Alexander
Jessica Flores
Tony Sutton
Katie Taylor
Edison Urena

Agenda Item 1. Public Comment

None

Agenda Item 2. Chairman's comments

Anthony Perry provided his Chairman's report. Tony thanked committee chairs again for their great work in moving forward with specific goals and outcomes. Additionally, he gave several shout outs to Auxiliary boards for successful fundraising events and gatherings, which not only are great with fundraising but for exposure to the Settlement programs and mission. He also thanked Thanksgiving volunteers, boards who helped with sponsoring families for the Adopt a Family holiday program and to Amy and Jim O'Donnell for purchasing hundreds of new winter coats, hats and gloves for the children enrolled Settlement programs.

Tony expressed that Bob Best, our General Counsel and Jessica Flores have been reviewing by laws and getting clarity on impact of the Open Meetings Act. After discussion at the Executive Committee, it was agreed that a policy should be drafted regarding how we handle public comment at our board or executive meetings. The Public Comment Policy was provided with meeting material. Additionally two more resolutions were shared, one to pass the Officers/Executive Committee roster and the Committee list for Fiscal 2019. Tony made a motion to approve the Public Comment Policy, Officers/Executive Committee Roster and the Committee list for Fiscal 2019. Alice Schaff moved and Kathy Elliott seconded the motions. The motions were carried by the affirmative vote of each director present.

Agenda Item 3. President's Report

Ron shared several updates of programs and events taking place at the Settlement. The Settlement's Early Childhood program cannot expand to having infants in the program as previously planned, this is due to building requirements (not being at street level) and therefore this opportunity will not take place.

ECE staff have begun exploring other potential opportunities for program development, including home visits. The AmeriCorps program has had a difficult time enrolling members this year. This seems to be a problem at sites throughout the country due to low unemployment rates. Ron and program staff have begun to explore potentially making changes to the direction of the program going forward.

Christine McQuinn received a shout out for being the facilitator in providing an opportunity to partner and collaborate with Northwestern University staff.

Tony Sutton, principal at Rowe Elementary also received acknowledgement for his leadership and a shout out to his staff for achieving a 1+ SQRP rating. Tony Sutton provided an update on the school. Tony shared that the school remains focused on strong instruction and continues to make changes to better support NWEA. Tony expressed that they have implemented a new math curriculum for K-8th grade and are exploring the possibility of doing the same for ELA. There are six scholars who have earned the Daniel Murphy scholarship (the average is 2-3 per school); Bain has been supportive in helping prepare scholars for their interviews. Interim assessment data looks very positive. Lastly, Tony expressed a larger emphasis this year on the 5E survey, in particular ensuring that they are providing context, to teachers, throughout the year in order for staff to reflect on this in preparation for 5E survey. The board congratulated Tony and the school for a great accomplishment.

The Settlement Program Performance Outcomes Deck was shared. This dashboard is produced once a year and provides a general overview of programs as well as feedback received from our families and the community served throughout the organization. The board expressed this being very informative and helping them to better understand program efforts.

Agenda Item 4. Consent Agenda

The Consent Agenda included the approval of Board minutes from September 17, 2018. Audit and Finance Committee minutes from September 17, 2018 and the October Investment Report. Officers/Executive Committee minutes from November 12, 2018, Governance/Nominations Committee minutes from September 4, 2018, and the Head Start report which includes the monthly narrative report for October and November 2018.

Anthony Perry requested a motion to consider the Consent Agenda for approval. Carol Golder made a motion, Kurt Mueller seconded. The motion was carried by the affirmative vote of each director present.

Agenda Item 5. Ad Hoc Committee Update

Tracy Heilman and John Conneely provided an update on the Private Sector Partnership & Innovation Committee. They expressed that the focus was to remain mission driven and bring in additional revenue for the organization. Therefore, the committee has agreed to develop a Work Force Housing program, which is home ownership as an opportunity to disrupt generational poverty. Currently the idea is to approach the initiative on a pilot basis. Next steps consist of obtaining feedback and thoughts from key stakeholders through preliminary meetings. More information to come as these efforts develop.

Agenda Item 6. Resource Development Report/ Discussion

Bill Welnhofner and Carol Golder led a discussion with the board members about the important role and responsibility the board has to secure necessary financial resources to operate all of our programs. They clarified the previous request for board member sharing of contacts that could potentially be strong leads and opened up for discussion if anyone had any thoughts and suggestions as to the best approach to increase fundraising and support.

The Fundraising report, included with meeting material was shared and it shared up to date information on status of foundations, grants and additional fundraising efforts. The board requested that Katie send a list of Foundations that are currently being worked on for the board to review and identify any contact they may have at these entities.

Tony Perry suggested making an introduction to leadership at UCAN, an organization that is doing amazing work in fundraising and suggested that Development staff take a look at best practices they (or other successful non for profit organizations) are implementing which may help NUSH.

Agenda Item 7. Governance/Nominations Committee Agenda

Kathy provided an update on the current work the Governance/Nomination committee has been doing. She shared they have been focusing on updating and reviewing job descriptions, as well as succession planning for board leadership; including Chair, treasurer, secretary and president. The committee will continue to work on refining these and will present these to the board in March. Additional efforts from the committee included a new Board member survey, developed and shared with 1-year members. Results provided good feedback on how to better support and engage board members.

Agenda Item 8. Audit and Finance Financials Update

Kurt provided a brief update on the financial status, which included a discussion of the October 2018 Budget financials, narrative, and the balance sheet. Kurt expressed that enrollment at Rowe is causing a shortfall and the organization is looking for ways to fill in the gap. Additionally, low enrollment for the AmeriCorps program is also causing a negative variance for that program.

Regarding the Investment report, market changes have caused a loss in value.

Lastly, Kurt expressed that they are currently meeting with Auditors to obtain more details for discrepancies in the Audit report. He expressed this needing additional attention to ensure that everything gets back on course, in addition to setting high expectations for our Audit Company.

Agenda Item 9. Other

Tony Perry shared that Adventure Stage hosted the YPO (Young Presidents Organization) event in November. He thanked ASC for hosting and the support with the event. The event was not only a positive and enjoyable experience for attendees, but it also provided exposure to the organization and the ASC program.

The next board meeting will be Monday March 11, 2019- 12pm at the Settlement.

There being no further business, Mr. Perry adjourned the meeting at 1:35 pm.

Submitted by:
Jessica Flores, Assistant Secretary.