

Kids' Harbor Board of Directors Meeting Minutes, August 26, 2020

Call to Order-

Call to Order at 5:17pm. Present members include Executive Director Cara Gerdiman, Danna Bryant, Tim Thompson, Jessica Bartholomew, Yvonda Schwartz, Shaun Hill, Julie Dill and Mariah Swinker (recorder).

Review and approval of minutes –

Motion to accept as written made by Danna, second by Jessica, all approved.

Old Business –

- A. Employee Handbook: A draft of the Employee Handbook was sent electronically to the Board of Directors and the KH Leadership Team on August 25th. Several comments and proposed edits have since been provided by the leadership team. Cara is planning to include the proposed changes and resend to the board. The board will then be asked to provide feedback and vote electronically prior to the September meeting.
- B. Review Grant Funding Status: Cara provided an update regarding the status of the NAP 2020 grant. An extension request has been submitted, awaiting a reply. If approved, the extension would allow the option to spend the previously awarded funds beyond the current 12/31/20 deadline. An application is being prepared for a COVID-19 Relief Grant. If approved, these funds could be allotted to COVID related expenses which were incurred earlier this year. Julie suggests that KH explore eligibility requirements for Camden County Cares funds. Cara will research this potential funding source. Cara is also exploring other available grants.
- C. Compliance Attorney Update (David Porter): Cara reports that she met with Mr. Porter earlier this month. As part of their initial meeting, he toured the KH1 building. David has asked that Cara gather information needed to prepare a customized compliance plan. He has also recommended that the board consider creating an internal Compliance Committee. This was discussed, and board elected to utilize the Internal Committee to meet this recommendation. Additionally, Mr. Porter has requested to meet with the board of directors later this year.

Treasurers' Report –

Danna presented the report. Board discussed the more than 90% loss in 2020 fundraising income due to the cancellation of multiple events. Due to COVID-19, the cancellations and losses were unavoidable. The group discusses alternative ideas for fundraising moving forward. Cara reports that awarded PPP funds have been spent. Motion to accept treasurers report made by Julie, second by Jessica, all approved.

President's Report –

Tim reports that he and Cara have had a number of virtual meetings to discuss the implementation of the recently created strategic plan. We will begin the process by assigning the internal and external committee members.

In an effort to maximize efficiency, Tim encourages to the board to streamline all communication (including file attachments) through the Slack platform. Cara reports that Slack has been upgraded from the "free" to the "basic" version. This will add functionality for all workgroups. Because KH is a non-profit, Slack offered this upgrade at no cost.

The President's report also explains that there currently is a lot of discussion in the media about child abuse, prevention, and sex trafficking. While not all information is accurate, it is clear that the public wants to take action. Tim encourages the board members to be a voice of reason and hope. Provide education, raise awareness, and invite people to participate in the next KH event.

New Business –

A. Executive Director's Report:

Referrals: Cara presents data from both KH1 and KH2. Referral volume is down.

Kids Helping Kids: One Cause Software has been purchased to accommodate the virtual platform of the event. The fundraising committee has been working to set up registration, silent auction, and other event pieces.

Progress Auction: This has been a wonderful addition to the fundraising activities. Danna reports that Jeffrey's Prime Rib & Lobster has agreed to keep a table set up for a couple of weeks. As of 8/25, \$2,586.73 has been raised.

Staff Transitions: Both new counselors have started. Both a KH1 child advocate and the office manager have submitted their resignations. Due to the decrease in referral volume and loss of NAP funding, there is not a plan to hire an advocate at this time. The position for an office manager is posted.

Accreditation Visit: Cara requests that board members plan to attend on October 16th. This will be a virtual visit. More information is anticipated to come over the next few weeks.

KH Audit: Audit is scheduled to take place on September 24th by Evers & Co. The board members should anticipate receiving formal notification of audit via mail.

Accomplishments: KH received a fully funded PCCAN Grant in the amount of \$5,000. This will help offset the cost to provide services to Phelps County Children.

B. New Committees:

- Internal: Tammy Darnell, Yvonda Schwartz, Julie Dill, Danna Bryant, Jessica Bartholomew, Mariah Swinker
- External: Shaun Hill, Julia Hammond, David Shipp, Tim Thompson, Carrie Judas

C. Board Openings/Recruitment:

There are currently three open board positions. Tim and Cara encourage board to assist in recruiting.

D. Annual Membership Packages for Corporate Sponsors:

Cara sent draft of the Sponsorship Guide to the board on August 25. Cara encourages board to review and provide feedback. The goal is to have these approved and mailed to business partners by October 2020.

For Your Calendars –

Events listed and discussed. Looking for volunteers to assist with silent auction table on October 6th at the Bogeys and Beer event.

Adjournment-

Next meeting September 23, 2020.

Meeting adjourned at 6:58pm. Danna made the motion, second by Mariah, all approved.