



**Board of Directors – Regular Meeting Minutes
November 2, 2017**

President Bob Lucas brought the Board meeting to order at 7:05 PM.

Board members present:

Voting: Nancy Dapper, Sara DiLeonardo, Michael Higgonbothan, Ed Kubit, Myles Lilley, Bob Lucas, Mark Mazzei, Wilma McNeese, Rekha Shukla, Jean Silvernail
A quorum (at least 6 out of 11 voting members) was present.

Non-voting: Mary Birks- Executive Director (Ex Officio), Aaron Lauth - MLPD Chief (Ex Officio), Stephanie Ross, MLSD Liaison (Honorary)

Board members absent:

Voting: David Paolicelli, Durwood Hill

Non-voting: Abigail Duclos (Junior Director), Steve McLean - Mt. Lebanon Commissioner (Ex Officio)

Staff and Counselors present by invitation:

Tracy Limegrover

Approval of Consent Agenda:

MOTION: Ed Kubit moved the approval of the following Consent Agenda items AS ATTACHED TO THE MINUTES OF THIS MEETING:

- a. Minutes of the Board meeting held on October 12, 2017, with clarification that motion to approve HIPPA vendor was duly seconded and unanimously approved. The minutes will be revised accordingly.
- b. Financial Ratios as of October 2016 and Financial Statements as of September 30, 2017
- c. Office Report for October 2017

The motion was duly seconded and unanimously approved.

Staff Report:

Tracy Limegrover spoke to Board. Outreach has recently hired seven new counselors. Diverse group as to clinical expertise. Have hired a counselor for Bidwell (acceptable to Bidwell); Melissa will start in mid-November.

Bob asked if any of the counselors have experience with gender identity issues, to which Tracy responded that there was one counselor who was both experienced in and passionate about it. It is contemplated that a local church would host a workshop for some group sessions to discuss these issues. Stephanie provided that some middle school students have formed a group which is endeavoring to address similar issues, with 8-10 students meeting weekly. As a result, she opined that there should be a demand for such services.

Tracy would like opportunity to brainstorm with Board or Board members to discuss other possible groups that may benefit from group services run by Outreach counselors (e.g. parenting, caregiving, mindfulness).

Office Developments:

Mary Birks reported the following: She has been recruiting potential Board members. Mary also provided that the Annual Report was completed, it should be printed and mailed shortly. Annual Appeal envelopes were in Mt. Lebanon magazine; have already received 2 donations. Two finalists for the "Pitch" were selected: Marc USA & Garrison Hughes. These teams will be presenting final pitch on November 16 from 4-5 pm @ Point Park University -- Board members are welcome to attend. Client intakes from 2011 - October 2017 were in Board packet -- most of intakes were from Mt. Lebanon. We received more than \$104,000 in fees in 2017 from Mt Lebanon -- a 12% increase since 2011. However, the number of intakes from Mt. Lebanon increased more than 200% during that time period (intakes increased, and clients are staying longer). It is estimated that it would cost approximately \$125 for a competitive service.

President's Report:

Bob Lucas reported the following:

COMMITTEE REPORTS

Fundraising, Development & Marketing: Board is still looking for a Speakeasy Chair (does not have to be a Board member). Sara has volunteered to be on Committee. Sienna Mercato has been reserved for May 8; Ken Rice will be MC. Cost will be same for venue. Pricing structure for sponsorships will remain the same as well.

Bob reported that Board is going to repeat the "Thank You Thon" where Board members will thank donors who have donated for the past two years. Can call or write notes. Board members will be assigned names of donors to contact. Goal is to have this completed by Thanksgiving. Not a request for donations. Mary will send out a script.

Finance: Nancy Dapper reported that the Finance Committee has reviewed Outreach's current pricing and is recommending certain changes thereto. Presently Outreach charges \$40/session for non-Mt. Lebanon residents; for Mt. Lebanon residents: the first two visits

are free, visits 2-10 cost \$15; the Outreach charge is \$40/visit thereafter. Finance Committee proposes raising fees for non-residents from \$40 to \$50; for Mt. Lebanon residents, the first two sessions will remain free, visits 2-10 will cost \$20; \$50/session will be charged thereafter. The Finance Committee proposes that the fee increase would commence on January 1, 2018. A mailer will go out informing current clients. It is estimated that this increase would raise an additional \$1,000/mo. Outreach will still have financial aid available; this will be mentioned in the mailer. Rekha motioned to approve proposed funding increase, Wilma seconded, Board unanimously approved.

Governance: Tim Flynn resigned from the Board due to time conflicts resulting from increased work responsibilities. Board is looking for additional nominations. Ed and Wilma have volunteered to be members of the Governance Committee.

Strategic Initiatives: Want to meet before Christmas (Jean, Rekha and Michael). Tracy will also be included.

Internal Communications (Ad Hoc):

OLD BUSINESS

Donations for Emily H. still being accepted.

Aaron Lauth is gathering items for the "Hidden in Plain Site" room. Looking for a broken flat screen TV, a dresser and a desk.

Miles wanted to congratulate Mt. Lebanon and those involved (including Aaron Lauth and Mary) for being awarded Safe Community designation (1 of 30 in country).

Mary had a productive meeting with St Clair Hospital as to how Outreach and the hospital can partner. Additional meetings towards this end will be scheduled.

NEW BUSINESS

Holiday party dates were discussed.

Mary provided that donations will be accepted to offset the cost of the holiday party during next month's meeting.

Adjournment: The meeting was adjourned at 8:15 PM.

Executive Session: None.

Respectfully submitted,
Mark Mazzei
Board Secretary