



**SPONSORED BY THE SISTERS OF DIVINE PROVIDENCE,
"STRENGTHENING FAMILIES, ENRICHING LIVES"**

**Minutes of Board Meeting conducted
Thursday, October 10, 2017
4:30 – 6:30p.m.**

Present: Jim Bartoszewicz, Ken Cuccinelli, Doug Hart, Sheryl Johnson, Brittany McGraw, Sr. Betty Sundry, Sr. Mary Traupman, Sr. Charlotte Tolliver, Charles Vargo, Samantha Ellwood

Guests: Delvina L. Smith, Mark Titi

Absent:, Wendy Church, Sr. Marlene Luffy, Ian Prisuta, Sr. Judith Rotunda,

I. Consent Agenda

Jim Bartoszewicz welcomed everyone and Sr. Betty Sundry opened the meeting with a prayer.

The consent agenda and minutes of the 5/11/2017 meeting were approved by the board members.

(Motion by Sr. Betty Sundry and seconding motion by Doug Hart)

II. Finance/HR

A. Audit

Doug Hart presented the audit that was conducted by Lally & Co., The audit focused on financial statements and a representative from Lally & Co. reviewed it with the Finance Committee last week. The audit found all financial statements to be accurate. Doug said that auditor shared that the audit raised no unanswered questions or surprises. Samantha note that preparation for the audit was more challenging this year because of two new members of the leadership team and she commended Mark on his work on the audit. Sr. Mary Traupman raised a question regarding the portion of the report that addressed internal controls. Doug responded that the auditor had no concerns about our internal controls and the language used in the report is standard language used by the auditing firm to protect themselves in the case of unfound problems.

Doug said that the Finance Committee recommends accepting the audit as it stands. The audit was accepted.

(Motion by Charles Vargo and seconding motion by Ken Cuccinelli, all members voted aye in favor)

B. July-August Statements 2017

Doug presented August financial statements. Of note, the organization is currently showing an unbudgeted surplus, mainly due to the receipt of the unbudgeted \$25,000 grant from the Pittsburgh Foundation. Tuition is down, but wages are down in response to that. In regards to the balance sheet, the accounts receivable list have since been received. The department summary was reviewed for August 2017 and compared to FY 17. The final numbers for S

C. FY 2018 Budget Assumptions

Doug provided an overview of the FY 18 budget assumptions, highlighting that the final budget includes staff increases, other foundation revenue of \$145,000, and \$100,000 from the Divine Providence Foundation, all of these were changes recommended by the Finance Committee to the staff. Charles agreed that it was important to provide staff with increases, because the organization went many years without giving them. Ken asked about how wage increases would be determined. Samantha said that they would follow the pay matrix that was developed last year that focused on both performance and position within the pay scale, one of the continued goals is to get all staff above \$10 per hour. Charles also complimented the Finance Committee on the budget assumption document saying it was well prepared. Ken asked if there would be any value to change the 401 (k) match and vesting policy. Samantha noted that maintaining our current retirement policy helps us provide a competitive benefit package for staff.

Samantha said that she and Delvina prepared a detailed plan regarding the development revenue. The plan includes targeted grants and the probability of receiving them, as well as a month by month approach and activities around both individual and corporate gifts.

D. Presentation of Proposed FY 18 Budget

The Consolidated Budget Proposal was approved by the board members. (Motion by Sr. Mary Traupman and seconding motion by Sr. Marlene Luffy)

III. Board

A. Election of New Executive Committee and Member

Charles explained the voting process for a new member and the Executive Committee slate. The slate was as follows;

President/Chair, James Bartoszewicz
Vice President, Sr. Mary Traupman
Secretary, Sr. Betty Sundry
Treasurer, Doug Hart
Immediate Past Chair. Charles R. Vargo

Charles also reminded everyone that although Jim was nominated for President, that the Vice-President position should not be seen as a right to the Presidency. He then introduced Sr. Charlotte Tolliver to the group, Sr. Mary also spoke on her behalf.

The group voted via ballot and unanimously voted for the new Executive Committee and Sr. Charlotte Tolliver as a new member.

B. Presentation of 2017-2019 Proposed Strategic Plan

Samantha presented the proposed strategic plan and explained that plan is broken up by each individual priority, coded by priority areas, and then the actions are listed. The plan is only for FY 18 and would be reevaluated next spring to develop action steps for FY 19. During the review of the plan, Ian said he would like to see more focus on innovation. Charles noted that when talking about our presence as a community hub, he would like it to talk more about the One Northside initiative.

When the group discussed the plan both Ian and Ken both felt it was more of an operational plan, as opposed to a strategic plan. Samantha noted that all of the priorities were consistent with the conversations at the planning retreat about the areas of focus and actions needed to move the organization forward. Charles also added that during the planning retreat it was discussed that most stakeholders surveyed were happy with the programs and services being offered to the community, the bigger issue that was highlighted was the need to have a consistent and strong message around what our message is and why our work is important. Samantha will work on clarifying and expanding some sections. The group will use the plan to monitor progress at all upcoming board meetings.

IV. Corporate Matters & Planning

A. Enrollment Report (April 2017)

The Early Childhood program currently has 80 children enrolled and the Afterschool program has 22 children. Recruitment efforts are underway and summer camp applications were released in March. Currently 29 children are enrolled in summer camp. Wendy asked what our usual summer camp enrollment is, Samantha said in years past it has been higher, up to 50, but the

hopes are that with a new staff person leading the program, her new ideas will help recruit more children. Sr Mary mentioned that a digital sign would be helpful, Samantha said they are working on pricing that out.

B. Development Dashboard

Delvina presented the development dashboard. Almost all of the areas are behind, but she also shared ways to make up the deficit in the final two months of the fiscal year, including Day of Giving, the Highmark Walk, and the Backyard Barbeque. Samantha noted that we would have come in closer to budget on other foundation income if we would have applied for a Heinz Endowment grant for \$30,000-\$40,000 for the spring, but we determined it was best if we waited until the fall when they said they could award us \$70,000.

C. Highmark Walk

The Highmark Walk will be on Saturday, May 13, 2017 at Stage AE. Delvina provided an update on the organization's progress. Currently we have raised just under \$5,000, with a large portion coming from classroom fundraising. The Development Team successfully conducted a spaghetti dinner event that helped register many of our child care families and staff and brought in nearly \$1,000. There is still time to register for the walk.

D. Backyard Barbeque 2017

The 2017 Backyard Barbeque will be held on June 23 at the Westin hotel. Outreach has been conducted to past sponsors, donors, and attendees, encouraging them to renew their support early. To date \$25,575 has been received or pledged for the event. Invitations have gone out and we are starting to get Steelers raffle ticket back. Samantha said that although we are ahead year to date compared to last year, we are still behind on sponsorships and we are feeling the loss of Jim Senge and his contacts

Delvina encouraged board members to renew their sponsorships. Staff will also be sending out a list of the current businesses we are reaching out to see if members of the board have any contacts.

V. Adjournment

Chair of Board of Directors Date

Secretary of Board of Directors Date