

The Community for Pittsburgh Ultimate

Board of Directors Meeting

Date: January 17, 2019

Time: 6:30 pm

Location: Ice House Studios Conference Room

Bridgeline: 641-715-3580; 251-637

Board Members:

	Present	Absent		Present	Absent		Present	Absent
Lucy Bender	X - 7:01		Kira Harbourne	X		Christie Lawry, Executive Director	X	
Patrick Cooper			Jenna Kappelt	X (on phone)		Daniel Menges, Treasurer	X	
Vivek Devaraj	X		Jay Walker	X (on phone ~7:30)				
Evan Gross	X		PJ Williamson	X				
<i>5 required for quorum</i>								

Guests: None

Minutes:

Item	Discussion	Vote/Conclusion	Follow-up & Ownership
<i>Call to order</i>			Time: 6:45
<i>Approval of minutes</i>	December 20, 2018 Meeting Minutes	Motion: Evan Second: Vivek All in favor: 5-0	
<i>Finance Committee and Treasurer's Report (20 minutes 6:30-6:50)</i>	<p>Executive Summary (Daniel) Reminder we've changed booked minders.</p> <ul style="list-style-type: none"> • First thing Daniel noticed - PHUL scholarship - funds go to Pgh Foundation negative amount reflected to year to year gap and to cover shortfall - what is our role with the PHUL scholarship? • Will Depreciate FNOL rights at 5k a year starting in 2018-2020 (if possible) or 2019-2021 • 3 open checks can be written off after 3 years - so oldest can be voided. • 2018 hasn't been closed, Listwak will be handling the closeout process - timeline bookminders getting info to listwak by april 15 and we'll file for an extension and taken care of shortly thereafter 		<p>Talk with Pgh Foundation about stewardship of PHUL scholarship. (Daniel, Vivek, Christie)</p> <p>Should we email a recap of the 2018 Annual Fundraising to Fundraising committee? (Ownership? PJ?)</p>

	<p>Financial Statements (Daniel)</p> <ul style="list-style-type: none"> • Statement is now through the whole year. • A little bit of extra income may still be coming in. • Fundraising campaign raised \$9,020 less IOBY costs, will try to attribute it to 2018 vs 2019. <p>Fundraising IOBY Campaign closing report (PJ)</p> <p>Gala Update (Jenna)</p> <p>Reschedule meeting for 2018 Annual Report (Daniel)</p>		<p>Contributions & Fundraising categories to be combined on 2019 financial statements. (Daniel)</p> <p>February - discuss changes to make in order to avoid deficit in 2019 (BOD)</p>
<p><i>Administrative Report (15 minutes)</i></p>	<p>Executive Director Report - link HERE (updated 1-17-19)</p> <p><u>Updates from Christie:</u></p> <p>Unlikely that Pittsburgh Ultimate will be hosting men or women’s college regionals.</p> <p>Turner Valley/Visit Monroeville continues to be a potential partnership</p> <p>February update on Mars field contract (Christie)</p> <p>Wildwood Sports Complex dome another potential field space for indoor leagues & tournaments.</p> <p>2018 Strategic Plan Update Google Doc (Christie)</p> <p>Annual Report group can use to prepare material for community.</p> <p><u>Possible updates from December meeting:</u></p> <p>SBO PA Ultimate - no updates</p> <p>Safesport Certification - January 13 @ 8:30</p> <p>Webinar - Max attended</p> <p>Pittsburgh Ultimate hosting college regionals at Turner Valley - see above notes</p>		
<p><i>Board Committee Updates</i></p>	<p><u>Executive:</u></p> <ul style="list-style-type: none"> • BoardsWorks process & next steps (PJ) <ul style="list-style-type: none"> ○ RMU Nonprofit Services Agreement ○ RMU BoardWorks Invoice ○ Schedule for BoardWorks Retreat - see notes in follow up column 	<p><u>Executive:</u> PJ, Jenna, Lucy</p> <p><u>Internal/External:</u> Jay, Jenna, Kira</p> <p><u>Governance:</u> Evan, Lucy, Coop, Jay</p> <p><u>Finance:</u> Daniel, Vivek, Evan, Coop, Lucy</p>	<p>BoardWorks survey for board members due on February 1.</p> <p><i>4 hour board retreat is part of agreement. Retreat held at least 45 days</i></p>

	<p><u>Internal/External</u>: no updates</p> <p><u>Governance</u>:</p> <ul style="list-style-type: none"> ● Vote on board member appointment policy - Evan’s Document ● Natalie Barnhart Gender Equity chair transfer - Evan’s Policy Document ● RUNNING 2019 ELECTION? <ul style="list-style-type: none"> ● Board discussion regarding filling the open board spot temporarily vs. looking into taking time to round out BOD skill set / experiences ● Potential to increasing number of Board seats (PJ) vs. having strategic planning committees driving work <p><u>Finance</u>:</p> <ul style="list-style-type: none"> ● Annual Report - January meeting recap from Monday, January 14 @ 6:30 <ul style="list-style-type: none"> ○ Reschedule meeting 	<p>Vote on “Approved Board Policy for Selecting - Committee Chairs”</p> <p>Motion: Jay Second: Vivek All in Favor: 7-0</p> <p>Vote on Natalie Barnhart:</p> <p>Motion: Evan Second: Vivek All in Favor: 7-0</p> <p>Vote on Svetlana</p> <p>Motion: Kira Second: Vivek All in Favor: 7-0</p>	<p>out from Feb 1 (earliest mid-March).</p> <p>75%+ of board members are required to attend.</p> <p>Lucy-</p> <p>Notify Natalie that she has been approved for Gender Equity committee chair.</p> <p>Jenna-</p> <p>Notify Svetlana that she has been removed as interim chair of Gender Equity Committee and approved as chair of Community Integration.</p> <p>Follow-up for internal/external - Discuss what to post in public minutes (Monthly to actual? Financial statement?)</p>
<p><i>Other Business</i></p>	<p>Update on data taskforce (Susan)</p>		
<p><i>Strategic Plan Committees</i></p>	<p><u>Diversity Committee</u>: Jay</p> <p><u>Gender Equity Committee</u>: Svet/Christie/Lucy</p> <ul style="list-style-type: none"> ● New chair - Natalie (Board needs to vote) ● Meeting minutes link ● Goals review 2018 ● Next meeting January 24 @ 6:30pm <p><u>Fundraising Committee</u>: PJ</p> <p>Board Thank You Notes Assigning</p> <p><u>Field Space Task Force</u>: Vivek</p> <ul style="list-style-type: none"> ● Update on potential development opportunities 	<p>Vote on Vivek as chair of Field Space Task Force:</p> <p>Motion: Kira Second: PJ All in Favor: 7-0</p>	<p>PJ-</p> <p>Discuss Diversity Committee chair with Ben Banyas</p> <p>PJ -</p> <p>Send out individual lists of thank you note assignments</p> <p>Lucy -</p> <p>Express BOD’s appreciate of GE committee work at next meeting. :)</p>

	<p>Vivek seeks advice from BOD regarding opening high-yield savings account for Field Space Task Force. No vote needed.</p> <p>Engaged members meeting monthly.</p> <p><u>Community Integration</u>: Svet Meeting week of January 21</p> <p><u>Youth Committee</u>: Patrick</p> <ul style="list-style-type: none"> ● Contact list of potential members ● Send email for first meeting ● Final Youth Charter Link <p>Coop - Acting chair</p> <p>Youth Committee Member Brainstorm List</p> <p>All board members feel free to add!</p>	<p>Vote on Coop as acting chair of Youth Committee:</p> <p>Motion: Lucy</p> <p>Second: Vivek</p> <p>All in Favor: 7-0</p>	
<i>Closed Session</i>		None	
<p>Meeting adjourned: 8:40pm</p> <p>Next meeting: February 21, 2019 @ 6:30pm</p> <p>Phone Call: N/a</p> <p>REMINDER: book room (icehousestudios@gmail.com, 10043RdSt)</p>			

Submitted by: Lucy Bender (Secretary); Meeting minutes written by Evan Gross for Financial Statement & Executive Summary
Date: Thursday, January 17