

## **Minutes of the YWCA Board of Director's Meeting**

January 22, 2018

6:00 pm

**Members Present:** Diane Hightower, Keisha Jimmerson, Jackie Johns, Nicolina Kelly, Diane Krivoniak, Cindy Leonard, Paula Maloney, Carlotta Paige, Faye Rosatti, Sr. Lois Sculco, Norma Skillings, Karen Struble-Myers, Carlene Williams.

**Members Absent:** Marcy Karasek, Rosin Rivera-Bretana, Theresa Rusbosin, Tina Wodzinski.

### **Call to Order**

Prior to the call to order, Cindy Leonard notified the board of the passing of Reta Snodgrass Kuyat, founder of the YWCA Westmoreland County. After a discussion, the board decided to issue a proclamation in memory of Reta and rename the "Founders Room" the "Reta Kuyat Room," in memory of Reta. Diane Hightower volunteered to draft the proclamation. A committee will be formed to coordinate details of the room renaming, including design and ordering of a plaque, solicitation/collection of funds to purchase the plaque, and the related establishment of an emergency/miscellaneous/slush fund or budget category, to support similar purchases in the future. A current fund of this type does not currently exist, and Karen Struble-Myers volunteered to address this point with the finance committee in an upcoming meeting. The board also decided to sign and send a card to Reta's family and suggested that Reta's history and legacy with the YWCA be featured in an upcoming newsletter.

President Norma Skillings called the meeting to order with the reading of the YWCA mission statement at 6:31 pm.

### **Consent Agenda**

Items were reviewed, including:

- November 2018 board meeting minutes
  - It was noted that the minutes need to be corrected with the addition of last names.
- YTD FY 2018 Financial Report (Final)
  - A revision was suggested to the formatting of the financial report, to include a comparison of actual expenses versus budgeted expenses and a display of achieved percent-to-budget. Cindy Leonard will work to incorporate this in future financial reports.
  - Diane Krivoniak proposed a program profitability analysis. This is currently being pursued by Cindy Leonard as part of the grant writing and reporting process.
- Treasurer's Report of Fund Balances

A motion was made by Karen Struble-Myers to accept the consent agenda with the discussed corrections to the November minutes and was seconded by Paula Maloney. Motion carried unanimously.

### **Committee Reports**

- Racial Justice Committee – No report. Next meeting scheduled for January 24.
- Finance Committee – No report.
- Board of Governance Committee – No report. A meeting was scheduled for January 17 but was rescheduled due to inclement weather.
- Executive Committee – The committee met in December and had a conversation about how to enhance YWCA revenue streams, including bringing in new sports programs. The committee also discussed the YWCA's before and after school programming, including the program for students of Baggaley Elementary School. The Baggaley program has only three children enrolled and has faced competition from similar YMCA programs and the Westmoreland Community Action Headstart program. In an effort to bolster the program, the committee decided to pursue additional marketing efforts and reassess the status of the program in April. Cindy Leonard provided an additional update, adding that since the committee met the YWCA has lost an additional program staff person and the YWCA Education Director has been staffing both morning and afternoon shifts, in addition to her regular duties. Due to these compounding factors, the program will likely shut down. The YWCA Education Director will be charged with finding new, additional locations for afterschool programming, including within the Jeannette School District.
- Sportswomen Awards Banquet Committee – The committee met the week of January 14. Committee members reached out to two potential keynote speakers, but both had conflicts. The committee is also searching for an event emcee. Board members were encouraged to email to Theresa or Nicole with ideas.

### **Executive Director Report**

Executive Director Cindy Leonard reported on recent and upcoming activities at the YWCA, including:

- The installation of a new phone system, which features voiceover IP and seamless communication between buildings and replaces a very old system. The new system bundles all monthly services (including internet) and includes all needed hardware.
- The YWCA's front desk job description will be posted to online job boards within the next two days.
- The recent President's Luncheon, which welcomed YWCA Legacy donors, Honor Circle donors, and past board chairs.
- Program updates, including:
  - Tech Programs – Yough recently attended their first Legoland competition and won first place in technical design. This could be featured in an upcoming press release.

- Thrift Shop – The shop’s annual 50% off sale is scheduled for February 7 – 8. On February 9, the shop will feature a \$3 per bag sale.
- Education – Preschool is going well, as is the ESL program. The Adult Literacy/Basic Literacy Skills program quietly closed, as it only had three students enrolled. The Westmoreland Intermediate Unit is looking to rent YWCA space to offer a similar program for free.
- The YWCA will run four radio advertisements with WHJB in the coming weeks, including one each on technology classes, the thrift shop (promoting awareness), preschool/summer camp (promoting enrollment), and TechGyrls (promoting summer camp enrollment).
- Reaching out to the Bayer Center, regarding their Boards Work service, which includes a governance review and a half day board retreat. The board agreed to pursue this opportunity and possibly host the board retreat in late May or early June, on an evening or Saturday. Cindy will send a Doodle poll to gauge availability and will also look into the Community Foundation of Westmoreland County’s penthouse as a possible location.
- Status of the YWCA’s corporate MasterCard:
  - A motion was made by Diane Krivoniak stating that Kathy Raunikar’s card is to be cancelled and a new card with a \$5,000 credit limit is to be approved for new director Cindy Leonard. Carlotta Paige seconded. Motion carried unanimously.
- The recent retirement of YWCA staff member Liz. A retirement card was circulated for board members to sign.

### **New Business/Action Items**

- Guidstar article: Top 6 Ways a Board Can Help its CEO
  - The board agreed to table discussion of this article until next month.

### **Upcoming Board Meetings**

The next board meetings are scheduled for February 26, March 26, April 23, and May 28.

### **Adjournment**

The meeting was adjourned at 7:19 pm.

**Minutes Submitted By:** Jackie Johns, Secretary