



**LCHAY**

Lane Coalition for Healthy Active Youth

LCHAY Board of Directors Meeting Minutes *Approved*

April 14, 2011

12:00-1:30 PM

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**Board Present:** Mardel Chinburg, Hillary Kittleson, Jennifer Jordan, Jimmy Unger, Gene Obersinner, Sarah Hampson, Michelle Gall, Lori Bumgardner

**Board Absent:** Sarah Grall, Colt Gill (Keith Hollenbeck, on temporary leave)

**Staff Present:** Laurie Trieger

**Guest:** Mia Cariaga

**Call to Order:** Vice-Chair Mardel Chinburg called the board to order at noon and reviewed the agenda

**Minutes:** Jimmy moved, seconded by Gene, to approve the minutes of March 10, 2011. The motion was approved unanimously.

**Introductions and Chat with Guests:** Jennifer introduced Dr. Patrick Luedtke, the new Lane County Public Health Office. Dr. Luedtke talked a bit about his background and work in the field of public health.

Laurie introduced board candidate Mia Cariaga, Assistant Finance Director for the City of Eugene. Mia spoke briefly about her interest in serving on the board and her belief in the importance of LCHAY's mission. She then left the room while the board considered her application.

**Board Elections:** Hillary moved, seconded by Jennifer, to approve Mia Carriage for a position on the board of directors. The motion passed unanimously. Hillary moved, seconded by Jimmy to reappoint Colt Gill and Jennifer Jordan as board members. The motion passed unanimously. Then Sarah moved, seconded by Lori, to approve the following slate of officers: Chair—Colt Gill; Vice-Chair—Mardel Chinburg; Secretary—Michelle Gall; Treasurer—Mia Cariaga. The motion passed unanimously. Mia returned to the meeting.

**Debrief and Feedback on Sugar-sweetened Beverage Forum and ACHIEVE Grant Information Session:** Regarding the Forum, Laurie began the discussion by noting that nearly 40 people attended, about half of whom were attending an LCHAY event for the first time. Jimmy said that while the turnout was disappointing, the panel was very good and the discussion was lively. Sarah H commended Jimmy for his presentation skills in keeping the discussion on track. Regarding the ACHIEVE Grant session; Laurie reported that almost everyone who was invited came to the session, including a number of CEO's of area agencies and local government reps. She said most of the attendees indicated interest in further involvement with the grant. Mardel said she thought the briefing was very thorough and was pleased to see so many in attendance.

**Director's Report:** Laurie referred to the Director's report in the agenda packet. She noted that LCHAY will be co-sponsoring an event with Eugene Coalition for Better School Food, a talk by Dr. Daniel Marks, Director of Oregon Child Health Research Center at OHSU. Jimmy will introduce Dr. Marks. She also reported that the first annual appeal letter went out the prior week. To date \$571 has been received. She asked board members to sign up to make follow up phone calls the week of April 18.

**Exec Committee Report:** Mardel reported that the Executive Committee will act as the board nominating committee. She noted that the number of board members currently falls within the by-laws requirements, but that as many as four members could be added. She encouraged board members to submit ideas for new additions to the board and emphasized that the board has time to be strategic about these additions.

Mardel also reported on an idea that had emerged from the Executive Committee, that of scheduling regular time on board agendas for members to bring new ideas that the agency should consider. For example, she would like to find a way for LCHAY to partner with Committed Partners for Youth/Big Brother/Big Sister. She thinks such partnership is a natural one and we should consider a joint grant to Nike, for example, to assist both agencies in helping young people. Hillary like the idea of taking time regularly to talk about innovative ways to carry out LCHAY's mission, saying it will keep board members excited about that mission. Lori added that there could be a placeholder spot on each agenda for such discussion. Jimmy added that he liked that the item was board-driven and would not take more of Laurie's time.

**Budget Planning and Parameters for 2012:** Hillary noted that she had agreed to serve on the Budget Committee through the development of the 2012 budget, despite the expiration of her term in April. She distributed updated 2010-11 projections and went over them. She reported that the Budget Committee recommends the following parameters for preparing the 2011-12 budget:

- Assume a 2011-12 ending working capital of \$25,000.
- Prepare three scenarios for staff compensation: 0% cola, 1% cola and 2% cola.
- Direct Laurie to reallocate resources to fund raising and grant writing.
- Increase contractual services funding for board retreat facilitation costs.
- Increase accounting services budget to reflect actual requirements (Emge & Whyte had performed some services pro bono this year).
- Increase budget for training/professional development/memberships.
- Consider sinking funds for server replacement and periodic audits.

Board members agreed with these parameters. Hillary said the Budget Committee will present a draft budget in May, with final approval scheduled for June.

The meeting was adjourned at 1:35 p.m.

Minutes respectfully submitted,

Hillary Kittleson