



LCHAY

Lane Coalition for Healthy Active Youth

LCHAY Board of Directors Meeting Minutes

July 10, 2008

12:00-1:30 PM

ShelterCare Administrative Meeting Room

Board Present: Jimmy Unger, Jennifer Jordan, Loren Barlow, Lee Shoemaker, Marion Diermayer, Hillary Kittleson, Bob Keefer, Susan Ban, Jorge Navarro,

Board Absent: Beth Gerot, Colt Gill, Terry Brooks, Althea Olds Seloover, Keith Hollenbeck, Brian Terrett

Staff Present: Laurie Trieger

June Board Meeting Minutes: The June Meeting Minutes were presented and the Board unanimously approved.

Executive Director's Report was delivered: 501-c-3: Laurie provided an overview of the application process for the 501-c-3 application. She has appreciated technical assistance from TACs (Technical Assistance for Community Services). *Susan and Hillary agreed to help review the document before it is submitted in early September.* Laurie reported that final approval could be as early as January 2009 or as late as September 2009.

Grant updates: Laurie has submitted the grant report for NW Health Foundation and is preparing the report for Meyer Memorial Trust.

Funding from the CAST grant is complicated because the SHMC Foundation will not accept federal funds on our behalf. TACs advised that LCHAY's agreement with ORI be crafted to protect LCHAY; with ORI accepting accountability for all grant reporting requirements. LCHAY will invoice ORI, but may wait for tax exempt status before doing so. Bob cautioned that LCHAY should not hesitate to open a bank account to accept CAST funds if the 501-c-3 status is delayed.

Outreach and Advocacy: Jimmy reported that the agenda for the August meeting will include a discussion of board direction for legislative advocacy. Laurie is in contact with other local and state-wide organizations that have-or are developing- policy agendas we may want to support. Laurie was asked bring a list of possible legislative initiatives to the August meeting. Hillary asked whether there might be opportunities in the federal Farm Bill and new resources available through the state.

Executive Committee: Jimmy reported on the Executive Committee meeting. The committee approved LCHAY membership in the Oregon Public Health Association. The committee forwarded to the board a question about Executive Director Leave package. After some discussion,

Hillary moved and Jorge seconded a motion to ask the Executive Committee to work out the details of the leave package using the parameters presented with the addition of an accrual cap.

Board directors recommended that the policy be simple, set a workable precedent for the future, and use a discretionary leave approach. Board directors suggested that the leave be compensable within the accrual cap.

Resource Development Committee: Jimmy reported that the Resource Development forwarded to the board a question about developing a policy that requires board directors to contribute to LCHAY to

the extent they can, and to support the resource development efforts of LCHAY to the extent they are able. Discussion ensued regarding the role of fund raising to an organization like LCHAY. Board directors preferred a broader definition of “contribution”, allowing people to contribute what is meaningful to them. Budget and Finance committee is working on an analysis to determine what level of private contributions will be needed. The Resource Development committee will draft a policy and Brian Terrett (Resource Development Committee Chair) is exploring ways to provide training and education for LCHAY Board regarding non-profit fund raising.

Project Updates: Laurie reported that the Springfield Farmers’ Market is going well. She is working with market sponsors to create capability for food stamps to be spent there. “Dot Surveys” will be conducted to get feedback from market customers in August and September.

The CAST (Community and Schools Together) Grant Project planning is underway. While it has been challenging to identify the specific focus for LCHAY’s participation in the project, Laurie has agreed to participate in the Food Assessment Work Group and to chair the Focus Group Work Group. There may be other ways to participate in the future. Laurie will track time and commitment to ensure that the grant funds for LCHAY are utilized.

Funding has been awarded for the OPT (Obesity Prevention Toolkit) Project. Health Policy Research Northwest is the applicant; LCHAY is a key community partner. LCHAY staff time for this grant is “in kind” support up to \$10,000 and the project is seeking additional \$10,000 in grant funds for LCHAY’s participation.

The Executive Committee met with Margot Helphand to talk about a board retreat to develop a program plan. Laurie has meeting dates from Margot and will survey the board to find a date that works for most. The outcome for the retreat is a specific plan for developing LCHAY programs.

By-Laws Amendments: The amendments to the by-laws were initially presented at the June meeting of the board. The amendments were distributed to all board directors prior to the July meeting.

Bob moved, Hillary seconded and the board approved with unanimous vote the amendments to the by-laws as presented.

“H” Election: Laurie asked the board for direction about completing the “H” election as part of the 501-c-3 application for IRS tax exemption. The “H” election provides a formula for non-profits to calculate limits to lobbying activities.

Hillary moved, Loren seconded that LCHAY’s application for tax exempt status include the “H” election.

ProWalk/ProBike Fall Conference: Laurie asked the board for permission to attend this conference. The board discussed the merits of the conference for LCHAY. The City of Eugene will pick up some of the costs for the conference. Laurie will be a panel speaker.

Hillary moved, Susan seconded a recommendation that LCHAY fund Laurie’s participation in the ProBike/ProWalk Fall Conference.

Next Meeting: Jimmy reported that the next meeting is August 21. Agenda items will include:

- grant application and approval processes and policy
- legislative agenda and activities for LCHAY
- Executive Director leave policy recommendation
- Fund Raising policy for LCHAY board recommendation

Minutes respectfully submitted,



Susan Ban, Vice-Chair