



LCHAY
Lane Coalition for Healthy Active Youth

LCHAY Board of Directors Meeting Minutes
June 11, 2009
12:00-1:30 PM

Board Present: Jimmy Unger, Hillary Kittleson, Susan Ban, Jorge Navarro, Colt Gill, Reuben Mayes

Board Absent: Jennifer Jordan, Bob Keefer, Lee Shoemaker, Marion Diermayer, Keith Hollenbeck, Loren Barlow

Guest: Michelle Meador, Pacific Continental Bank

Staff Present: Laurie Trieger

Call to Order: President Susan Ban called the board to order and reviewed the agenda. The number of board members attending did not represent a quorum. Susan determined to proceed on non-action items.

Announcements: There were no announcements.

Agenda Review: The agenda was adjusted to hold over action items.

Minutes: Due to lack of a quorum, the May minutes were held over for approval in July.

Director's Report: Laurie reviewed the director's report that was included in the packet, highlighting the following:

- Trainsong Neighborhood "Operation Clean Sweep" received excellent publicity in the Register Guard, including a brief mention of LCHAY. The OPT project will host a barbecue for the neighborhood on Saturday, June 13. The project is almost at the mid-point, with six more meetings to go. The next meeting will focus on active transportation. The following meetings will be devoted to eliciting neighborhood action priorities.

Re: the information in the report about a graduate student's offer to write a grant for LCHAY to develop a Community Gardens Program in Springfield, Hillary asked about the timing and role of the board in approving this project. Members present agreed that, as proposed in the Financial Procedures Manual, the board would formally approve all grant requests prior to submission and the director would flag grant possibilities such as this one to make sure the board is comfortable with the potential grant request.

Committee Reports:

Resource Development—Reuben reported that the committee has identified potential donors; constructed a \$60,000 "fund raising pyramid" (expected larger donations from a smaller number of people, smaller donations from a larger number of people) and prioritized who to contact.

Strategic Planning—Reuben, Jimmy and Jorge reported on the committee’s first meeting. The group emphasized that it wanted to build on what LCHAY has already accomplished and to identify LCHAY’s unique contribution to preventing childhood obesity (what we “own”, our “brand”). As a structure, the group thought LCHAY should focus 80% of its time on environmental and policy change and 20% on specific activities or programs, such as a speaker’s bureau or working with churches and schools to provide greater neighborhood access to physical activities facilities.

Budget and Finance Committee—Hillary reported that the committee developed two recommendations to the board, for banking services and a proposed financial procedures manual. This work was done through email “virtual meetings.”

Run Walk Committee – In Lee’s absence, Laurie passed out “save the date” cards for Wonders of Walking (July 18) to distribute and showed window card advertising of the event. She encouraged everyone to help promote and to attend.

Executive Committee – Susan reported that the Executive Committee reaffirmed its role as the Personnel Committee. In that capacity, the group determined that an annual evaluation of the Executive Director is important and should be done in the May/June time frame. Given the extensive evaluation conducted last year, a simpler evaluation will be conducted this year. Board members have been asked for input.

Information and Education

1. Banking Services

Hillary noted that, if adopted as proposed, the LCHAY financial procedures manual would require annual board appointment of a bank services provider. The Budget and Finance Committee did not think it was necessary to go through a procurement process, but rather relied on the experience of other non-profits in recommending Pacific Continental Bank. Michelle Meador, a representative from Pacific Continental, gave an overview of the bank’s services, noting that it focuses on three types of customers: professionals, local businesses, and local non-profits. Services include sending customers an annual CD-ROM with pictures of all checks deposited and written, as well as trainings and networking opportunities for non-profit representatives throughout the community.

Due to the lack of a quorum, the members present agreed that the Executive Committee should authorize services in order for accounts to be established by July 1, the beginning of the 2009-10 fiscal year. The Executive Committee then unanimously approved the following motion:

Authorize:

- *the Executive Director (Laurie Trieger) to open bank accounts with Pacific Continental Bank, and to make any and all decisions regarding the accounts;*
- *the Executive Director, the Board Chair (Susan Ban) and the Board Secretary/Treasurer (Hillary Kittleson) to be signers on the accounts;*
- *the Executive Director to add Business MasterCard's that have a total aggregate dollar amount of \$5,000.*

2. Fundraising 101

Reuben distributed a packet of information and discussed fundraising in the current financial environment. He emphasized the positive: there are still opportunities to succeed; it is important to have a compelling vision and ask people to join in your vision. He also noted that fundraising is an art and a science. The technical steps to take are known; what is important is a disciplined approach.

Susan asked about the board's expected level of commitment. Reuben responded that the Resource Development Committee is discussing a goal for the board of 10% of the overall fundraising goal of \$60,000; which means total of \$6,000 from the board.

Decision Item: Financial Procedures Manual

Although no decision could be taken, members discussed issues related to the current draft. Hillary suggested that, based on a conversation with a treasurer of another non-profit, the amount required for two signatures on checks be lower than the \$2,500 originally suggested. Other members agreed. After some discussion, the group suggested a maximum of \$1,000. Hillary also raised the issue of an audit vs. a less formal independent financial review. The group agreed that, given the cost of an audit, a less formal review would be preferable, if it met grantor requirements. They also asked for more information on the difference between the two types of review. Laurie and Hillary will research these questions.

In other matters, Laurie noted that Jennifer Jordan will not be attending board meetings in July and August due to attendance at a conference and vacation.

The meeting was adjourned at 1:30 p.m.

Minutes respectfully submitted,

Hillary Kittleson, Secretary/Treasurer