

Fourth & Hope
Board of Directors Board Retreat & Annual Organizational Meeting
February 2, 2019 10am
108 W. Woodland Ave., Woodland, CA

MINUTES

Board members present: Brad Miller, Suzi Ishikawa, Larry Peterson, Pat Stoffregen, Ken Bryant, Nick Roncoroni, Scott Mansell, Trudie Martin (arrived 11:35 a.m.)

Guest/Board Member: Catherine Portman

Staff: Doug Zeck

Consultant: Carol Souza Cole

The meeting was opened with prayer by Doug Zeck at 10:05 a.m.

Suzi Ishikawa welcomed everyone and reviewed the agenda with board members.

The 2015-2020 Strategic Plan was reviewed. Items discussed included:

- Doug Zeck reported that a recent CARF recommendation suggested the board review the strategic plan quarterly, and consider annual updates. The current strategic objectives were reviewed by the board.
- Board composition was discussed.
- The current board application will be reviewed at the February 2019 board meeting
- Consider including board governance on regular board meeting agendas
- An elevator speech for the board to use should be created
- Talking points need to be developed for the board; may become a focus on the monthly executive director report
- Targeting the 10 largest employers in Yolo County for advocacy could be a strategy
- The district attorney's office reached out to Fourth & Hope for an Office of Emergency Services grant (\$1.5M) for transitional housing
- Effective use of volunteers can support the work at Fourth & Hope
- Create a volunteer coordinator position; work closely with Joseph and Charlotte; would this be paid or volunteer
- Could grant funding support volunteer coordination; create a job description for a volunteer coordinator
- Fourth & Hope currently contracts for donor development and facility management
- Doug Zeck reviewed details with the board regarding the micro neighborhood proposal being considered for development at Beamer and C.R. 102 in Woodland.
- Fourth & Hope has been partnering with the County of Yolo and City of Woodland on an extended shelter at the county's former jail facility across the street from the emergency shelter; this will remain open through June 2019
- The board authorized a letter be written to the Yolo County Homeless Poverty Action Committee (HPAC) to request a comprehensive approach to identifying county-wide homeless needs, in addition to the Point in Time Count

A draft of the Strategic Plan 2019 will be presented at the February board meeting.

The board recessed for lunch at 12:10 p.m. and reconvened at 12:40 p.m.

New board member

President Suzi Ishikawa stated that Catherine Portman submitted an application for board membership. Ms. Portman shared her reasons for serving on the board and left the room to allow the board to consider her application.

Ms. Portman was approved for board membership.

Board 2019 calendar

The board reviewed a draft board meeting and event calendar for 2019.

A motion was made by Trudie Martin with second by Scott Mansell to adopt the 2019 meeting and event calendar.

Motion passed.

Minutes from November 2018 regular board meeting.

A motion was made by Brad Miller with a second by Pat Stoffregen to approve the November 2018 minutes as presented.

Motion passed.

Finance Committee Report

The regular financial report through December 2018 was reviewed and discussed.

It was moved by Trudie Martin with second by Brad Miller to approve the December 2018 financial reports.

Motion passed.

Organizational Meeting - Election of Officers & Committee Assignments

President Suzi Ishikawa reviewed her year of service as president and thanked the board for leading the organization to where it is today.

Election of Officers

Board officer roles and responsibilities were discussed.

It was moved by Catherine Portman and seconded by Ken Bryant to combine the roles of secretary and treasurer for 2019-20.

Motion passed.

It was moved by Catherine Portman and second by Brad Miller to accept this slate of officers:

- President – Suzi Ishikawa
- Vice-president – Nick Roncoroni
- Secretary/Treasurer – Scott Mansell

Motion passed.

The board discussed terms of service of officers and board members. The board re-named the “mission” committee to the “development” committee.

Appointment of Board Committee Members

- Finance: Scott Mansell (chair), Ken Bryant, Pat Stoffregen
- Development: Ken Bryant (chair), Trudie Martin, Larry Peterson, Brad Miller, Catherine Portman
- Executive (President, Vice-president, Secretary/Treasurer): Suzi Ishikawa, Nick Roncoroni, Scott Mansell

The meeting was adjourned at 1:33 p.m.

Next board meeting – acronym key
Executive director report – talking points
Board application review for board recruitment
Report on board terms; board contact information
Fundraising report

DRAFT