



**Board of Directors Meeting Minutes**  
**Friday, June 7<sup>th</sup>, 2019**

*The mission of Children First/Communities In Schools is to empower children and their families to reach their full potential through advocacy, education and services. As Communities In Schools, we surround children with a community of support, empowering them to stay in school and achieve in life.*

<p><b>Mission Highlights</b></p> <p><u>Board Development: Apprise &amp; Act</u></p> <p>FY 19-20 Board Officer Nominations</p> <p>Resource Development Plan Preview</p> <p>FY 19-20 Budget Presentation</p>
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Topic	Desired Outcomes	Who/Time
<p><b>1. Welcome</b></p> <p><b>2. Review Mission Statement</b></p> <p><b>3. Consent Agenda</b></p>	<p>1. Acknowledge Attendees</p> <p>2. Reminder of Mission</p> <p>3. Address Approval of:</p> <p style="padding-left: 20px;">a. May Meeting Minutes</p>	<p>Cecilia</p> <p>8:30</p>
<p><i>Discussion:</i> Welcomed New Board Member Corry Hyde.</p>		
<p><i>Outcome/Next Steps:</i> Motion made by Mark to approve the May minutes; Motion seconded by Jennifer. Motion was unanimously approved.</p>		
<p><b>4. Equity &amp; Inclusion</b></p>	<p>1. Racial Justice Coalition Update</p>	<p>Cecilia</p> <p>8:35</p>
<p><i>Discussion:</i> Next RJC Meeting scheduled for this afternoon.</p>		
<p><i>Outcome/Next Steps:</i> Will need to identify organizational representative for this coalition next fiscal year.</p>		
<p><b>Ensure organization has strong infrastructure to support our mission.</b></p>		
<p><b>5. Board Development Committee</b></p>	<p>1. FY 19-20 Board Officer Nominations</p> <p>2. New Board Member Nominations</p> <p>3. Officer Transition Meetings</p>	<p>Laurie</p> <p>8:45</p>
<p><i>Discussion:</i> Slate of new officers was presented to the board. Members were asked to vote for each officer as presented on a separate tally sheet. Two new board members are under consideration for next fiscal year and Laurie shared informal information about each. More information will be forthcoming regarding each member for a future vote. Members might be asked to vote on two new board members electronically.</p>		

June 27th Executive Committee Meeting will be the transitional meeting date for incoming officers to meet with respective outgoing officers.

*Outcome/Next Steps:* FY2020 Officer slate was formally approved by the board members.

<b>6. Fundraising/Resource Development Committee Update</b>	<ol style="list-style-type: none"> <li>1. Resource Development Planning</li> <li>2. Grants Update (non-Advocacy)</li> <li>3. Events Update</li> </ol>	Natasha & Audra 9:00
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*Discussion:* Giving Day was a success with approximately \$1,500 raised for this inaugural event. Estes AYS event, hosted by Laurie Pulver, was a huge success with approximately \$3,000 raised. Today is the WLOS food drive and members were encouraged to make a financial donation on behalf of the agency to benefit from the Carolina Furniture Concept matching grant.

Natasha also shared about Carolina Furniture Concepts financial support beyond the Break The Hunger Food Drive of general television media PSA’s for CFCIS to run on WLOS.

United Way grant was awarded for the next three years along with an additional \$1,000 to be used for the purpose of increasing Diversity Equity & Inclusion efforts of the organization.

CISNC awarded the agency a Data Quality Grant in the amount of \$7,300. Melvin R. Lane grant was awarded to the agency - \$150,000 total over a three-year period. This grant is to be used to increase development capacity and related training for staff and board.

Titmus Grant awarded for \$5,000.

Engagement Activities – Volunteers are still needed for the Downtown After 5 event scheduled for later this month.

Resource Development Planning – A Resource Development plan and dashboard is being built and will be presented to the full board in August.

*Outcome/Next Steps:*

**Increase and diversify revenue sources and maintain strong financial oversight to meet the mission of the organization and provide long-term sustainability.**

<b>7. Finance Committee Report</b>	<ol style="list-style-type: none"> <li>1. April Financials</li> <li>2. FY 19-20 Budget Presentation</li> </ol>	Jonathan & Morgan 9:15
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*Discussion:* April financials and the commentary were reviewed in detail by Jonathan. Morgan provided additional budget details. Overall, year-end financials appear to be more in line with the actual approved budget, with a deficit of approximately \$27,000.

The FY2020 budget proposal was presented to the board. It was noted that the proposed budget is a zero balance budget, which has not happened organizationally for some time. Several changes have occurred organizationally in order to reach a zero-based budget:

Director of Community Supports will be absorbing additional Resource Development & Engagement responsibilities; two Student Support Specialists both now Lead Student Support Specialists will be assuming responsibility for some functions previously carried out by Director of Community Supports; this budget factors in all staff moving to the Emma campus, and includes part time staffing positions for Operations and Resource Development. The budget also reflects HVAC improvement at Emma Family Resource Center.

Feasibility of the staff move in July was discussed. – Meeting space at United Way would still be available. Public positioning of the move needs to be considered. Members also discussed the 18-day unpaid leave requested by the Advocacy Director, which meets current personnel policy and is also a benefit to the overall budget scenario. Members discussed the need for a policy about sabbatical leave, which was worked on in previous years but was never finalized.

*Outcome/Next Steps:* Motion was made by Elizabeth to approve the April financials as presented; Motion seconded by Cecilia. Motion was unanimously approved.

Motion was made by Elizabeth for the executive committee to develop a sabbatical leave policy effective FY2020. Motion seconded by Stacey. Motion was unanimously approved.

Motion was made by Jennifer to approve the FY2020 budget as presented; Motion was seconded by Mark. Motion was unanimously approved.

**Expand Advocacy efforts to educate and empower the community to take action.**

<b>8. Success Equation Update</b>	<ol style="list-style-type: none"> <li>1. 2019 Policy Agenda</li> <li>2. FFAB</li> </ol>	Greg & Laurie 9:30
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*Discussion:* FFAB continues it’s work with city and county government:

Buncombe County Successes: \$3.6 million in Early Ed Funds realized.; \$3.8 million for affordable housing investment realized. – BC committees for each focus area has resulted in a deeper understanding of the total county investments in these areas.

Asheville City successes: expect to see \$1.2 to \$1.8 million investment for transit improvements in FY2020.

State budget is still under development with Raise the Age changes going into effect this year in December. Funds are needed to support this rule change but the Senate budget does not reflect this support. Greg spoke with Senator McGrady yesterday to advocate for more funding. Projected Early Childhood Education funding is down in both proposed budgets, and Medicaid expansion is not seen in either House or Senate budgets. There is concern about a possible veto situation between Governor and the NC General Assembly.

*Outcome/Next Steps:*

**Ensure organization has strong infrastructure to support our mission.**

<b>9. Executive Director Update</b>	<ol style="list-style-type: none"> <li>1. Staffing Update <ul style="list-style-type: none"> <li>-Staff Changes</li> <li>-Staff Outing</li> </ul> </li> <li>2. General Update</li> </ol>	Natasha 9:40
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	<ul style="list-style-type: none"> <li>-Strategic Plan Goals &amp; Objectives</li> <li>-Melvin R. Lane Update</li> <li>-CISNC Data Grant</li> <li>-CIS Annual Conference</li> </ul> <p>3. Acknowledgements &amp; Special Recognition</p>	
<p><i>Discussion:</i> Agency now has two lead Student Support Specialists, they will be assuming responsibility for some functions previously carried out by Director of Community Supports in addition to serving as a resource for other Student Support Specialists.</p> <p>Staff outing set for June 21<sup>st</sup> from 3:00 – 4:30 pm – Board members will are welcome to attend.</p> <p>Strategic Planning goals are being determined. A request for Board Approval will be made prior to start of new FY. Intend to work on objectives and development of associated workplan for each goal throughout the remainder of this summer.</p> <p>Melvin R. Lane grant was awarded to the agency - \$150,000 total over a three-year period. This grant is to be used to increase development capacity and related training for staff and board. Thanks to each staff person and Board Member who assisted with this process.</p> <p>CFCIS was informed of a funding opportunity through CISNC to support Data Quality at the local affiliate level. Staff worked very quickly to meet quick turnaround for this funding request. CISNC was awarded \$7,300. Funding awarded must be spent down prior to the end of the current FY.</p> <p>CISNC Annual Conference is scheduled for August 12<sup>th</sup>-14<sup>th</sup> in Cary, NC. All Student Support Specialists, Director of Community Supports and Executive Director will be attending. An invitation was extended to a Board Officer to attend.</p> <p>Special acknowledgement and recognition took place for outgoing Board Officers and Members. CFCIS is appreciative of their commitment, dedication and service to the organization.</p>		
<i>Outcome/Next Steps:</i>		
<b>Confirm Next Meeting</b>	Friday, August 2 <sup>nd</sup> , 8:30 am	Cecilia 9:55

**Engagement Opportunities  
For  
June**

**WLOS Food Drive: Friday, June 7<sup>th</sup>:** This event brings in several food and monetary donations. Volunteers will be accepting food, packing it into boxes and loading it onto the truck. Each shift has 3 spots that need to be filled.

**Downtown After 5 Wristbands: Friday, June 21<sup>st</sup>:** Children First/CIS is receiving 2,000 from the Asheville Downtown Association at this event and we need to provide volunteers to check IDs and distribute wrist bands. Still need 5 volunteers for the 1<sup>st</sup> shift and 8 volunteers for the 2<sup>nd</sup> shift.

**Summer Reading Groups:** Assist with Summer Reading for Summer Campers. Summer Reading Groups are scheduled for June 20<sup>th</sup> & 27<sup>th</sup> and July 11<sup>th</sup> & 18<sup>th</sup> from 12:00 PM to 3:00 PM.