



Board of Directors – Minutes February 15, 2023 at 4pm

Attendance Summary – 21 of 24 Board members present, 3 absent, 0 guests, 6 Staff members

Board Member Attendees:

☒ Susan Crocket	☒ Alex Musetti	☒ Jeff Shepard
☒ Colleen Rogers	☒ Alyson Yarberry	☒ Jeremy Webb
☒ Vanessa Dixon	☒ Athena Wong	☒ John Hoefer
☒ Paul Godby	☐ Debashis Chowdhury	☒ Kimberly Valley
☒ Catherine Sorensen	☒ Ed Inal	☒ Madison Spach
☒ Richard Swinney	☒ Frederique Georges	☒ Marc Reich
☐ Don Kennedy	☒ Gregory Washer	☒ Mark Clews
☐ Roger Armstrong	☒ Hogi Kurniawan	☒ Thomas Manakides

Staff: Lisa Fujimoto, Executive Director, Hope Manzanares, Chief Philanthropy Officer, Isabel Valdivia, Human Resources Director, Breanna Fernandez, Director of Special Events, Juan Flores, Marketing Manager and Sonia Guzman, Executive Assistant.

Materials:

- Distributed at meeting
 - Board of Directors Report
 - Board of Directors Roster
 - The Priority Center's Committees
 - Shireen Varga Resume (CPO)
 - Gala Sponsorship Packet
 - 2021 990 (Draft)
 - Board of Director's December 6th, 2022 meeting minutes.
- Emailed prior to the meeting
 - Board of Directors Report
 - Board of Directors Roster
 - The Priority Center's Committees
 - Shireen Varga Resume (CPO)
 - Gala Sponsorship Packet
 - 2021 990 (Draft)
 - Board of Director's December 6th, 2022 meeting minutes.

MEETING PROCEEDINGS

WELCOME AND INTRODUCTIONS

Board Chair, Susan Crocket, opened the meeting at 4:05 pm by welcoming those in attendance and thanking Colleen Rogers, Board Co-Chair, for conducting the December 6th meeting in her absence.

Susan Crocket announced the upcoming Board of Director's meetings:

April 11th, 2023

May 19th, 2023 (Board Retreat)

June 13th, 2023

EXECUTIVE DIRECTOR'S UPDATE



Board of Directors – Minutes February 15, 2023 at 4pm

Lisa Fujimoto, Executive Director

- Lisa expressed gratitude to Ann McPherson for her donation of \$100,000. \$60,000 unrestricted and \$40,000 for the Gala, The Crean Family Foundation for donating \$25,000 towards the Gala, and to Catherine Sorensen and Freddie Georges for their great job with the Families Helping Families event in December.
- Lisa announced that The Anaheim Ducks Foundation and Wright Ford Young have accepted to be honored at The Priority Center's Gala. Debashis Chowdhury, will also be honored.
- Expressed gratitude to Meredith Baer for a Basic Needs Gift in Kind donation valued at \$80,000.
- *Love is* campaign raised \$12,500. (Thank you to the Board of Directors that donated)
- Thank you to Hogiadi Kurniawan, Marc Reich and Colleen Rogers for working and reviewing the 990.
- The Priority Center has received the Platinum Transparency Seal from Candid, Charity Navigator Site.

PROGRAM HIGHLIGHTS-

Lisa Fujimoto, Executive Director

- Lisa announced Shireen Varga, as the new Chief Program Officer.
- Lisa announced that the person in charge of Connected Care resigned. The position has been offered and it has been accepted by a current employee who has been with the center for 20 years. An official announcement will be made after Isabel, Director of Human Resources, gives this candidate a formal offer.
- Contract has been signed for Basic Needs Program. Will be starting negotiation for School Readiness. Adult In-home contract is in negotiation.

HUMAN RESOURCE UPDATES:

Isabel Valdivia, Director of Human Resources

- Organization chart was presented.
- Lisa announced that Tina Hopka, Basic Needs Program Supervisor, who has been with the center for 20 years will be promoted to a manager.
- Isabel announced - only 7 open positions.

FINANCE REPORT-

Paul Godby, Chair of the Finance Committee

- Revenue:
 - Year to Date Budget: \$4,548,568
 - Year to Date Actual \$ 4,217,163
 - Year to Date Variance (\$331,417)
- Expenses:



The Priority Center

Ending the Generational
Cycle of Trauma

Board of Directors – Minutes February 15, 2023 at 4pm

- Year to Date Budget (\$120,198)
- Year to Date Actual (\$104,757)
- Year to Date Variance (\$15, 440)
- Cash Flow –
 - December 25 days Cash on hand
 - Projecting 38 Days cash on hand through January.

MARKETING COMMITTEE UPDATE

Alyson Yarberry, Marketing Committee Chair

- Lisa was honored in Orange County's 125 most influential people for 2022.
- Love Is campaign raised \$ 12,600.00 (Video was presented)
- Annual report is anticipated to be done within the next two weeks.
- Social media has been updated with the 40th anniversary logo.
- Legacy leaders are being identified to be part of the video that will be presented at the Gala.
- Vanessa suggested brain storming on how to attract more audience to our social media postings.
- Lisa suggested to please repost The Priority Center's social media postings.
- Lisa presented the Elevator Speech.
- Juan suggested to the Board members that they add to their Link-in on link-in that they are part of The Priority Center Board of Directors.

MAJOR GIFTS PHILANTHROPY

Hope Manzanares, Chief Philanthropy Officer

- Thanked the Board members that have been able to meet with her.
- Currently have 155 donors about 25 that are hot.
- Meeting with lapsed donors for re-engagement.
- Marc Reich informed that there will be a blood drive at Abbas' office. He will follow through with information through an email.
- Lisa explained that Major Gifts is primarily individuals that have the income to make \$10,000.00+ donations.

FUND DEVELOPMENT REPORT

Marc Reich, Fund Development Committee Chair, informed the Board about the Blood Drive at Abbas' office on February 22nd. Marc also informed the Board that the Pickleball tournament will be on May 7th and encouraged the board to participate in the Athletic Challenge and Ragnar.

Kimberly Valley, Fund Development Committee Co-Chair, presented the Development Comp Report.

- Breanna Fernandez, Director of Special Events, presented an Update for the Gratitude and Underwriting Party. The event will be at Debashis's home on March 9th from 4-6:30pm. The



The Priority Center

Ending the Generational
Cycle of Trauma

Board of Directors – Minutes February 15, 2023 at 4pm

invitation was sent through Greenvelope. Colleen Rogers, Gala Committee Chair, asked the board to please provide her with any contact information they might have on previous donors to honor them during this party.

- Colleen Rogers, Gala Committee Chair, presented the Gala updates to the Board of Directors. Gala will be on Saturday April 1st from 5pm to 11pm at the Balboa Bay Resort. 80's theme. Andy Vargas will not be presenting at the Gala as entertainment. There has been another band hired. \$110,000.00 sponsorships raised to date. Support is needed for sponsorships at all levels and auction items. (Sponsorship Packets were handed to the Board of Directors)
- Breanna Fernandez, Director of Special Events, provided Pickleball tournament updates.
Date: Sunday, May 7th, 2023
Location: The Tennis and Pickleball Club at Newport Beach
Tickets: \$175 Open Tournament, \$ 175 Beginners Clinic, \$ 65.00 Spectator Ticket
- Breanna introduced Gifts in Kind Donation form and the Volunteer Calendar from February to April.

CORPORATE AND FOUNDATION RELATIONS

Kimberly Valley (Laura Henkels)

Bank Outreach letter was presented to the Board of Directors.

Lisa Fujimoto, Executive Director, presented Corporate and Foundation Relations.

- Corporate TFYTD \$46,999
- Foundation Relations- Grants TFYTD \$ 237,776

BOARD DEVELOPMENT

Madison Spach, Chair of Board Development Committee

Madison Spach and Lisa presented Michael Kurland for consideration as a Board Member. Lisa shared Michael's involvement with The Priority Center as a member of the Marketing Committee and also through several Fund-Raising events.

990 REVIEW

Hogiadi Kurniawan, Audit Committee Chair

Presented the final draft of the Tax form 990 for the Board Members to review and approve

GOVERNANCE

Catherine Sorensen

Catherine Sorensen, informed the Board of Directors that she is gathering information on bylaws from different non-profit organizations. She is hoping to present what she has gathered in April.



The Priority Center

Ending the Generational
Cycle of Trauma

Board of Directors – Minutes February 15, 2023 at 4pm

Susan Crockett announced that the HCA Compliance training certification is due and must be submitted as soon as possible.

CONSENT CALENDAR/ NEW BUSINESS- SUE CROCKETT

- **Approve Board Minutes from December 6th, 2022**-Catherine Sorensen made a motion to approve the December 6th 2022 Board Minutes. Ed Inal seconded the motion. There were no objections. Motion was passed unanimously.
- **Michael Kurland**- Madison Spach made a motion to approve Michael Kurland as a member of the Board of Directors, contingent upon his Live scan clearance and the completion of HCA Compliance Training. Ed Inal seconded the motion. There were no objections. Motion was passed unanimously.
- Susan Crockett asked all members to review and advise if there are any updates or errors in the Board Roster and in the Board Committees.
- **Tax Form 990**- Ed Inal made a motion to approve the tax form 990 as reviewed and discussed. Madison Spach seconded the motion. There were no objections. Motion was passed unanimously.

Susan Crockett announced that The Board Retreat is being planned for May 19th. Per Lisa, it will be at The Pacific Club from 9am to 5pm and cocktails after. The cost will be \$100 per person.

There being no additional business in the open portion of the meeting, the meeting was adjourned by Susan Crockett, Chair at 5:59 pm.

Kimberly Valley

Digitally signed by Kimberly Valley
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Kimberly Valley, Secretary of the Board of Directors

Minutes Approved - At the June 13th, 2023, Board of Directors planning meeting,

Colleen Rogers, Board Co-Chair moved, and Richard Swinney, Board Treasurer, seconded, approval of these February 15th, 2023 minutes. The minutes were unanimously approved.

Kimberly Valley

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email=kvalley@americanbb.bank, c=US
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Kimberly Valley, Secretary of the Board of Directors