



Board of Directors – Minutes April 3rd, 2024 at 4:00pm Via Zoom

Attendance Summary – 16 of 26 Board members present, 10 absent, 6 Staff members

Board Member Attendees:

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

Staff: Lisa Fujimoto, Executive Director, Deborah Fasola, Accounting Director, Shireen Varga, Chief Program Officer, Isabel Valdivia, Chief People Officer, Laura Henkels, Director of Corporate and Foundation Relations, Breanna Fernandez, Director of Special Events and Sonia Guzman, Executive Assistant.

MATERIALS:

EMAILED PRIOR TO THE MEETING

- Board of Director's Report
- 2022 Tax Return Documents (Form 990)
- BOD Meeting Agenda
- Financial Statements Draft
- Minutes for November 21st, 2023 BOD meeting
- Minutes for January 16th, 2024 BOD meeting

MEETING PROCEEDINGS

WELCOME AND INTRODUCTIONS

Board Chair, Colleen Rogers, opened the meeting at 4:00pm by welcoming those in attendance and thanking everyone for attending the meeting.

Colleen announced the dates for the Board of Director's meetings and birthdays coming up.

- **Board of Directors Annual meeting** – Tuesday, May 14th.
 - **Location:** Gibson Dunn- 3161 Michelson Dr. Irvine, CA 92612-4412

Birthdays:

- Don Kennedy – April 17th
- Mark Clews – April 30th



BOARD DEVELOPMENT

Marc Reich, Board Development Committee Member

- John Hoefer announced that Wendi Kroll will not be able to commit as a member of the Board of Directors due to personal difficulties. He suggested that her approval to become member is withdrawn until further notice.

AUDIT AND 990 UPDATES

Hogi Kurniawan, Chair of the Audit Committee

- Presented the 2022 Financial Statement
- Presented Tax Year 2022- 990 Form

EMPLOYEE RETENTION CREDIT UPDATE

Hogiadi Kurniawan, Member of the Board of Directors and Chair of the Audit Committee

- Informed the Board of Directors that the ERC that was submitted to the IRS by Jorns was withdrawn. Jorns was removed from this process. After reviewing the qualifications and the accurate information thoroughly The Priority Center will resubmit and qualify for a credit of \$18,000.

CONSENT CALENDAR/ NEW BUSINESS- SUE CROCKETT

- **Ratification of motion for the minutes of November 21st, 2023 Board of Director's meeting.**
Motion made by Paul Godby and seconded by Hogiadi Kurniawan. There were no objections. Motion was passed unanimously.
- **Ratification of motion to Approve the withdrawal of ERC – Form 941X**
Marc Reich made a motion to withdraw IRS form 941X that does not reflect the accurate payroll information. Madison Spach, seconded the motion. There were no objections. The motion was passed unanimously.
- **Approval of Financial Statement Audit Report.**
Motion made by Paul Godby and seconded by Colleen Rogers. There were no objections. The motion was passed unanimously.
- **Approval of 2022 Tax Form 990.**
Motion made by Paul Godby and seconded by Colleen Rogers. There were no objections. The motion was passed unanimously.
- **Approval for application of new credit card with TPC EIN number.**
Motion made by Paul Godby and seconded by Colleen Rogers. There were no objections. The motion was passed unanimously.
- **Approval of minutes for the January 16th, 2024 Board of Director's meeting.**
Motion made by Paul Godby and seconded by Colleen Rogers. There were no objections. The motion was passed unanimously.



EXECUTIVE DIRECTOR'S UPDATE

Lisa Fujimoto, Executive Director

Executive Report:

- Lisa announced the nominees for the Spirit of Volunteerism event. The Palmers, Gray Construction and Experian.
- Lisa expressed appreciation to Jeremy Webb for having a signature cocktail to benefit The Priority Center during the Child Abuse Prevention month and also a signature cocktail during the Gala.
- Lisa also expressed appreciation to Andrew Phillips for chairing the Corporate Partners Program even in June.

FINANCE REPORT-

Paul Godby, Finance Committee Chair

- Presented Profit and Loss Summary through February 2024
- Presented and explained Cash Flow Forecast up to 03/26/2024

FUND DEVELOPMENT REPORT

Marc Reich, Chair of Fund Development Committee and Kimberly Valley, Co-Chair of Fund Development Committee

- Colleen Rogers, Chair of Gala Committee, presented 25th Anniversary Boots & Boing Gala updates.
 - Total Received as of 4/6 through received funds and written pledges \$90,700 / \$230,600
- Marc Reich announced The Priority Center 4th Annual Pickleball Tournament on June 2nd in Tustin.
- Marc Reich presented past event "Mustaches for Kids". Announced that The Priority Center came in second place and was granted with \$3,500.00.
- Laura Henkels presented a list of YTD grants with a total of \$241,643. 64% of Goal has been met.
- Laura Henkels reported Corporate Relations update and informed the Board about the new program, Priority Corporate Alliance.
- Kimberly Valley presented Outreach updates made by Christina.
 - Harvest Church donated 185 Easter Baskets for our program.
- Marc Reich presented the Fund Development Report
 - FY23 Total Cash Raised through events \$ 447,215
 - FY23 Total Fund Development cash raised \$ 1,121,126

MARKETING COMMITTEE UPDATE

Freddie Georges and Tim DaRosa, Marketing Committee Members

- Freddie Georges presented the progress of Durable Connect with TPC.
 - Freddie presented a timeline of services provided by Durable Connect.
 - Tim DaRosa emphasized on updating the website for a more profitable donations outcome.
 - UX, Design + Development Project Net Total \$15,950 USD



**The
Priority
Center**

Ending the Generational
Cycle of Trauma

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HUMAN RESOURCE UPDATES:

Isabel Valdivia, Director of Human Resources

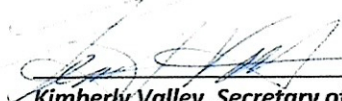
- Open Positions
 - 10 Positions currently open
- Retention Survey Results were presented to the Board.
- Organization chart was presented.

PROGRAM HIGHLIGHTS-

Shireen Varga, Chief Program Officer

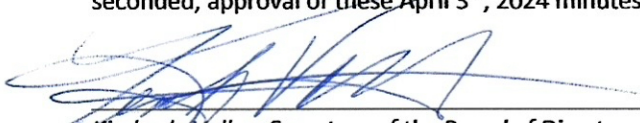
- The County will not be moving forward with fee for services until next year.
- SSA has approved with CalWORKs for contract renewal for 2 years. Budget \$1,821,809.00 for the two years.
- Infant Toddler pending renewal. Will not be receiving contract or budget on April. It will be going to the Board in June.
- Waiting for CAST budget approval.
 - Deborah shared that contract is being negotiated for \$170,000. Just on CAST salaries is \$150,000. Deborah has submitted a proposal \$190,000.00 USD.
- AIHCS, CIHCS, Basic Needs and SFYC to be renewed until June 30th, 2026.
 - SFYC- increased salaries by \$2.00 and will be receiving additional \$3.00 in July.
- Shireen presented a success story from AIHCS to the Board.

There being no additional business in the open portion of the meeting, the meeting was adjourned by Colleen Rogers, Chair at 5:50 pm.


Kimberly Valley, Secretary of the Board of Directors

Minutes Approved -

Andrew Phillips, moved, and Susan Crockett
seconded, approval of these April 3rd, 2024 minutes. The minutes were unanimously approved.


Kimberly Valley, Secretary of the Board of Directors

Minutes of Board Meeting, April 3rd, 2024