The Priority Center
Ending the Generational Cycle of Trauma

# Board of Directors – Minutes
# November 21st, 2023 at 3:00pm

***Attendance Summary – 17 of 26 Board members present, 9 absent, and 4 Staff members***

*Board Member Attendees:*

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

*Staff*: Lisa Fujimoto, Executive Director, Shireen Varga, Chief Program Officer, Isabel Valdivia, Human Resources Director, and Sonia Guzman, Executive Assistant.

**MATERIALS:**

DISTRIBUTED AT MEETING

- Board of Director's Repot
- Minutes for September 19th, 2023 Board of Directors meeting
- Priority Center Board of Director's FY 23-24 calendar

EMAILED PRIOR TO THE MEETING

- Board of Directors Report
- Minutes for September 19th, 2023 Board of Director's meeting
- Priority Center Board of Director's FY 23-24 calendar

**MEETING PROCEEDINGS**

WELCOME AND INTRODUCTIONS

Board Chair, Colleen Rogers, opened the meeting at 3:09pm by welcoming those in attendance and thanking everyone for their commitment.

EXECUTIVE DIRECTOR'S UPDATE

Lisa Fujimoto, Executive Director

Lisa announced birthdays:

- Debashis Chowdhury- November 11th
- Madison Spach – November 30th
- Alex Musetti- December 11th
- Andrew Phillips – December 29th

Executive Report:

- Staff Updates
  - Still on a search for an Accounting Director
  - Brandon Ito, Chief Development & Advancement Officer, released of employment as of November 20th, 2023.
- Appreciation
  - Don Kennedy - Recent $50,000 gift to The Priority Center
  - Debashis Chowdhury
    - Opening the door to Women in Institutional Investments Network for the second year.
    - Securing a gift from Wescom Foundation

- Families Helping Families – 70 families available for adoption.
  - Giving Tuesday – November 28th
  - Year End Giving – December 5th will be mailed to all our donors.

PROGRAM HIGHLIGHTS-
Shireen Varga, Chief Program Officer

- Renewals received. Received a new grant for CalWorks for trainings.
- Audits coming up for SSA. Just passed CCM audit targeting case management.
- Were able to screen 10 preschools by SFYC program.

HUMAN RESOURCE UPDATES:
Isabel Valdivia, Director of Human Resources

- AIHCS on hold- not actively searching for Clinician, Intake Clinicians or Per Diem Crisis Clinician positions. Using funds to increase pay in other areas.
- Still on a search for an Accounting Director using other searching routes. Possibly pay for searches.
- Infant/ Toddler, CalWorks is currently fully staffed.
- Connected Care still on a search for a Case Manager.
- Organization Chart has been updated.
- HR Committee met and opened a compensation philosophy plan. Athena Wong or Vanessa Dixon are available to share any feedback.

FINANCE REPORT-
Paul Godby, Finance Committee Chair

- Profit and Loss Summary through September 2023
  - YTD Budget Net Income ($108,206)
- Outstanding and Projected Income Payment Dates as of 11.20.2023 – Billing Summary
  - Fully compensated through the month of September.
  - October billing was just submitted. Expected to be received by December.

- Cash Forecast as of 11.20.2023
  - 30 days of cash on hand
  - Payment for 3B programs was able to be submitted.

<u>AUDIT REPORT</u>-
Hogi Kurniawan, Audit Committee Chair

- Financial Audit Statement underway
- Taskforce- consistent meetings in the past month including the accounting team.
  - Taskforce resolution will include a list of action items that are expected to be implemented by management and a member of the Board to monitor the fiscal condition of the company and also make strategic decisions on ongoing forward basis.

<u>MARKETING COMMITTEE UPDATE</u>
Freddie Georges, Marketing Committee Member

- Durable connect focusing on:
  - Marketing strategies for fundraising starting with the Gala.
  - Putting together a calendar
- Lisa informed that Durable Connect is working on:
  1. a one-page document will be created about the Gala – this document will be used as a tool to get underwriting and support for the gala event.
  2. Impact Report
  3. A general fundraising brochure on options of how to give to The Priority Center.

<u>FUND DEVELOPMENT REPORT</u>
Kimberly Valley and Lisa Fujimoto

- Kimberly presented–
  - Comp Report that reflects a Total 35% of FY24 Goal has been met.
  - Sum Revenue of Cash Net Goal: $428,649.31
    - 28% of Goal met
- Families Helping Families:
  - 82 Number of Families Adopted
  - 47 Number of Donors
  - Individuals served 647
  - Pizza Hut will be donating 50 pizzas

- Invitation for the Underwriting event were provided by Debashis Chowdhury
- Lisa shared grants Awarded FY 2023-2024
  - Unrestricted Total: $113,087
  - Restricted Total: $45,000
  - Total: 158,089 (49% to goal)
- Corporate Sponsorships:
  - Total $4,250

<u>CONSENT CALENDAR/ NEW BUSINESS- SUE CROCKETT</u>

- **Approve Board Minutes from September 19th, 2023-**
  Debashis Chowdhury made a motion to approve the September 19th, 2023 Board Minutes. Madison Spach, seconded the motion. There were no objections. The motion was passed unanimously.
- **Approve new signatories to sing checks on behalf of The Priority Center**
  Paul Godby made a motion to approve signatories, the Board Chair, Co-Chair, Treasurer and Executive Director to sign checks on behalf of The Priority Center. Madison Spach, seconded the motion. There were no objections. The motion was passed unanimously.
- **Approve that all non-recurring expenditures over $10,000 are approved by designated officers of the Board of Directors.**
  Paul Godby made a motion to approve that any non-recurring expenditures over $10,000 made by The Priority Center are approved in writing by either the Board Chair, Board Co-Chair, or Board Treasurer. Madison Spach, seconded the motion. There were no objections. The motion was passed unanimously.

There being no additional business in the open portion of the meeting, the meeting was adjourned by Colleen Rogers, Chair at 4:15 pm.

*Kimberly Valley, Secretary of the Board of Directors*

<u>Minutes Ratified and Approved</u> **- At the April 3rd, 2024 Board of Directors planning meeting,**

**Paul Godby,** moved, and **Hogadi Kurniawan,** seconded the approval of these November 21st, 2023 minutes. The minutes were unanimously approved.

*Kimberly Valley, Secretary of the Board of Directors*