



Board of Directors – Minutes October 11th, 2022 at 3pm

Attendance Summary – 17 of 23 Board members present, 6 absent, 2 guests, 8 Staff members

Board Member Attendees:

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

Staff: Lisa Fujimoto, Executive Director, Linda Sarabia, Controller, Bill Tornquist, Chief Program Officer, Isabel Valdivia, Human Resources, Breanna Fernandez, Director of Special Events, Laura Henkels, Director of Corporate and Community Engagement, Juan Flores, Marketing Manager and Sonia Guzman, Executive Assistant.

Guests: Hallie Stohler-Plaza, Charitable Ventures, Senior Consultant and Melinda Konokske, Presented the Strategic Plan for the next 5 years and answered questions from the Board.

Materials:

- Distributed at meeting
 - Board of Directors Roster
 - The Priority Center's Committees
 - Calendar of Board of Director's meetings
 - Board Report
 - Strategic Plan Summary
 - Organization Chart
- Emailed prior to the meeting
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MEETING PROCEEDINGS

WELCOME AND INTRODUCTIONS

Board Chair, Susan Crockett, opened the meeting at 3:05 pm by welcoming those in attendance. Thank you Hogi for hosting the meeting. Welcome to newest Board Member, Jeremy Webb.

EXECUTIVE DIRECTOR'S UPDATE

Executive Director, Lisa Fujimoto, introduced Marketing Manager, Juan Flores.



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- Appreciation Thoughts to Hogi for hosting the meeting, to John Hoefer for his companies presenting sponsorship of the golf tournament and to Michael Kurland for benefitting The Priority Center with his book signing.
- Event Notes-
 - Michael Kurland's book signing at Barnes and Noble. He will join the board first of the year.
 - Capital Group is putting together a benefit event through the One OC by building a team and competing on 10/22 in the Charity Challenge. Grand prize is \$5000 to be awarded to the team's nonprofit partner.
- Families Helping Families will be on 12/10/2022. 142 families have signed up.

PROGRAM HIGHLIGHTS-

Bill Tornquist, Chief Program Officer announced that the Mental Health & Well Being Promotion RFP was not awarded and answered questions from the Board.

- Expiring Contracts:
 - RFP for Basic Needs has been submitted for a 3 years term plus two additional years (7/2023-6/2026).
 - RFP for Adult In-Home Crisis Stabilization will be released on September. This is a 3-year term plus two additional years. (7/2023-6/2026).
 - RFP for School Readiness is pending. Expected early December for a three-year term plus 2 additional years (7/2023-6/2026).
 - RFP for Infant Toddler program is pending. It is expected early December. Three Year plus 2 additional years (7/2023-6/2026).
 - Infant Toddler program is funded by First 5. RFP is expected early January for a three-year term (7/2023-6/2026)
- Ongoing Contracts:
 - CAST 07/21-06/2024
 - Children's In-Home Crisis Stabilization 07/2021-06/2024
 - CalWORKs 07/2021-06/2024

HUMAN RESOURCE UPDATES:

Isabel Valdivia, Director of Human Resources presented October's Organization Chart and 16 current open positions - 3 in G&A, 5 in AIHCS, 1 in School Readiness, 1 in Infant/Toddler, 1 in CalWORKs, and 5 in CIHCS.

FINANCE REPORT

Debashis Chowdhury, Finance Committee Co-Chair, presented the P&L /Cash Flow and Profit & Loss Report for August 2022.

- P&L and Cash Flow
 - Days of cash in hand for August 2022 – 38
 - Ultimate Goal 90 or 100 Days of Cash in hand.
- Profit & Loss Report August 2022
 - Net Income \$17,832 over budget.



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BOARD DEVELOPMENT

- Madison Spach, Board Development Committee Chair, announced that Frederique Georges is interested to return to be part of the Board of Directors.
- Madison announced that he is in the search of someone to serve in the HR committee and he has spoken to a gal who might be able to help find someone for the position. He also knows an employment lawyer who is now in charged of CHOC's remote work place program, but he has moved to El Paso, Texas.
- Madison has spoken to Casey, contact for Sisco. He would be interested to come to the board.

CONSENT CALENDAR/ NEW BUSINESS- SUE CROCKETT

- Approval of minutes for August 9th Board of Directors Meeting
 - Move to approve Dabashi's Chowdhury
 - Vanessa Dixon Seconds Motion
 - Unanimous Vote- Motion Carries
- December's Board of Director's meeting has been moved to December 6th.
- Executive Board meeting has been moved to November 30th.
- Susan Crockett announced to the Board of Directors that Abbas has resigned from TPC's active board, but he has agreed to join the Advisory Council.

There being no additional business in the open portion of the meeting, the meeting was adjourned by Susan Crockett, Chair at 5:45 pm.



Vanessa Dixon, Secretary of the Board of Directors

Minutes Approved - At the December 6th Board of Directors planning meeting,

Richard Swinney moved, and Ed Inal seconded, approval of these October 11th, 2021 minutes. The minutes were unanimously approved.



Vanessa Dixon, Secretary of the Board of Directors



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MARKETING COMMITTEE UPDATE

Alyson Yarberry, Marketing Committee Chair, welcomed Juan Flores, Marketing Manager. Announced The 40th Anniversary Campaign. There will be further information on this campaign in future meetings.

FUND DEVELOPMENT REPORT

Kimberly Valley, Fund Development Committee Chair, presented the Development comp report for September 2022

- Unrestricted Total Revenue to date: \$ 272,931.33
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- Individual Donor donations to date: \$ 7,628.69
- Golf Tournament raised to date \$ 110,300.13
- Gala raised to date \$1,032.00
- Pickleball Tournament raised to date \$23,851.97

Breanna Fernandez, Director of Special Events presented funds raised for Pickleball Tournament Event, I'm Here for You Campaign, 21st Annual Golf Classic Tournament and presented the upcoming campaigns and events.

- Pickleball Tournament Event net income received \$ 23,851.97 (Goal 17,500)
- I'm Here for you Campaign Raised \$4,625 (Goal \$5,000)
- 21st Annual Golf Classic Tournament's net income received \$ 83,155 (Goal 86,000)

Upcoming Campaigns and Events:

- November – December
 - Tuesday, November 29th- Giving Tuesday and year end giving campaign.
 - Saturday, December 10th- Families Helping Families Distribution Drive-Thru
 - November 17th, 39th Annual Irvine Community Thanksgiving Prayer Breakfast
 - November 15th, Honoring Lisa at the 7th Annual Orange County Influencer's for Good.
- April 22, 2023
 - 40th Anniversary Gala

Laura Henkels, Director of Corporate and Community Engagement presented submitted grants, grants to submit, donor prospects and corporate targets. Laura provided the board with a Corporate Task Force update.

Lisa Fujimoto announced Open House for November 3rd from 4-6pm.

Lisa Fujimoto and Kimberly Valley presented a Development Wish List to the board.

- Increased monthly donors \$40 each month- Thank you Colleen for donating.
- Sprinter van for tours to CAST and Basic Needs. This would help with donation pick-ups.
- Dabashi's Chowdhury offered his home to host the underwriting party of about 50 guests.

Lisa Fujimoto informed the Board that The Priority Center got a storage donated for 9 months to store 130 beds that were donated to Basic Needs.

Lisa Fujimoto informed the Board that TPC will be taking an art donation from Michael Wunderman.