

Washington Hancock Community Agency
 Meeting of the Board of Directors, August 26, 2014

Called to Order: 5:24 pm		
I.	Roll call and introductions	Quorum established
II.	Approval of Board Meeting Minutes from July 29, 2014 Discussion: Development Committee report “if we can’t get 100% participation...we won’t be able to do the Bucket...” change to we will have to find another way to get full Board participation. Action: Nikki moved to accept the minutes as amended, David seconded. Motion passed	
III.	Items for Board Action	
	<ol style="list-style-type: none"> 1. To review and approve an amendment to the Endowment Fund Investment Policy regarding the investment in fossil fuel companies. Discussion: The Board packet includes the changes in wording in red. Eventually the policy should be condensed to 1 ½ pages. Action: Barbara Clark made a motion to approve the changes as suggested, Joan seconded. Motion passed. 2. To nominate Barbara Arter of Steuben for a position on the WHCA Board of Directors representing the elected sector for Washington County District III. Discussion: It was asked how long Barbara Arter has served. She has been on the BOD for 6 years, and can serve another 3. Action: Ruth made the motion to accept the nomination, Amanda seconded. Motion passed. 3. To approve the CSBG Budget for FY 14/15 Discussion: Mark received clarification on the CSBG contract rules today, and believes that we can create a budget that we can work with. The primary changes include a loan officer and a caseworker. The caseworker isn’t really funded out of CSBG, but Mark wanted to note it. This position comes out of the BOD work plan. This person will receive referrals from within the agency for further assistance with reaching a better quality of life. The position will be funded primarily out of the Crisis Fund, and will start around February so that the person can be hired, trained, and funding can be secured. The loan officer position is needed due to the large loan pool we have (about \$300K), and it is only getting part-time attention. We need to have someone full-time to properly service these loans. We hope to be able to get back into the loan program we had with DBA. Mark is asking the BOD to allow us to move up to 20% between the categories listed in the packet so as to allow for changes that may be required once the contract amount is told to us by DHHS. The loan officer position will be a revenue generator, but that won’t happen in the first year. This position will work mainly with making business loans. Action: David made the motion to approve the CSBG budget, as well as the request to move up to 20% between categories, Ron seconded. Motion passed. 4. To approve the “Bucket” fund-raising project as recommended by the Development Committee. Discussion: A copy of the brochure idea was given to members to review. The number of programs to donate to was reduced to four, as suggested by the BOD. The idea is to choose, with the staff’s help, items that the funds can buy. A budget of \$11,907 was submitted, to include \$7,280 suggested for a 25% time staff person. A goal for a total raised has not been set, but they have discussed it. This is also going to be a way to educate the public about who we are and 	

what we do. We will discuss the entire BOD donating at another time. The two are related, but separate. The plan is to have a professional designer work with them on the brochure.

Action: Barbara Clark made the motion to continue with the project as presented, Joan seconded. Motion passed.

IV. Reports

1. President's Report – Betsy Fitzgerald – Action items were moved first so that adequate consideration can be given to them. The evaluation process for Mark is currently taking place. Some of the Division Directors have submitted their evaluations. Those who haven't, please do so as soon as possible. Betsy handed out a copy of the form she will be emailing to the BOD this week for their submission to her. Betsy will be the only one who will see these. Please have these completed and returned to Betsy (email or on paper) by the next meeting in September. Mark has received a form to fill out as well. Betsy will compile all of the responses to put in a packet to send to everyone. This will be ready for October. Kelsey asked Betsy to be on the Finance Committee, and Betsy has asked Brent to be on the Executive Committee. The meeting dates for the upcoming fiscal year were handed out. Betsy will be proposing an Executive Committee meeting every other month at 4, but will work to make sure that it doesn't conflict with any other committee meetings. December will most likely not have a meeting. Nikki and Betsy are going to the Board Boot Camp training, Barbara Clark will try to make it after her meeting. If people register by Sep. 28 they will save \$25. Call MANP to register and have them bill WHCA. Craig and Betsy will be meeting to review the by-laws. Please let her know if you have any input. October 28 is the BOD retreat at the Ellsworth Middle School at 3. We will have dinner and then the Annual Meeting. The evening will end around 8 pm. Child and Family Opportunities – Betsy and Mark met with Doug Orville and they are interested in working with us. The next step will be to meet again with the board from both agencies on October 16. The meeting will be from 3-8, to discuss how we can work together. The place is TBA, but it will be in the Ellsworth area.
2. Development Committee Report – David Sanderson – Sarah handed out a sample of the business cards for board members. Please let her know how many you would like. If you want your name printed on it, please let her know that as well. Please have the information to her by September 15 so she can have them available at the September board meeting. The SEED program has brought in \$78K. There are a few more towns still to be heard from. We are almost at our \$80K goal! Follow-up to the request that the board donate to the agency. Rather than have a vote, the Development Committee has decided to put out a request asking that each member contribute at least \$1 to the Bucket project. You may send that to Joe Perkins. If you can do more, we welcome you to do so. Will not having 100% participation pose a problem? How can we get to 100%? Other possibilities to allow us to get to 100% have been discussed as well. Now that the Bucket project has been approved, the Development Committee now has to work with staff to get a mailing list for the project. Please take a moment to think about who we may be able to send the brochure to, and start a list with names and address that we can use as a starting point. We don't have a definite date for the mailing yet.
3. Presentation on WHCA BOD Forum – Brent Hartford - postponed
4. Executive Director's Report – Mark Green – Mark sent out a report late today.

One item included in the report was that one of the Transportation program's contracts needed a change, which reduced the Accounts Receivable and deflated our surplus. We have reviewed what happened and Mark assured that it will not happen again. He did take another look at the budgets and said we are on target to end the year in the black. Helping Hands Garage performed a telephone survey, and we were able to reach about 30 clients. Two-thirds had a good experience, while the other third did not, mainly due to an issue with the vehicles. Of the 10 that had a bad experience, only 3 said they wouldn't come back or recommend friends & family. The program has lost funding, but it is a good program. Mark, Kevin, Linda, and Martha met and decided that we should ratchet the program back to about 6 - 12 cars a year, and work with other agencies to find people who need the service. This will allow us to keep our seller's license, and will give us the opportunity to revamp the program for the future. Mark feels this is a BOD decision, and will make it an action item for next month. Mark and Kevin will be working on a plan to make sure the loans we took can be absorbed. Currently we have \$170K outstanding with Camden National. We are paying about \$7500 per month in principle and interest. We are receiving \$7500-\$8000 per month in repayments. Machias Savings is at \$100,000 of a possible \$200,000, and we are only paying interest on this loan. Amanda is concerned that by changing operations the bank may want to convert it to principle and interest, or call the note in full. She doesn't think the latter will happen, but wanted the possibility of that known. One problem is the repairs that we are doing within the 30 day/1000 mile warranty. Some have been costly. Our volume is too small to make it feasible to report to the credit agencies. Mark will also be looking into what is required in order to be able to keep the number of dealer plates we currently have, and to keep the license. The HHG report included in the packet was discussed. Our loans over 90 days include repossessions, but they have not increased over what we have generally seen since the program started. The \$300,000 loan portfolio includes about \$50K in problem loans that we may not collect on. Most of these are HHG loans. It was asked if there is insurance available to cover the loss; not that anyone has heard of. Travel forms have not been filled out, but we need them filled out so that we can either pay the mileage, or capture it as a donation. We do have the funds in the budget for this. The form also captures volunteer hours, which we need for CSBG reporting. If you haven't filled out forms this past year, please do so. Sarah handed out the 2013 Annual Report. Sarah was thanked for the great job she did on the report.

5. Finance Director's Report – Kevin Bean – July brought in over \$100K, leaving about \$370K in the bank. Receivables are at \$727K, down \$300K. Temporarily restricted used was about \$40K. We are 9% & 7% under for Revenues & Expenses, respectively. HHG deficit increased slightly; Friendship Cottage is at a \$18K deficit, which is expected to drop some due to the use of CSBG funds, changes have been made to staffing, participation has increased. Kevin does not see anything out of the ordinary for what the budget was, other than what Mark had mentioned previously.
6. Donated Goods Training – Joe Perkins – This is an invitation to consider getting involved in some of the programs we do throughout the year that involve donated goods. The current example is the backpack program. Other programs are the Washington County Turkey-a-thon, Winter Wear (coats, hats, mittens), Christmas is for Kids that serves about 400 children per year, and the Hancock County Food Drive. The Turkey-a-thon is a Washington County:One Community event

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that we collaborate on. The Hancock County Food Drive is UWEM, Cooperative Extension, Healthy Acadia, Maine Community Foundation all collaborate on this. If any of these programs pique your interest, we can certainly find a way for you to help. We can use volunteers to help with these programs in many ways, such as getting the backpacks together to be handed out, or going to pick up the donated items from various stores. We can use some help doing the shopping for Christmas. The backpack list comes from schools, other service providers, or people call in and ask for help. The Christmas list comes from the same sources. Nikki suggested that we may also be able to partner with other organizations who allow/encourage their employees to volunteer. We could also incorporate it into a Board meeting to pack backpacks or wrap presents, etc. David asked if we could send an email to Board members to remind them of upcoming projects that need their assistance.

- 7. Written Reports
 - a. LiHEAP
 - b. Friendship Cottage
 - c. Incubator Without Walls
 - d. Development and Community Services
 - e. Transportation
 - f. Housing & Veterans

V. Meeting adjourned 6:46 pm		Ruth made the motion to adjourn.
Respectfully submitted, Jennifer Trowbridge, Controller/HR Manager		