

Washington Hancock Community Agency
 Meeting of the Board of Directors, September 30, 2014

Called to Order: 5:17 pm		
I. Roll call and introductions		Quorum established
II. Approval of Board Meeting Minutes from August 26, 2014 Discussion: Action: Martha Beathem motioned to accept as written Bunny Richards Seconded Motion carried		
III. Items for Board Action		
<p>1. To review and approve the FY 14/15 budget. Discussion: Kevin explained the general outline of the budget as per his memo distributed at the meeting. Kevin reviewed each division's budget in general terms, and indicated that he budgeted a 5% draw down from the endowment fund in accordance with our investment policy. Mark added that the Finance Committee reviewed this, and that these numbers include a 2% increase for everyone. Still not sure how it will be distributed, but he is working on that plan. Action: Motion made to accept budget – Brent Hartford, seconded Barbara Arter. Motion carried.</p> <p>Item added to agenda: Introductions of all board and staff members for benefit of new members. Item added to agenda – specific vote on drawdown of funds from endowment fund as budgeted. Motion made to approve drawdown: Brent Hartford, seconded by Craig Schoppe. Discussion: Does that go into the principal? No. Motion carried</p> <p>2. To approve the temporary downsizing of the Helping Hands Garage Program Discussion: Mark reviewed why we are making this decision – hard to find cars at the right price range, need to refigure how we operate this program and not lose money. Bunny spoke as one who has used program because it made it possible for her to afford a car. Buyers need to understand that they are buying used cars. Program needs to exist. Several members expressed appreciation that the program will not be discontinued, that this is temporary. Action: motion made to downsize by Barbara Arter, Howard Willingham seconded. Motion carried.</p>		
IV. Reports		
<p>1. President's Report – Betsy Fitzgerald – reviewed Exec Director evaluation – if you haven't given Betsy your evaluation yet, please do so soon. Betsy will compile them. She will check with Marianne to see what process happened after that. Likely Executive Committee will meet with Mark to discuss.</p> <p>October 28 we will be at Big Cats Catering – FKA White Birches. Annual meeting begins at 3:00.</p> <p>November the meeting is on the 25th. Executive Committee will meet at 4. January 27th, March 31, May 26th, July 28th, September 29th – Executive Committee meets at 4, regular board meeting at 5.</p>		

December 30th – no meeting.

Review of Craig's letter will be postponed to next meeting.

2. Development Committee Report – David Sanderson – Reviewed history of Development Committee and Development Plan purpose (to raise private funds) and the importance of 100% board contribution.
Reviewed four targeted areas of bucket campaign: Non-Maine Care Transportation , Home Repair, Incubator Without Walls and Family Crisis. Board members can designate program for funds to go to or not. Minimum donation amount set at \$1. Anything above that is at member's discretion.

Also important to the Bucket campaign is the development of a mailing list of people who would be open to learning more about how they can donate to WHCA. Each board member is asked to bring/email ten names with addresses and phone numbers to Joe by the next meeting.

Craig updated board on notes from last meeting. Interviewed local graphic artist (Marty Lyons from Studio 3 in Ellsworth). Studio 3 is very interested in this project, and has experience working with non-profits. Marty is getting quotes at various printers, Canadian printer is half the cost of the local printer, and uses paper from Skowhegan. Cost is \$2400 to print 3500 copies.

3. Presentation on WHCA BOD Forum – Brent Hartford – A few months ago, there was a good email discussion about the divestiture. There was so much interest and discussion about it, and it bothered Brent that we don't have these kind of discussions about other issues important to us, such as poverty, education, etc. Craig and Brent got together and spoke about how it would be nice to have a forum where discussions could happen and be captured for people to review at their leisure.
Over a few months, Brent figured out a way to do it, and he hopes that everyone will sign up. He has sent an invitation to everyone for whom he has email (if you haven't heard from him, please make sure that you give him your email address.) This is restricted to invitees (Board members and Mark) only.
Brent reviewed what it will look like and how to make a comment.

4. Report on Board Boot Camp – Barbara Clark – tabled as Barbara is not here.
5. Executive Director's Report – Mark Green – Linda Belfiore is ill, but called to ask him to report that there were 21 people on the bus from Milbridge to Fair Trade Lobster – filled to Capacity.
Mileage forms were passed around, please fill them out even if you want to donate the money back to the agency.

Tomorrow is October 1. Jen Trowbridge will be the Director of Housing and SSVF.

Bobbi will direct HR and Navigator.

We have hired an accountant, Michelle Kourouma.

As a result of these changes, Mark has redone the program descriptions and Org

chart. If you have a new book, you have it, if not, he has copies.

Annual meeting at 3, 2 hour meeting with agenda still to be determined.
From 5-7 dinner and awards. Guest speaker is Charlie Newton, recently retired from Penquis. Been in CAP worked for many years, he will keep it to 20 minutes or so.

Inviting our partners and legislators, volunteers, etc, expect about 50- 75 people.

Two legislative breakfast forums, with Healthy Acadia. Machias Thursday at 7:30, 10/16.

Ellsworth – Wednesday October 15 at 7:30 at Big Cats.

If you are interested, let Elsie Fleming know.

Question: Kelsey wants to know dress code for annual meeting – answer was business casual, but be comfortable. Bankers will be wearing suits, others will be in jeans.

6. Finance Director's Report – Kevin Bean – cash is up. Transportation has been a rough ride with new broker, but it looks OK now. Only concern is what is still owed by CTS. Expect \$60,000, but it hasn't been sent or received yet. Review regularly with Linda and Cheryl Robbins.

Agency-wide revenues and expenses are about 9% under budget. Today is the last day of the year, this will change as final items are processed. Expect it to wind up around 6-7%.

HHG has a deficit, and Kevin expects to write off some loans. Principal repaid is up this year. Current loans outstanding are just under 250,000.

Friendship Cottage. Adjusted large deficit last month to only \$630. Transferred some crisis funds to this budget.

Not much change in other programs with exception of housing. Mark made the decision to surrender the lead program. This caused a loss as Kevin had booked some ARs to that. There was some unrestricted funds he was able to use to offset the loss.

Question from Craig: What is the status of the investment direction from Board to Bar Harbor?

Decision made to use a list to guide Bar Harbor to phase out of these companies over three years. Kevin will get the list to Sarah Robinson this week. Sarah will come to Finance Committee meeting in November.

Will present Audit in January, and Sarah Robinson will likely attend that meeting

7. Needs Assessment Presentation – Sarah Nugent – quick run-through how study was done; what plans are going forward.

8. Written Reports

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

Other – Bunny brought up question of LIHeap. She called early in process, her appointment is in January, it will be February before she sees benefit. She was told that she would have to make copies, no originals brought in. This is burdensome. Also, no appointments in Lubec. Travel is a problem as well.

Bobbi explained the cost of copying was \$10,000 last year, and of course we will make copies.

Theresa suggests it is a scripting issue that we make sure we are clear that we are asking them to bring copies if they can.

Mark will look into it.

**V. Meeting adjourned
7:03 pm**

David Sanderson made
the motion to adjourn.

Respectfully submitted, Sarah Nugent, Resource Developer