

Helping Our People Excel (h.o.p.e.)
Non-Profit 30th, Bi-Monthly Board Meeting, April 22, 2011

Present: Catherine McHenry, Bill Gann, Harold Bouchard, Pat Lynch, Roberta Braun, Carol Bouchard, Robin Young

Call to Order by: Catherine @ 9:05 a.m.

Approval of Minutes of the Previous Meeting:

- a. Approved by all

II. Reports from Officers:

- a. **Treasurer's Report** – Harold and Robin - P & L provided in good order.
- b. **Fundraising Committee** – Catherine:
 1. **Golf tournament Pat: One of the things we need to address is who will be keeping the books and adding their name to RHF checking account?** Pat nominated Robin to be the second signor on the Reason Fore Hope bank account. Catherine seconds the motion. Robin will also be responsible for collecting the money from the golfers and to pay the bills. Roberta is already a signor on the account and has all of the documents from the bank and the account.
 2. Robin sent \$500 check to Eagle Trace; we need 72 golfers according to the contract. Pat will provide the flyer and give the PDF to Roberta for the website. Send your list of email addresses to Roberta and she will mail out flyer. Pat will also post the flyer at the golf course.
 3. Roberta will ask Joe regarding his contact from NIKE for prizes.
- **Cocktails and Canvas fundraising event-** Catherine: They charge \$40 per person, wine is provided plus you get to paint a picture with their help. 20% of proceeds for the evening will go to h.o.p.e. Nights are usually Tuesday and Thursday for non-profit organizations, 6:30 p.m. to 8:30 p.m.
- **Yard Sale:** Bill was nominated to paint the sign for the 4/30 yard sale. All participants of the meeting agreed to send an email to all their contacts to notify them of the sale as well. Roberta will make signs: Under Construction; No Public Restrooms. Robin will provide bags. Clothing items will be 25¢ each or 5 for \$1.00, or 2 full bags for \$5.00. Carol and Robin are looking into selling hot dogs that day.
- c. **Volunteer Committee –Robin – Updates regarding Marketing personnel?** No volunteers from the ads posted on the college websites (Metro and Arapahoe). Julie the grant writer shared that Regis supports non-profits so Robin will post an ad on their website. Pat will also ask his mom if she knows of any volunteers.

III. Old Business: Status from last meeting:

- a. **Grant from 1st Bank or Power of Ten:** 1st Bank had over 200 charities, we were not selected.
- b. **Send out donation requests to masses. Agreed to sending a letter once we decide on the letter. Do we have a letter?** Robin will forward her outline/ letter to Roberta for rewrite.
- c. **Enhance the weekly distribution questionnaire to see what recipients are good at or like to do. Robin wants to do a survey to see if existing clients will come to the new location. Any status?** No status

IV. New Business:

- a. **Catherine: Potter's House of Denver / Food bank ... Do we want to set up a tour to see their food bank ... Parallel to what I see h.o.p.e's pantry would be.** This is located at Florida and Havana in Aurora. All agreed to do this. Catherine will set up an appointment.

- b. **Broadway building – h.o.p.e. Thrift Store updates:** Steve the architect will connect with the engineers to get the blueprints for the electrical and plumbing.
- c. **Denver Foundation Meeting- Robin and Catherine – What did you find out?** Robin will forward the Q & A they received from the meeting, but basically:
 - Grants should be parceled quarterly and must provide quarterly reports from grant givers.
 - Denver Foundation grant is due 4/25 – Naomi at Cornerstone is doing the grant.
 - Robin and Carol are looking into partnering with four other food pantries: Cornerstone, Well-Fed, Our Daily Bread and Living. They are requesting a walk-in refrigerator (8' x 10'), reach-in coolers inside pantry, and put a greenhouse on a wish list. The green house has double plexi-glass sides, 10' x 10' x 20'. Cost is \$8,000 plus shipping. They compared the green house to the cost of the raised garden beds and found that the cost is about the same, but the green house would take up less space.
 - Carol and Robin started working on Wells Fargo Grant, still waiting on response 5/1.
 - Robin will attend the Build a Grant in a day seminar focusing on operating expenses.
- d. **Pictures of Board Members.** Pictures were taken.
- e. **Goals were discussed, they were:**
 - Minimum of \$35,000 in bank after taxes and other operating expense by 12/31/11.
 - Raise \$150,000 to help cover expenses and meet the \$35,000 challenge fundraising opportunities, grants, and solicitations from other resources.
 - Have the Thrift Store up and running by July 2011.
- f. **Verbiage to introduce our new location and what we want to say about hope.** Robin will research to make sure that h.o.p.e.'s Attic and Food Pantry are not already taken. Announce with the banner on the building when the construction is 2/3 done.

V. Announcements: None

VI. Next meeting will be: 5/21, Board Meeting and Golf committee at Carol's house at 10:00 a.m. (This was rescheduled for 6/8, 3:00 p.m. at the Broadway building.

VII. Adjournment: Catherine adjourned the meeting at 10:30 a.m.