

Helping Our People Excel (h.o.p.e.)
Non-Profit 32nd, Bi-Monthly Board Meeting, August 13, 2011

Present: Catherine McHenry, Kay Ballinger, Robin Young, Carol Bouchard, Bill Gann, Roberta Braun
Meeting started at 10:27 a.m.

Approval of Minutes of the Previous Meeting: Motion was made to approve the minutes, all present approved.

I. Reports from Officers:

a. Treasurer's Report –

- Nomination of Kay Ballinger as new Treasurer – Roberta nominated Kay Ballinger as the new Treasurer, Bill seconded the motion. All present approved.
- **Profit & Loss Sheet** – Kay went over the new formatted Profit and Loss sheet and Balance Sheet, explaining each line item. She will update the P & L with the value/purchase of the Broadway Bldg. of \$295,000 under Fixed Assets. Throughout the meeting she explained to Robin where items should be placed when added to Quick Books. All present liked and understood the new format.

b. Fundraising Committee – Catherine:

- Several possible fundraising ideas were presented:
 1. Braided bread sale, this will be advertised in the Sept. newsletter as being a fundraiser for October, November and December. Once Robin gives the information to Roberta it will also be on the website.
 2. Check challenge month for September through October.
 3. Robin is faxing a letter to all the businesses in Englewood for help with the renovation of the Broadway building. Robin will provide a list to the Board. Board members agreed to do the follow up calls.
 4. Possibly do a putt-putt golf fundraiser in 2012.

- c. Volunteer Committee –Robin:** Robin will look into getting permits from the city of Englewood in order to sell items from the Broadway Building. From there she will identify the number of volunteers needed to help sort through the items and to help in selling the items during the weekend. \$500 from the return of the golf tournament will fund the permit.

II. Old Business: Status from last meeting:

- a. Roberta mailed donation letter 6/20 to 80 business and individuals, did not get any response for anyone.
- b. The board agreed to take in-kind donations on an as-needed basis to support clients needing items. We will not accept any computers, etc.

III. New Business:

- a. Sign revised Bylaws and Articles of Organization – revision needed to be made, we will review at the next meeting in October. Any changes should be given to Roberta prior to the next board meeting in October. Robin will distribute copies of all prior contracts, articles of organizations, bylaws, etc. to the board prior to the next meeting.
- b. Elephant Talking <http://elephantalk.org> Andrew, Steve and Randy – Robin:

- Elephant Talk has been delivering fresh fruits and vegetables to the Lakewood location every Friday and Saturday. Our food distribution increased by three times in one week. We can now distribute Monday – Thursday, 9 a.m. to 1 p.m., instead of only Friday. This will help eliminate h.o.p.e.'s weekly food bill. Clients if can, have been donating cash, some will volunteer time if they cannot donate cash. Café 180 will be given some of the food items to help support their kitchen. They will come on Mondays to pick up what they need. Roberta provided the client choice handout for Robin to use in creating a form for the clients in managing the amount of food they can take per household.
 - Elephant Talking also receives the King Soopers' Reclamation once a quarter, same as h.o.p.e. They will be donating it to h.o.p.e. This is the different month than h.o.p.e. receives.
 - According to Cindy Timberlake, Blockbuster will give a \$1.00 of their rental cost to any customer who brings in a canned food item. The canned food will then be donated to h.o.p.e.
- c. Carol & AOI: Carol will not be able to spend as much time with h.o.p.e. as before, but will try to spend at least one day at the Broadway building each week.
- d. Grants – Robin:
- Submitted 1 grant for \$25,000 to Arapahoe County. The money will be used towards the walk-in/reach in coolers and for food for the year.
 - Robin is applying for a grant (loan) from Mile High. They specialize in low-interest loans for high-risk non-profit organizations. The loan application was for \$100,000. The board will vote on if we want the loan or not once it is approved.
 - Other companies that she is pursuing are the Energy Outreach and The Gates Foundation.
- e. Bank Statement Audits: Roberta made a motion to have Kay audit the monthly bank statement and financials and to manage the account. We currently **do not** have a dollar amount in place that needs the board members vote for expenses. This will need to be discussed in the next board meeting. Bill second the motion and past by the board.

IV. **Announcements:** none

V. **Next meeting will be:** October 8th at 10:30 a.m.

VI. **Adjournment:** Catherine adjourned the meeting at 12:30 p.m.