

Helping Our People Excel (h.o.p.e.)
Non-Profit 33rd, Bi-Monthly Board Meeting, October 8, 2011

Present: Catherine McHenry, Bill Gann, Kay Ballinger, Roberta Braun, Andrew Coonan, Carol Bouchard, Robin Young

Catherine called the meeting to order at 10:39 a.m.

Approval of Minutes of the Previous Meeting: Approved by all.

I. Reports from Officers:

a. Treasurer's Report – Kay provided a corrected 2010 Profit and Loss Report and Balance sheet. She also provided a projected 2012 Budget that was reviewed by all present. Kay moved to revise the budget based on the discussion and will make the adjustments. The updated budget will be provided at the next board meeting. Roberta second the motion, approved by all.

b. Fundraising Committee – Catherine:

1. *Braided bread sale.* Robin will give the order form to Roberta who will place on the website. The Board will forward a copy to friends and neighbors. H.o.p.e. receives the braids for \$6.00 and will resale them for \$12.00.
2. *Check challenge month for September through October.* Only received \$138.00 so far.
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.*
 - Robin faxed approximately 30 letters and emailed 8. She did not send the list to the board members so no follow-up calls were made. We did receive a \$200 wrench set from one of the businesses.
 - Cathy and Roberta will rewrite a letter breaking out the expenses and/or donations that a business can contribute - for example where they would want the money to go towards. Call it the "help Capital Campaign". We need to make sure not to keep asking the same business – keep a log of who we send to.

c. Volunteer Committee –Robin: Status?

1. *Robin will look into getting permits from the city of Englewood in order to sell items from the Broadway Building. \$500 from the return of the golf tournament will fund the permit.* The City of Englewood is ready to approve a permit to store the food at the Broadway building; they needed a letter from Tri County Health permitting h.o.p.e to store the food as retailers. H.o.p.e. also needs to inform the City of Englewood regarding the Thrift Store.
2. Volunteers have been at the Lakewood building when the trucks drive up and have been helping to unload the trucks. They are also recipients of the food, but continue to help.
3. From there she will identify the number of volunteers needed to help sort through the items and to help in distributing the items during the weekend.

II. Old Business: Status from last meeting:

- a. Sign revised Bylaws and Articles of Organization** – revision needed to be made; Robin will distribute *copies of all prior contracts, articles of organizations, bylaws*, etc. to the board prior to the next meeting. Kay moved to approve the Bylaws and Articles of Organization with changes. Bill second the motion, all present approved. Both documents were signed, except for Pat Lynch. Carol was going to have him sign them the following week.
- b. Grants – Andrew:** Andrew and Robin have applied for several "general operations" grants: 8 total grants were submitted. Andrew will provide a report to the Board showing where the grants went, type of grant, and the dollar amount requested.

III. **New Business:**

- a. *Oregon food bank pays it forward* <http://www.msnbc.msn.com/id/3032619/vp/44724380#44724380>
Board voted to put this idea on the back burner as a long-term goal until the Broadway building is completed.
- b. Carol and Robin continue to figure out the best way to distribute and organize the weekly food distributions. They receive deliveries on Friday, Saturday and sometimes on Monday or Tuesday. They found that on Monday that the clients take everything, leaving nothing for the patrons of Tuesday and Wednesday. They thought of dividing the weekend deliveries into thirds to accommodate the three distribution dates, but then they could have an excess of food if they receive a third delivery at the beginning of the week. They will continue to “tweak” until they come up with a good solution.
- c. Everyone turned in their “skills” description to Robin.
- d. Strategic Business Plan – documents from Robin and Andrew: These included a survey to be completed by the Board and Executive Committee. Also, provided was a printout of 10 Things Boards Do That Mess Up Organizations, Commitments, and Fundraising guidelines. Andrew will do a draft of a business plan by 10/25. The Board will complete the survey by 10/25 as well. A Retreat meeting will be scheduled to come up with the Business Plan.

IV. **Announcements:**

- a. Catherine: All contracts need to be approved by the Board of Directors prior to signing, as well as any projects or activities.
- b. Carol: Paschal (Barry Rosenberg) donated \$2,000 to h.o.p.e. in thanks to all the help Carol has done for him.
- c. Carol paid \$5,000 to the General Contractor. H.o.p.e. will need to reimburse her for this loan.
- d. Carol: Gates Foundation will be touring both the Lakewood and Broadway buildings as part of the grant process. Carol will be overseeing the cleanup of the buildings.
- e. Robin asked for a donation towards the Elephant Talk Fundraising event. Donations were made by the Board members and Executive Committee.
- f. Nothing new with the Blockbuster fundraising.

V. **Next meeting will be:** November 5th, 2011 at AOI, 10:30 a.m. (This has been since moved to November 19th, same location and time.)

VI. **Adjournment:** Catherine adjourned the meeting at 1:52 p.m.