

# **Minutes of the May 12, 2015 Meeting of the Board of Directors**

Rob Roversi  
*Chair*

Stephen T. Davies  
*Secretary*

**Members Present:** Rob, Garry, Gina, Stephen, Peggy, Bea, Randy.

**Staff:** Peggy.

**Guests:** *none.*

**Nurturers:** Gina-savory, Garry-sweet.

**Motions:** 2, made; 2, passed.

**Time:** 6:04 pm start, 8:08 pm end.

**Minutes Approved:** \_\_\_\_\_ (Date).

**Next Meeting:** .

Nurturers: Rob-savory, Bea-sweet.

## **Part I**

# **Regular Meeting**

## **1 Introductions**

## **2 Adjustments Additions to the Agenda**

2.1. Chair seeks clarification on use of email groups and persons who should be on the Board Email list.

2.2. No Training Committee Report

### 3

Training Committee Report

[N/A]

## 4 Office Manager's Report

4.1. General Manager Job Title Peggy requests the job description committee consider the title, 'Assistant to the Board.' This title is more consistent with her job duties than 'Office Manager.' ~~Consensus was reached to use the term 'General Manager' in lei of 'Office Manager.'~~ The matter was referred to the Job Description Committee to discuss a possible title.

4.2. Volunteer Staff The volunteer staff program is working well. The office is now staffed on Tuesdays (Lela, 4 hours) and Fridays (Kathleen, 4 hours). Additional time/slots for volunteer staff are to be determined. ~~Total volunteer staff time averages 15 hours per week.~~

4.3. MOTION - Approved \$50 Class Fee Peggy would like to attend a class offered by the Humboldt Area Foundation a coactive training on "Coaching Employees." Peggy has prior experience with coactive training and believes this class will facilitate working with staff and interns. The training is on May 28, 2015.

Motion made and passed unanimously approving \$50 reimbursement for Peggy's "Coaching Employees" class.

4.4. Yurok Child Support The first mediation reached a settlement with a written agreement.

## 5 Treasurer's Report

Income is lower than average for the month due to a \$2300 insurance payment.

5.1. Discussion why the \$2300 payment amount shows up as \$770 on Y.T.D. profit and loss statement. Bea says that she reviewed a check report and confirms the amount of the insurance payment was \$2300, but, did not bring the check report. Garry suggests that it might be due to the accounting method used and that a review of the check report would be helpful. Discussion re. optimizing reports through coordinate efforts involving Bea, Garry, HMS's accountant, etc..

5.2. Necessary Comms Bills Bea notes that our telephone and internet fees generally run about \$100 plus or minus \$10. Other internet related fees appear regularly but Bea does not know for certain which services are necessary and used by HMS, e.g. dns, hosting, access, and possibly other services. Garry and Stephen are to look into the bills, including whether we are still receiving CTF Funding with our AT&T bill.<sup>1</sup>

5.3. Non-Profit Discounts Bea notes that Richard was very good at obtaining services from providers offering discounts to non-profits. Discussion re. contacting Richard to determine specifics as to non-profit rates for telephone services, internet access, etc..

5.4. HMS Website Fees Due Peggy mentions that Rodger has been covering the HMS website fees since it was started with the understanding that HMS would reimburse him for the WildApricot website.

## **6 Consent Calendar – Passed w/ Amendments to April Minutes**

Motion made and approved to pass treasurers report, case manager's report, and approval of April Minutes subject to amendments.

[April Minutes re-submitted to board electronically 5/13/15 as version 2.1]

## **7 Fundraising Events**

### 7.1. Plant and Yard Sale

- (1) Peggy has potted plants at her house and can provide day care for a few more plants.
- (2) People need to be reminded to label or identify donated plants.
- (3) Event is minimally staffed. More help could be used for set up to about 9:30 am when lots of people start showing up, and, around three when everything needs to be loaded up.
- (4) Unsold items need to be loaded up for deliver to Angels of Hope by 4:00 pm.
- (5) Bea and/or Randy to coordinate the bringing of glasses for sale. Glasses are believed to be in storage at the HMS office storage.
- (6) Bring quilt raffle tickets.
- (7) Stephen to generate tickets that may or may not have a \$1 early bird discount to the Peacemaker's Ball for sale at the Y&P sale.
- (8) Bring Rope for hanging multiple coat-hangers of clothes.

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<sup>1</sup>California Teleconnect Fund, Cindy Horgan, Customer Advocate, AT&T Michigan, FUSFCENTER@att.com (email subject line: CH1383), Fax. (877) 377-0494, AT&T Business Solutions - 50% discount is applicable only to regular telephone charges. Contact Cindy Horgan for any questions at (800) 228-3751, direct email ch1383@att.com.

(9) At least 5 large Yard and Plant Sale signs need to be made and then distributed on major intersections from about as far away and around as the Coop.

#### 7.2. Theater Fundraiser

(1) Bea is preparing a sticker, or draft, to put on top of the poster prepared by the play producers.

(2) Should sell tickets for Peacemaker's Ball at the theater event.

(3) Always a Bridesmaids, [Jones Hope Wooten Playwrights](#), July 25, 2015. Time and location is printed on the tickets/poster.

(4) The quilt is to be raffled during Bridemaids as per raffle tickets.

(5) Discussion re. investigating clothing manufacturer's for T-Shirts and Sweatshirts to sell.

(6) Announcements need to be emailed out in June.

#### 7.3. Trinidad Dinner Fundraiser

(1) August 15, 2015, 112 Trinima Road, Trinidad CA, tickets \$25-\$30.

(2) Coordinator: Garry.

(3) Development of fundraising dinner continues. HMS resources are not required at this time.

#### 7.4. Peacemaker's Ball

(1) Date confirmed for October 17, 2014. There is an event in Eureka on the 17th which is more likely to conflict (in terms of attendance) than an event on the 10th in Garberville.

(2) Beer Assignments After consensus and interest, beverage/alcohol selection will depend on available donors. Bea will solicit wine donations. Randy, Stephen, Garry, Gina, & Rob will solicit beer donations as follows: Stephen - Six Rivers Brewery via Dewey Kiefer, Lost Coast Brewery via unknown; Randy - Eel River Brewery; Garry - Humboldt Regeneration Brewery & Farms

(3) Discussion re. possible Bands; Dr. Boogie, Jim Layhman Band, Blue Rhythm Review. Consens reached for Gina to contact [Blue Rhythm Review - YouTube](#) as first choice.

7.5. Peggy's Assignment List Peggy created a [fundraising assignment list](#) for board of directors.

## 8 New Business

(1) ail List Review Following discussion, the official Board email list is restricted to the Six Board of Directors, Peggy, and Duncan. For the time being, Karen Oathe should be cc'd on Board of Director's communications. Stephen to make appropriate changes and redistribute email membership lists.

### 8.1. Roller Derby

(1) Humboldt Roller Derby routinely sponsors a non-profit or charity at each derby. They cut a \$1000 check to each organization they decide to sponsor.

(2) Discussion re. contacting Roller Derby to request that they consider HSM in upcoming decision making as to who will be season 2015-2016 beneficiaries.

(3) [Secretary's notes do not reflect accurate information as to how this item should be followed-up. All committed and interested parties should coordinate with Peggy A.S.A.P.]

## **9 Announcements**

9.1. Duncan/Keet Discussion re. Duncan's availability for assistance with proposing a locally produced television broadcast featuring HMS as a local non-profit organization.

9.2. JC's Masters Thesis Jenny Crawford has completed her theses. Discussion re. inviting Jenny to provide a presentation to the Board of Directors.

## **10 Adjourn - 8:08 pm**

### **Part II**

## **Adjustments & Additions**

### **A Adjustments**

Adjustments to May 12, 2015 Minutes v. 2.4, *second submission*

### **B Additions**

Additions to 6/16/15 Agenda

Your Name:

Date:

Submit

Clear