

Advisory Board Meeting Minutes
October 19, 2015

- Attendance: Carlos Perea, (via phone), Patrick B. Smith, Terry Beswick (Manager), JMark Jenkins, Calary Blue , John Halpin, (via phone), John Cunningham, Robert McConnell, (Absent), Steven Scarborough, (Absent), Scott Butcher, Joe Tuohy, Benjamin Houston, (Guest -Absent)
- Calary welcomed each board member, advisor and guest to the Annual Meeting followed by the serenity prayer.
- September Meeting Minutes – John C., made a motion to accept the meeting minutes with revised changes, JMark 2nd the motion. Meeting minutes were approved by the board.
- Governance –
 - Nomination for Scott Butcher and Joe Tuohy- Both applicants has graciously accepted the Governance Committee’s recommendation to be nominated to the Board. The Board unanimously voted both Scott and Joe to the Board. Congratulations!
- Manager’s Report – **FUNDRAISING** – Fund Raising Drive is possibly kicking off in a couple weeks. HARVEST FEAST: Big thanks in advance to all for helping out with making this the best Harvest Feast yet. Tickets are sold out, though about 40 reserved seats still need to be paid for, and 35 guest names have not been received. Auction is coming together, and Sponsorships are doing very well. Annual Award Honorees were selected by planning committee, including former advisory board chair Keith Folger for the Dan Cusick Service Award, Graphic Designer, Paoi Eulalia for the Ambassador Award, and Cookie Dough for the Stu Smith Legacy Award (Michael Chu accepting). **GRANTS** – STREET FAIRS: We did very well with Real Bad and Folsom, and checks are expected next month. Castro Street Fair was less successful, and we need to look at beefing up participation for next year. Thanks to everyone for helping at the fairs this year. Joe Tuohy and I are meeting this week to work on targeting some corporate and foundation funders. No word yet on Horizons yet, but we need a Plan B. **DONORS** - In preparation for year-end donor drive, we need to review our strategy and develop a plan. Will work on scheduling a meeting soon after Harvest Feast. **PROGRAMS** – CAFÉ: Hot Panini grilled sandwiches are very popular. Volunteers: We are currently short several volunteers, and paid staff are waiting on customers too much. We’re working to recruit. FEEDBACK: We get electronic feedback from our customers on the Square system. Virtually all 130 comments received over the last year have been positive. I will pass around a printout at tonight’s meeting. TRAINING: At John H’s suggestion,

we're reaching out to Peet's to see if we can borrow any training module they may have.

Committee Reports

- Personnel – (Calary) we are putting the Policy and Procedures for mostly the staff at CCC, (Employee Evaluation and Employee Handbook). We welcome anyone who is curious about what we are doing and our next meeting is scheduled for Wednesday, November 11th at 7:15pm at Sweet Inspirations.
- Financial – (JMark) although income is below budget in almost every category, expenses are also lagging. At the end of the first quarter, we are pretty much right on budget. We have a net variance of \$120.00 dollars. We are short on revenues by under \$11,000 dollars. Next meeting is scheduled for Thursday, November 12th at 6:30pm at Crepevine on Church Street.
- Fundraising – Steven has been doing an excellent job on sponsorship. He has put out fifteen (15) feelers out to organizations in the community and seven (7) has come through with donations. We need to do a wrap up meeting after the Harvest Feast and need to bid up donations for CCC. Would there be keeping the steps in the Castro and other forms be at every single table at the Harvest? Yes. Carlos, John, Joe had a conversation on getting a Fundraising Plan in place, (the club would like to put up a privacy wall and etc.) in order fund projects for CCC.
- Programs – Our next meeting is scheduled for Tuesday, November 10th, at 6pm at CCC. We have four (4) major area of programs for CCC and we will be able to package each of these program for funding and communication purposes: 1. Recovery and Meetings 2. Social Support and Fellowship 3. Training and skill buildings and 4. Unstructured Peer Counseling. Carlos suggested we add a 5th program, (Arts and Creative Expressions). This is proposal we would like to put forward. Area and Facilities for improvement for CCC. There is no alternative meeting space at CCC. We only have the front room. There is a possibility we could move smaller meetings on the back patio but give more privacy and coverage.
- Governance Committee – We, (Terry and JMark) are in the process working on the application to the Tide Center. We are missing two board members bio's. As soon as we receive all board members bio's, we will be able to submit our application to the Tide Center. Next meeting is scheduled for Thursday, November 12th at 7pm at Crepevine on Church Street.
- New Business – Calary attended the LGBT Leadership Series on September 22nd. Another Leadership Series will be held in November. After the Harvest Feast, we need to start planning a Strategy Retreat for the Board.

- Adjourn – JMark made the motion. John C. 2nd the motion. Meeting adjourned with the serenity prayer.