

Advisory Board Meeting Minutes  
August 17, 2015

- Attendance: Carlos Perea, Patrick B. Smith, Terry Beswick (Manager), JMark Jenkins, Calary Blue, John Halpin, Robert McConnell, Jeremiah Allen, (Guest), Benjamin Houston, Steven Scarborough, Scott Butcher, (Guest), Scott Gardner, (Guest), Joe Tuohy, (Guest)
- Carlos welcomed each board member, advisor and guest to the meeting followed by the serenity prayer.
- Introductions – Scott Gardner – has five (5) years of work related experience in Human Resources and Non-Profit, (working in staffing, recruiting) and Appointment Services for people with disabilities. Joe Tuohy – is the Managing Director and Development at Positive Resource Center. Joe has twenty-five (25) years of fundraising experience dealing with Grants Management.
- July Meeting Minutes – John H. made a motion to approved meeting minutes, Calary 2<sup>nd</sup> the motion. Meeting minutes were approved by the board.
- Manager’s Report – **FUNDRAISING** – Individual donations for last fiscal year (including year –end donor drive) averaged about \$5,000 per month, which if we keep it up would meet our budget goal for current year. Recurring monthly donations has declined to under \$2,000/month (currently 59 donors). Our current budget calls for \$3,500 in total individual donations, increasing to \$4,500 in January. I am developing an ideas for re-initiating a Building Fund to attract more recurring donors. Mascara at Eureka Valley Recreation Center (EVRC) was successful last Saturday. Final report not yet complete. Will be evaluating options for venues for future shows. Up Your Alley volunteer participation was sketchy this year. Nevertheless, thank you to the board for your support. We had a recruitment BBQ for Folsom and are spending a lot of energy this month recruiting and making sure volunteers understand their commitment when they sign up for Folsom. Please direct people to our Facebook event page for Folsom. We are waiting to hear about our volunteer commitment at REAL BAD and Castro Street Fair. We have a new art show up. Photos of Erin Stuart-Jennings. We had a reception yesterday. HARVEST FEAST – Planning committee meets next on Thursday, September 17<sup>th</sup> at 5:30pm. Smaller groups will be meeting in the interim. See Carlos, John, Steven, or myself for more information. We are expecting to make \$30,000 on this event. Horizon grant is pending, but expectations are low given that we seem to receive funding from them every other year. We need to find least \$10,000 in foundation/corporate funding this year.  
**PERSONNEL** – Assistant Manager position has been split into Volunteer Coordinator and Assistant Café Manager, both part-time positions. Request

for authorization to hire second position has been approved by Finance and Personnel and is pending final board approval. **PROGRAMS** – I have an idea for volunteer/community engagement which is being discussed in Program. Bench and plaques for founders should be installed out front this week. We've made significant adjustments this month to our café menu, including some new Peet's iced beverages, and changes to our sandwiches, salads, and pastries. **GOVERNANCE** – Fiscal Sponsorship. Tides pre-application still pending. I have recommended to Governance Committee that our plan to drop re-instatement of 501©3 status be put on hold until a fiscal sponsor is confirmed.

### **Committee Reports**

- Personnel – Calary is going to be stepping in as our new Personnel Chair, due to Steve Egler leaving the board. Personnel Committee was tasked with reviewing our staffing levels at CCC. We looked at the increase in foot traffic and fundraising. We decided look at job descriptions and developed two new jobs which will be called Volunteer Coordinator and Assistant Café Manager which both are part-time positions, (16 hours a week). Louis will be called Assistant Café Manager. Terry will be doing the hiring. Calary made a motion to create two new position, Volunteer Coordinator and Assistant Café Manager which Louis will fill the Assistant Café Manager position. Carlos 2<sup>nd</sup> the motion, and the board approve the motion. Personnel Committee Meeting is scheduled for Wednesday, September, 16<sup>th</sup>, at 7:15pm, at Sweet Inspirations.
- Financial – As expected, we ended FY2014/15 on June 30<sup>th</sup> with a small surplus, (\$1.16). This was results of the SF AIDS Foundation adjusting their fiscal sponsorship fees down. We will be monitoring the year to date actuals as they developed in the new fiscal year end and identify areas where we might need to modify or adjust the forecast for the rest of year. We finished the year balance which is good news and we approve the budget to add to the prudent reserve. Finance Committee Meeting is scheduled for Tuesday, September 15<sup>th</sup>, at 6pm, at JMark's resident, 8 Buchanan Street, #506.
- Fundraising – We have been meeting regularly once a week to discuss the Harvest Feast. We are signing up Table Captains. We are going to have eighteen (18) tables and the question was raised if every board member should be required to at least take one table. Recurring donors is really becoming a pressing issue. We are also taking sponsorships and it starts at \$250 for the organization. Next Harvest Feast Planning Meeting is scheduled for September, Thursday, September 17<sup>th</sup>, at 5:30pm. Terry and Carlos met regarding the Individual Donor Campaign. Next Fundraising Meeting is TBD.
- Programs – Program Committee met on last Sunday, August 10<sup>th</sup>. We discussed Terry's idea for the Volunteer Community Engagement and

Building Fund to see how that fund will be used to support building relating improvements. Next Program Committee Meeting is schedule for, Thursday, September 17<sup>th</sup> at 4:30pm, at the Flood Building.

- Governance Committee – Annual Meeting is scheduled for September. Nominations for officers includes Chair, Carlos Perea, Co-Chair, Calary Blue, Secretary, Patrick Smith and Treasury, JMark Jenkins. The Advisory Board Bi-laws will be revisited and discussed at the next Governance Committee Meeting which is schedule for Tuesday, September 15<sup>th</sup> at 6:30pm at JMark's resident, 8 Buchanan Street, #506. We also met with SF AIDS Foundation regarding maintaining our fiscal sponsorship with the organization. SF AIDS doesn't have an interest sponsoring CCC for a lengthy amount of time. We have already submitted a letter of intent to the TIDE Center for fiscal sponsorship. JMark made a motion that we would like to remain under the SF AIDS Foundation fiscal sponsorship until the end of the current fiscal year, Carlos 2<sup>nd</sup> the motion, and motion was approved by the board. Google Calendar is set-up and we are hoping to have all future committees meetings schedule through the Google Calendar. Also, it was suggested that these meetings not be scheduled during regular business hours so all other people could attend.
- Adjourn – JMark made the motion. Robert 2<sup>nd</sup> the motion. Meeting adjourned with the serenity prayer.