

Advisory Board Meeting Minutes  
November 16, 2015

- Attendance: Carlos Perea, Patrick B. Smith, Terry Beswick (Manager), JMark Jenkins, Calary Blue (Absent), John Halpin, John Cunningham, Robert McConnell, Steven Scarborough, Scott Butcher, Joe Tuohy, Benjamin Houston, (Guest)
- Carlos welcomed each board member, advisor and guest to the monthly board meeting followed by the serenity prayer.
- October Meeting Minutes – Scott B., made a motion to accept the meeting minutes with revised changes, John H., 2<sup>nd</sup> the motion. Meeting minutes were approved by the board.
- Manager's Report – **FUNDRAISING** – Harvest Feast: Congratulations to everyone for a highly successful event – our best ever. Details will be discussed in committee report, but here are the basics: We raised approximately \$58,000, which is \$20,000 more than last year. We spent about \$20,667, which is close to budget and \$7,000 less than last year. Our net for the evening was about \$37,000. We did very well with ticket sales and auction, but our biggest strengths were in sponsorships and donors. We picked up 26 new recurring donors. MASCARA: Saturday's show is at 7:30pm at Harvey Milk. Please come and bring people. Advance tickets are \$10.00. Door tickets are \$15.00. **GRANTS** – REAL BAD: Our award this year was \$28,000, which is \$8,000 more than we had budgeted. HORIZONS: No word yet on the 2015 grant. I sent in our final report on the 2014 grant over the weekend. Joe Tuohy and I are working on about targeting foundations and corporations. **DONORS** – We will discuss year-end donor drive during committee reports. **PROGRAMS** – FACILITY: The program and finance committees have approved purchase of new surveillance camera system as the current one is out of order and needs to be replaced. Estimate is \$1,500. Bathroom faucet may need to be replaced. We have a plumber looking for spare part. Our donated router did not work out. Tomorrow I am going shopping for a new commercial router with a new donor. We have a deep-cleaning day scheduled for all day next Monday. All are welcome. CAFÉ: Since the Harvest Feast, I have been working very closely with Assistant Café Manager Brett to adjust inventory and reduce waste. Volunteer Coordinator Louis and I are working on assembling the volunteer training manual. HOLIDAYS: Thanksgiving Day Potluck will be 1pm-4pm. It would be a great thing to have board members stop by with a dish if you are around. WEBSITE: TBD

### **Committee Reports**

- Personnel – (Carlos) Calary is attending a Horizon Seminar this evening. We met and continue to work on the Performance Evaluation Structure which will be use for staff. We want to have this process done by January 2016. Next meeting is scheduled for Wednesday, December 16<sup>th</sup> at 7:15pm at Sweet Inspirations.
- Financial – (JMark) although we have an operation surplus of \$3,400 over the first four months of the year, we had budgeted an \$18,000 surplus by October 31, so we are below our budget goal. This shortfall is mostly accounted for by income on the Harvest Feast that will be recorded in November. Café revenue is a few thousand short for the first four months of the year, but we also spent below budget, so our Cost of Goods Sold (COGS)ratio is looking pretty good. Meeting revenue is up. We need to look at the budget for the rest of year and reforecast. Robert made a motion to budget \$1,500 to purchase a new surveillance camera system for CCC. JMark 2<sup>nd</sup> the motion. Motion was approved by the board. Next meeting is scheduled for Tuesday, December 15<sup>th</sup> at 6pm at Crepevine on Church Street.
- Fundraising – We need to get a Fundraising Plan in place in order fund projects for CCC. Next meeting is scheduled, Thursday, November 19<sup>th</sup> at John Cunningham’s office at 1pm. Second meeting is scheduled, December 2<sup>nd</sup> at 5pm at Site-Glass Place.
- Programs – committee met last Tuesday, November 10<sup>th</sup> and we looked at the CCC’s Website. We discussed about which programs are fundable. We want review the planning chart for all five programs and see if we can receive grants for each of these programs. Next meeting is scheduled for Tuesday, December 8<sup>th</sup> at 6pm at CCC.
- Governance Committee – We, (Terry and JMark) were able to complete the application to the Tide Center and was submitted last week. They indicated it takes about five (5) weeks before they respond. We are just in that waiting period. Next meeting is scheduled for Tuesday, December 15<sup>th</sup> at 6pm at Crepevine on Church Street.
- New Business – Website Development Proposal - We need to form a PR Communication Committee and agree to come back to the next board meeting with a proposal for a process and a project timeline with deliverables on the website and a suggested budget. Terry, Joe, Robert and Scott are scheduled to meet, Wednesday, November 25<sup>th</sup> at CCC at 6pm
- Adjourn – JMark made the motion. John C. 2<sup>nd</sup> the motion. Meeting adjourned with the serenity prayer.

