

Family Promise of Colorado Springs
Minutes of the Board of Trustees Meeting
February 20, 2024

Hybrid Meeting: First United Methodist Church and via Zoom

In Attendance:

Board Members in person: Rev. Judith (Judy) M. Owsley, President, Dorothy Horton, Sandra Kirby, Carl Stecker, Rev. Carrie West, Stephani Niblock and Grace Banks

Board Member present via Zoom: Jerry White

Employees in person: Jennifer Phillips, Executive Director

The meeting was called to order by President Judy Owsley at 5:31 p.m.

The agenda was approved by consensus.

Introduction of Grace Banks and vote on an application to join the Board

Sandra requested that we vote at the start of the meeting on Grace Banks joining the Board. All present voted in favor. Jerry had not joined the meeting yet.

Approval of Agenda

The agenda was approved by consensus.

Approval of Minutes

January 16th Meeting Minutes - Carrie West moved to approve the minutes. Seconded by Dorothy Horton. The minutes were unanimously approved.

February 8th Meeting Minutes - Carrie West moved to approve the minutes. Seconded by Dorothy Horton. The minutes were unanimously approved.

REPORTS:

Finance Report:

Executive Director, Jennifer Phillips, provided an overview of the financial reports that were previously emailed to the Board members.

Carl and Sandra had some clarifying questions about expenses and their categorization that Jennifer clarified.

A motion to receive the financial report was made by Carl Stecker and seconded by Sandra Kirby. The motion was passed unanimously.

Executive Director Report:

Executive Director, Jennifer Phillips, provided comprehensive updates on the current status of Operations and Administration. A board meeting has been scheduled for March 11th, from 4 pm to 5:30 pm, specifically to review the Board Binder. Board training sessions will be organized on a separate date.

Jennifer also highlighted key points concerning the forthcoming Open House event. Moreover, she reported that the Audit is nearing completion, with no identified issues thus far.

Status Updates on Family Services and Volunteer Programs

Concerning the \$50,000 contribution from FUMC, they have generously consented to redirect \$33,000 towards the General Operating fund. However, Jennifer expressed reservations about making further reallocation decisions until the completion of the EDGE project is in closer proximity.

Jennifer reported that Brandon Plunkett is effectively reestablishing connections with partnership organizations, demonstrating commendable performance in this capacity.

The Volunteer program, under the leadership of Zach, is progressing positively.

During the discussion, Jennifer underscored the paramount importance of cultivating a positive work environment for all employees, emphasizing the commitment to fostering a conducive and supportive atmosphere within the organization.

Review of Brenda Roger's Capacity Building Report

The Capacity Building Report was opened up for discussion. Grace Banks highlighted distinctive keywords that distinguish Family Promise (FP) within the community, specifically "situationally homeless" and "continuum of care."

An initiative will be undertaken in collaboration with National Family Promise to assess safety concerns associated with ID/background requirements.

Various types of barrier definitions were clarified by Jennifer, with IHN hosting identified as a "low barrier" program, albeit requiring sobriety, background checks, and screenings. Board members expressed the viewpoint that Family Promise should refrain from using barrier-centric terms with congregations and instead emphasize the screening measures being used.

Judy Owsley suggested that the board's fresh composition allows for a new beginning, addressing concerns raised in the report regarding some former board members' anxiety. Sandra Kirby urged the provision of training for the board members to distinguish between oversight and overstepping., Stacy Pollard, the Family Promise director of the Western region, is scheduled to visit for further discussions.

Jennifer emphasized a commitment to prioritizing the report and continuous efforts to enhance systems within Family Promise. The ongoing collaboration with National Family Promise underscores a proactive approach to address and improve the organization's operational aspects.

COMMITTEE REPORTS:

Executive Committee: President Judy Owsley reported there have been no Executive meetings since the last Board meeting, but she is looking forward to meeting soon with the new team.

Development Committee: A written report had been emailed previously, there were no questions or additional discussion.

Events Committee: A written report had been emailed previously, there were no questions or additional discussion.

Congregational Care Committee: There were no questions or additional discussion.

Policy and Personnel Committee: A written report had been emailed previously, there were no questions or additional discussion.

CURRENT BUSINESS:

Review, Discuss, Adopt 2024 Mission, Values, and Goals

Executive Director, Jennifer Phillips, informed the board there will be a quarterly review of the report card, along with its status update. In an effort to enhance transparency, Jennifer has revised the report card for publication on the organization's website. Prior to dissemination, Jennifer sought the Board's approval for the modified report card.

The meeting briefly adjourned to allow members to review the document, reconvening at 7:16 pm.

A motion to approve was made by Carl Stecker, seconded by Grace Banks, and subsequently endorsed by all members, except for Jerry White who continued his review.

Following the report card discussion, the board deliberated on the organization's mission. Jerry White proposed, and Carrie West seconded, the adoption of the following mission statement: "The mission of FPCOS is to provide safe and compassionate temporary shelter for children and their families who are situationally unhoused."

Subsequently, the discussion shifted to the acceptance of the organization's values.

Program and Service Values

Hope
Safety
Stability
Dignity
Hospitality
Quality

Board of Trustees Values

Trust
Transparency
Accountability
Integrity

Grace moved to accept the values as presented, a motion seconded by Sandra. The commitment to these values further solidifies the organizational framework and its dedication to fostering a supportive environment for those in need.

Update on The Edge

Jennifer Phillips offered a comprehensive update during the meeting. Mike Slanco learned from the Regional Building Department today that the revised plans had not been submitted. Subsequently, Mike electronically submitted the plans today and conveyed his intention to follow up with a phone call tomorrow to confirm the resubmission. In response to concerns about potential service failures, Dorothy inquired if such issues are addressed in our contracts. Jennifer committed to reviewing the contracts to ascertain the extent of coverage in this regard. Additionally, Jennifer will implement a bi-weekly update communication to FUMC, as suggested by Carrie, to enhance transparency and information sharing.

The projected timeline for the upcoming project spans approximately 9 weeks. This includes a two-week period for plan approval and an estimated 7-week duration for the contractor's work once work is begun. This timeline provides a

framework for the project's key milestones and aligns with the collaborative efforts to ensure the project's successful execution.

Communication Suggestion / Communication Policy

Carrie West opened up a conversation for feedback on a proposed communication Policy.

After some discussion, it was agreed that Carrie would refine the policy and bring it back to the next meeting for approval.

FUMC Leases: Executive Director Jennifer Phillips delivered an update on the current lease agreements with First UMC, expressing the intention to engage in negotiations and deferring the signing process at this time. It is important to note that Jennifer possesses the authority to sign these leases without requiring board approval. FUMC has proposed a monthly rent of \$1500, and Jennifer commits to keeping the board informed about the ongoing negotiations.

Grace Banks emphasized the importance of incorporating a clause to safeguard confidential information, specifically pointing to page 6 of the lease agreement. Additionally, Grace suggested the drafting of a formal letter of apology addressing the damage to the kitchen at FUMC. This proposal was seconded by Carl, and it was decided that Judy and Jennifer would be responsible for composing and delivering the letter.

Adjournment: The meeting was adjourned at 8:07 p.m.

Next Board of Trustees Meeting: The next regularly scheduled meeting will be on Tuesday, March 19th, 2024, at 5:30 p.m.

“Hearts at our Home” Open House and Fundraiser, Saturday, February 24, 2:00-5:00 pm at Jennifer and Wes’ home.

“Breakfast for Hope”: Antler’s Hotel, Wednesday, April 10, 2024, 7:30 – 8:30 a.m.

Respectfully Submitted By: Stephani Niblock