

Family Promise of Colorado Springs
Minutes of the Board of Trustees Meeting
January 16, 2024

Hybrid Meeting: First United Methodist Church and via Zoom

In Attendance:

Board Members in person: Rev. Judith (Judy) M. Owsley, President, Sandra Kirby, Michael Slanco, Carl Stecker, and Jerry White

Employees in person: Ralph Patrick, Executive Director
Jennifer Phillips, Director of Development and Operations

The meeting was called to order by President Judy Owsley at 5:35 p.m. A warm welcome by President Owsley was extended to Stephani Niblock, a Board of Trustees candidate.

Approval of Agenda: The agenda was approved by consensus after a brief discussion was held regarding two suggested additional agenda items. More specifically, the Visioning Report will be discussed as part of the Strategic Planning agenda item and the Board of Trustees Agreement will be discussed as part of the Trustee Binder Update agenda item.

Minutes: A motion to approve the minutes was made by Carl Stecker and seconded by Michael Stanco and passed unanimously.

REPORTS:

Finance Report: Trustee Michael Slanco provided an overview of the financial reports that were previously emailed to the Board members. The report revealed although revenues have increased related to capital improvements and the remodeling of The Day Center, there are concerns regarding the financial health of Family Promise including insufficient revenues to meet the next three months of projected operating expenses. A motion to receive the financial report was made by Jerry White and seconded by Sandra Kirby and the motion was passed.

Executive Director Report: Executive Director, Ralph Patrick, informed the group Kristianna Anderson is no longer employed by Family Promise. He reported that former Family Promise intern, Brandon Plunkett, has been hired to replace Kristianna Anderson as Family Services Manager. Brandon will initially work 25 hours a week and additionally Grace Banks has been hired as the Family Services Case Manager on a half-time temporary basis. Other changes to staffing included: Volunteer Manager, Cindy Weaver, has submitted her letter of resignation and Zach Davis will replace Cindy as the full-time Volunteer Manager.

COMMITTEE REPORTS:

Executive Committee: President Judy Owsley reported the Executive Committee met on January 10, 2024, to interview prospective Trustee candidate, Stephani Niblock. They will present a motion for acceptance at the conclusion of the meeting.

Development Committee: Carl Stecker, Chair, reported the Development Committee met on January 11, 2024. He stated the bulk of the meeting was related to the upcoming fundraising event to be held in April. Topics discussed by the committee included changing the format of the fundraising activity from a luncheon to a breakfast event and a shift in the focus of the fundraising to now engage the business community as a new source of increasing revenue. He also reported the early morning event will be less costly than hosting a luncheon as was done in the past. Other committee discussions included soliciting increased congregational support, sending out a "Save the Date," and ensuring the invitations clearly reflect the event as a fundraising event. He mentioned the need for volunteers to serve as Table Captains.

Events Committee: Dorothy Horton, Chair, reported the committee has been meeting weekly to discuss the upcoming April fundraising event.

Congregational Care Committee: Michael Slanco, Chair, reported congregations have been identified to fill all of the hosting needs for the first quarter of 2024, but filling the Host schedule for the remainder of the year will still need to be addressed. He also reported on the second request from the committee to the agency regarding the need for Family Promise to develop both printed materials

and a common language to be used in the recruitment of new congregations. He stated the committee's long-term goal continues to focus on increasing the number of congregations who are available to host and increasing the number of weeks current congregations are willing to host families. Michael also reported on the upcoming Volunteer training and appreciation event to be held on January 27, 2024.

Policy and Personnel Committee: Jerry White, Chair, reported the need for additional members to serve on the committee. A motion to approve the Revised Procurement Policy was made by Jerry White, seconded by Michael Slanco and the motion was passed unanimously.

CURRENT BUSINESS:

Update regarding The Day Center - Trustee Michael Slanco reported the progress on The Day Center has been very slow because the necessary permits and approval from the El Paso County Regional Building Department have not been received. He stated the building application materials were submitted on November 3, 2023, and again on January 4, 2024, but both packages have been denied. Despite the delays, he reported volunteers have recently completed over 20 hours of planning and in the purchasing of materials and 70 hours of labor in the building including drywall, electrical, low voltage wiring and cabinet improvements.

Trustee Binder update / Review by all Trustees - President Judy Owsley reported the edits to the Trustee Binder have been completed. She stated Executive Director, Jennifer Phillips, will continue the editing process by including all the attachments so the Binder can be sent electronically to the Trustees. Judy indicated review by the Board will be scheduled in the future, possibly before or after a Board meeting.

Strategic Planning: Both Jennifer Phillips and Ralph Patrick reported on the significant challenges faced by the agency during the last few months. They stated organizationally, the program has numerous deficiencies as pointed out by the assessment conducted by Consultant, Brenda Rogers. In addition, there have been staffing issues that have negatively contributed to the success and growth of the agency. In addition to the agency's inadequate revenue to support a growing

staff, the financial reports have been confusing and have not adequately portrayed the accurate financial condition of the agency. As stated by Jennifer, a first step in moving forward will be to separate the Capital grants and restricted monies from the actual revenue available for program and operating costs. The new financial reports that will be presented to the Board will more accurately portray the financial health of the agency and will serve to provide a more realistic platform from which to develop budgets and track expenditures.

As a result of a closer review of the budget and citing the inadequacy of the current budget to support two program administrators, Executive Director, Ralph Patrick reported to the Board he has made the difficult decision to inform the Board of his intention to tender his resignation. He also recommended as part of his departure that Jennifer Phillips, Director of Development and Operations, succeed him in the position of Executive Director.

Other current Business – A motion presented by the Executive Committee to recommend the approval of Stephani Niblock as a new Board Trustee was unanimously passed.

Adjournment: The meeting was adjourned at 8:03 p.m.

Respectfully Submitted By: Sandra Kirby