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## Board of Directors' Meeting July 20, 2011

**Present:** Ronna Ziegel, Bryce Breton, Bryn Fisher, Keith Thompson, Jeff Hunsberger, Karen Shea, Dan Regan, Sandy Paquette, John Duffy

**Prospective Member:** Linda Pessini

**Staff:** Scott Johnson, Becky Gonyea, Michele Sullivan-Dubois

### 1. Approve Previous Minutes:

Jeff motioned to approve the minutes from May 25<sup>th</sup>, June 15<sup>th</sup>, & June 22<sup>nd</sup>. Ronna seconded. Motion passed.

### 2. Board Membership:

Becky reported that she met with Dr. Katie Marvin and she is interested in joining the board.

Sandy and Bryce spoke with Jan Roy. She is still considering board membership.

#### Next steps

The Board will take action at the August meeting regarding approval of Linda Pessini as a new board member, pending her expression of continued interest. Ronna and Sandy will follow up and meet with Katie Marvin in late August.

Sandy will follow up with Dr. Sarayu Balu regarding her interest in board membership after the August meeting.

Board members will follow up with Jan Roy regarding Board membership.

### 3. Financial:

#### a. Status of Financial Systems – Wendelyn Duquette

Wendelyn spent the first 3 months gaining an understanding of the current LFC system while maintaining critical business office functions (deposits, reports, etc). Over the past few months, there have been several accomplishments -

- New Quickbooks systems are in place for the new fiscal year including time tracking, simplified chart of accounts, etc.
- Scott, Wendelyn and Debbie had a conference call with the auditor regarding proposed changes to the business office systems which were endorsed by the auditor on the call
- The LFC purchased GiftWorks donor software that integrates with Quickbooks and will reduce redundant data entry.

#### b. Compensation/Benefits Proposal for action

A committee of staff met with Scott weekly for the past 6 weeks to develop a recommendation for a compensation/benefit adjustment for FY12.

The committee felt that a financial adjustment/bonus should be the first priority, with benefits reviewed at a later time.

The recommendation from the committee for FY12 action is –

- A bonus for all staff - \$15,800 (30 full time staff X \$500, 2 part time staff X \$400)
- An adjustment for staff who are within \$1.00 of the mean - \$2,840 (6 staff)
- A second adjustment for staff who are more than \$1.00 lower than the mean - \$11,170 (11 staff)

Total proposed cost - \$29,810 (\$15,800 of which is a one-time bonus expense/commitment)

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### Next steps

The staff committee, possibly augmented with other/different members, will continue to meet to develop a salary structure/scale for future hires.

### **c. FY'12 Budget for action**

Scott distributed the FY09, FY10, and FY11 budgets for context as the Board considered the draft FY12 budget. Scott distributed a proposed FY12 budget.

The total proposed FY12 has revenue and expenses of \$1,884,746.80. Approximately \$51,000 in revenue is budgeted to come from deferred revenue. Scott noted that there are several programs that run a deficit, requiring the need to use deferred revenue to balance the budget. He will work to address some of these deficits as opportunities arise including when staff turnover provides the opportunity to adjust hours and/or salary.

Scott distributed an addendum to the proposed budget that addresses capital and one-time expenses that will require an additional financial commitment of \$23,000 that would come from deferred revenue if not raised.

After considering the wage adjustment in the context of the FY12 draft budget, Keith motioned to approve the wage adjustment recommendation. Bryce seconded. Motion passed.

### Next steps

The Board will further review and act upon the FY12 budget at the August meeting.

## **4. Property Update:**

### **a. Harvey Property Extension**

The LFC has received an extension on this property until January 31, 2012. This will allow the time to continue discussions with the church and carry out the capital campaign and architectural feasibility studies.

The LFC has contracted with Linda Seville to conduct an appraisal on this property, which should be complete by July 29<sup>th</sup>.

### **b. Status of Church Property**

Scott wrote a letter to Pall Spera on July 6<sup>th</sup> reiterating the LFC interest in the church property and requesting a copy of the appraisal. The letter was delayed in getting to the church, but now that they have it, the LFC has received the appraisal.

The Bishop is waiting to receive the appraisals from the other churches in order make a decision about moving forward with sale of their properties and construction of a new church. This will take place in the coming weeks. At that time, the LFC with Pall Spera will meet with church representatives.

### Next steps

Scott will send a letter to Pall Spera acknowledging receipt of the appraisal and suggesting a meeting with the appropriate church representatives.

### **c. Legal Representation**

The LFC has secured Becky Olson to represent the organization during any real estate transactions.

## **5. Board role in Capital Campaign:**

Dan said he had been reading about boards and thinking about the role of LFC's board in an upcoming capital campaign. He can imagine prospective donors inquiring about LFC outcomes and the evidence available for knowing they are being advanced. He thinks articulating overall outcomes is the proper role of a well functioning board. In doing so, the board can avoid the traps of either micromanaging or rubberstamping the executive director or his staff; and thus, knowing the desired outcomes and the evidence needed to gauge

progress on them, the executive director and staff members can be freed to do their work. Over several meetings, he hopes that, starting from the LFC mission and strategic plan, board members can begin to articulate overall outcomes as well as the kind of evidence necessary to assess their progress.

**6. Adjournment:**

Bryce motioned to adjourn the meeting. Sandy seconded. The meeting adjourned.

**NEXT MEETING**

August 24<sup>th</sup>  
5:00 – 7:00pm