

BOARD OF DIRECTORS MEETING MINUTES

March 13, 2017

6:00 p.m.

Christopher House Administrative Offices
1611 W. Division Street, Suite 207
Chicago, IL 60622

Board Attendees Present: Rolando Acosta, Rob Buono, Dee Dee Chesley, Jeff Kemerley, Dan Lynch, Nana Owusu, Greg Spitzer, Barbara Stewart, Lizzy Whitehorn

By Phone: Ronit Barrett and Tom O'Neill

Christopher House Staff Present: Lori Baas, Julie Dakers, Kristen Novy, Karen Ross-Williams, Penne Silverman, Asheley Smith, Traci Stanley, Katheryn Steward, Matt Stokes

Minutes Recorder: Matt Stokes

Proceedings

- Meeting called to order at 6:10 p.m.

Minutes and Consent Agenda, presented by Lori Baas and Julie Dakers

Motion was made by Dan Lynch, seconded by Tom O'Neill, and carried unanimously to approve the January 18, 2017 Board of Directors meeting minutes.

Motion was made by Rolando Acosta, seconded by Dan Lynch, and carried unanimously to approve the following items on the consent agenda:

- EHS/HS Grant Application Requirements
- PY18 Selection Criteria
- ERSEA Service Delivery Plan
- Policy Council January Minutes
- Fiscal Policies and Procedures
- Internal Dispute Resolution Impasse Procedures
- Early Head Start – Child Care Partnership Budget Revision
- Early Head Start – Child Care Partnership FY17 Application

CEO Report, presented by Lori Baas

FY17 Financials, presented by Katheryn Steward

- Christopher House had an outstanding line of credit of \$500,000 in December. Since then, the agency has reduced it by \$250,000. With cooperation from Chicago Public Schools, the agency anticipates paying off the balance in April.
- The current accounts receivable is \$957,000. This puts the agency in good standing.
- With less than 5% over 60 days, accounts payable is manageable.

- At the end of January, Christopher House had year-to-date operating loss of \$55,000 compared to a budgeted loss of \$384,000.
- The loss in childcare revenue was offset by salary savings. Christopher House strategically filled vacancies internally with staff instead of hiring external candidates.
- The agency was able to accommodate Chicago Public Schools initial projection of a \$300 cut per pupil. During this first round of cuts, the \$300 was reduced to \$189 per student. There are possibly more cuts to come.

Chicago Benchmarking Collaborative Update, *presented by Traci Stanley*

- Collaborative Prize
 - The Chicago Benchmarking Collaborative is one of eight finalists from an applicant pool of more than 350 for the 2017 Collaborative Prize of \$150,000. This prize is a national award designed to highlight exceptional permanent models of collaboration among non-profit organizations. The winner will be announced in April.
- Kellogg Case Study
 - Kellogg is conducting a case study on the Chicago Benchmarking Collaborative to document our methods and the benefits and challenges of collaboration and our use of data. They have interviewed leadership and program staff and shared a draft of the case study with Christopher House. The study should be available in two months.
- Boeing Documentation Project
 - Boeing has asked Christopher House to document its processes for collaborating to be used as a guide on benchmarking and sharing data for other colleagues and collaborative groups.

Board Development Committee Report, *presented by Ronit Barrett*

- The committee has been researching Chicago corporate businesses to target for Board membership. They would like to disseminate this research to the Board to see if anyone has connections at businesses on the prospect list.
- The committee would like to follow up with Board members on their recommended prospects by April 13, 2017.
- During the May Board meeting focus will be on identifying two to three prospects to cultivate and recruit by December.
- The committee has a goal to onboard other members to reach full capacity by December 2018.

External Affairs Committee Report, *presented by Lori Baas and Dee Dee Chesley*

- Christopher House has received more money for gala sponsorships than the agency secured around this time last year.
- 27th Annual Benefit invitations should be in mailboxes soon, this should help with getting donations under \$1,000.

Progress on the Development of the Middle School, *presented by Lori Baas*

- Lori recapped the progress and challenges of the Campaign for Thriving Families since it began in 2006.
- The completion of the birth through 8th grade school in Belmont Cragin will cost \$6.5 million. The agency's goal is to raise \$3.25 million through private philanthropy.
- Lori shared a draft of the Campaign for Thriving Families updated campaign plan.
- The plan included naming levels, strategies, timeline and accountability metrics.
- The campaign has an internal scorecard to track activities and results in regard to raising campaign funds. This will help staff and Board focus on outreach efforts to donors and prospects.
- Bank of America has been working with Christopher House to secure new market tax credits.
- Julie Dakers and Katheryn Steward have been working on cash flow to monitor revenue being spent to start construction on the middle school.
- Julie and Kristen Novy are developing a contingency plan for the middle school in the event construction is not complete by August 2018.
- Rob suggested Christopher House should add language in campaign marketing materials about Board participation and commitment of dollars toward the construction of the middle school.
- Barbara and Rolando suggested the agency state that the middle school will be completed by fall of 2019 to allow for flexibility in getting the project finished.
 - Rob said this flexibility could yield great results and be the difference between staying within and going over budget.
- Penne Silverman stated that between March and June, the agency would like to get capital campaign commitments from each Board member.
- The Board recommended drafting a resolution for the capital campaign plan and having it reviewed by the Executive Committee.
 - Dan Lynch suggested the resolution include Board authorization to approve the project and start construction on the middle school.

Thought Leadership, presented by Lizzy Whitehorn

- Recommended the Board consider and suggest ways to expand Christopher House's brand through public relations. This could help increase dollars raised for the agency.
- Board members and staff recently met with MSI, a public relations firm, to discuss ideas and a quote for expanding the organization's brand to a larger audience. It was decided to engage MSI in order to move forward on the thought leadership priority, increase media outreach around the annual benefit and conduct an internal and external audit.

Motion was made by Rob Buono, seconded by Jeff Kemerley, and carried unanimously to adjourn the meeting.

The meeting was adjourned at 7:34 p.m.