

BOARD OF DIRECTORS MEETING MINUTES

May 15, 2017

6:00 p.m.

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

Board Attendees Present: Adnan Assad, Ronit Barrett, Rob Buono, Dee Dee Chesley, Jordan Hadelman, Tom O'Neill, George Reimnitz, Dave Rodin, Rick Smirl, Greg Spitzer, Nicole Toalson, Lizzy Whitehorn, Tom Woodrow

By Phone: Nana Owusu and Barbara Stewart

Christopher House Staff Present: Lori Baas, Julie Dakers, Gloria Kuechenberg, Krissy Novy, Christina Pfeffer, Karen Ross-Williams, Penne Silverman, Traci Stanley, Katheryn Steward, Matt Stokes

Minutes Recorder: Matt Stokes

Proceedings

- Meeting called to order at 6:04 p.m.

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

Motion was made by Jordan Hadelman, seconded by Lizzy Whitehorn, and carried unanimously to approve the March 13, 2017 Board of Directors meeting minutes.

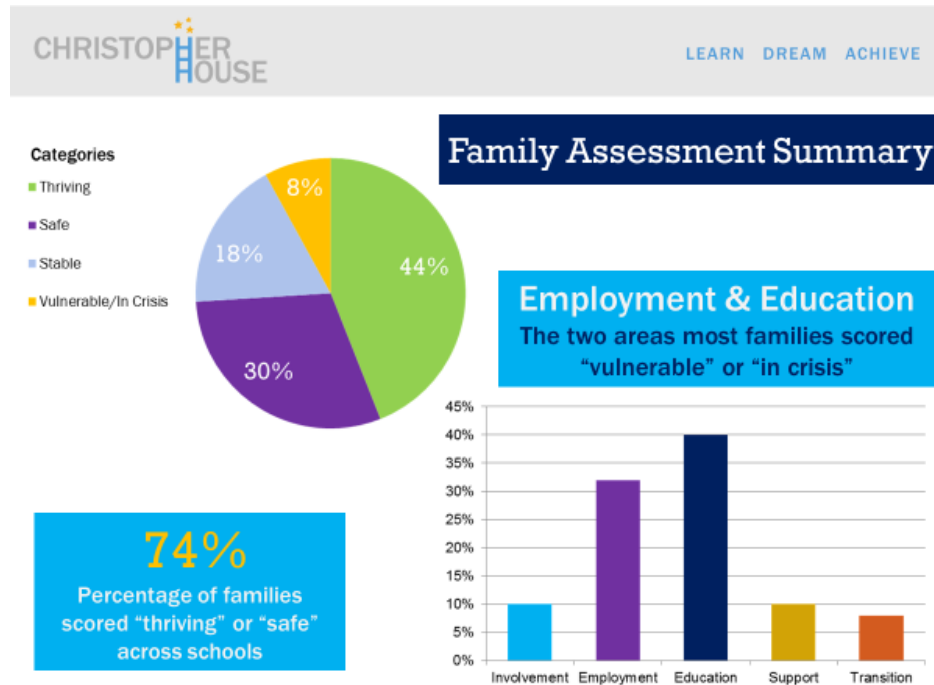
Motion was made by Rob Buono, seconded by Rick Smirl, and carried unanimously to approve the following items on the consent agenda:

- Early Head Start Continuation Grant – 9/1/17 to 8/31/18
- 2017-2018 Self-Assessment Action Plan
- 2017-2018 Management Plans - ERSEA
- Employee Handbook 2017
- Christopher House Community Assessments
- Parent Policy Minutes, 2/23/17 & 3/23/17
- Updated Fiscal Policy re: payment approvals

Parent School and Family Assessments, presented by Gloria Kuechenberg

- Christopher House's annual family assessment model was adapted from the Massachusetts Family Self-Sufficiency Scales and Ladders Assessment. This tool is used to measure incremental progress or decline of participants' ability to achieve self-sufficiency and thrive throughout the program year.
 - Based on 18 indicators, families score into one of the five categories below:
 - Thriving – to be healthy or do well, to flourish, to be successful, to prosper
 - Safe – secure, not risky, no foreseen danger

- Stable – unchanging and permanent, enduring, constant
 - Vulnerable – susceptible, in danger, at risk, in a weak position
 - In Crisis – emergency
- 421 assessments completed agency wide
- Summary of the family assessments



- Based on The Christopher House parent school, staff used the results to set 2 – 3 measurable goals for each family, provide case management support including connecting with outside resources and develop parent education workshops and supports such as:
 - YOU Curriculum – Parenting Leadership Skills Group Series
 - Rainbows Curriculum – 14-Week Children’s Grief Group Series
 - College Readiness Workshops
 - Kindergarten Readiness/Kindergarten Transitions
 - 6-Week Preschool Social Skills Groups
 - Health Education
 - 6-Week DESSA Charter School Social Skills Groups

Finance Committee Report, presented by Jordan Hadelman and Katheryn Steward

- FY17 Projections
 - Christopher House is projected to close this fiscal year with a surplus.
 - The variance in government revenue in child care is primarily due to the change in eligibility for child care including decreasing the amount a family can earn to qualify for the subsidy and eliminating the subsidy for those in school.

- FY 17 Private philanthropy is down \$120,000 this year compared to last year and is projected to make budget.
- Accounts receivable has not significantly aged which has positively impacted the agency's overall cashflow.
- FY18 Budget
 - FY 18 funding for the elementary school has not been finalized. The agency may have to adapt its spending priorities in response to CPS's final allocations.
 - Due to the unknown CPS funding, the agency might have to hold back on moving forward with salary increases for staff.
- FY 18 Private Philanthropy Plan
 - An overview of the FY18 private philanthropy goals was presented. Next fiscal year's budget (\$2,033,000), is 7% more than what was raised in FY17 (\$1,901,000).
 - The following categories by percentage will make up the overall fundraising goal:
 - Grants – 40% (5% increase over FY17 projections)
 - Individual Giving – 16% (61% increase over FY17 projections)
 - Annual Gala – 38% (1.3% increase over FY17 projections)
- Programatic changes
 - The School Age program at the Logan Square site will close effective June 30, 2017 due to low enrollment. There are afterschool programs in the area competing for student enrollment; Christopher House students will be enrolled in other programs.
 - The Adult Literacy and English as a Second language programs are still suspended because of government funding cuts. The parents assessments indicate there is still a need for these programs.
- Motion was made by Jordan Hadelman, seconded by Rick Smirl, and carried unanimously to approve the FY18 budget.

External Affairs Committee Report, *presented by Penne Silverman and Christina Pfeffer*

- MSI Update and Thought Leadership Overview
 - Christopher House has been collaborating with MSI for two months to raise awareness of Christopher House's profile in Chicago and beyond.
 - The project includes an internal and external audit. Once the audits are completed, MSI will provide a report of the findings and recommend a hierarchy to use for the next phase of the Thought Leadership project.
 - MSI arranged for press coverage of the 27th Annual Benefit in April. Gloria Kuchenberg was interviewed about the agency's family support services. The team is also scheduled to interview Christopher House alumnus and the keynote speaker at the gala.
 - WGN news network promoted the agency's Girls on the Run program in April.
 - Money was donated by three Latin students to help fourth grade girls at the elementary school get running shoes from Dick's Sporting Goods at New City Mall. The girls took a field trip to the store to try on shoes and WGN filmed the event and aired it.

- The Thought Leadership initiative is to establish Christopher House as the trusted, innovative and proven leader in early childhood education, elementary school and wraparound family support.
 - Now is the time to raise awareness for the agency's mission and work with the National spotlight on education, especially in low-income, high-risk communities. This awareness would help the agency build support.
 - The agency has determined a timeline for next steps in the process of making Christopher House a thought leader.
 - ❖ May/June – conduct an external and internal audit to determine the unique similarities and differences between Christopher House and its competitors; hone the agency's outstanding voice among social service agencies
 - ❖ July/August – streamline external and internal messaging for consistent communication and voice; establish a proactive and opportunistic calendar to guide conversations on a national and local level
 - ❖ September/Ongoing – develop content, host media trainings, leverage media outreach, present agency data-based pedagogical and family support approaches and findings at conferences
- Invest for Kids
 - Christopher House recently submitted a grant proposal to Invest for Kids. A list of IFK contacts was shared. It was requested that the Board identify anyone they know at the organization.
 - Lori thanked Dave Rodin for introducing Christopher House to Invest for Kids through one of his contacts.

Board Resolution on Middle School Expansion, *presented by Tom O'Neill and Lori Baas*

- The middle school expansion will require an investment of \$6.5 million through financing and private philanthropy.
- Adnan stated the agency submitted an ask of \$3.25 for capital financing to Bank of America and the bank agreed to \$3.2 million. He said the bank agreed to this because of Christopher House's success with previous capital campaigns and loans funded by Bank of America.
- The proposal is contingent upon the agency's ability to secure \$3.25 million in private philanthropy and make sure there's no further deterioration in finances before construction begins.
- Lori presented the following capital campaign strategy for individuals and foundations and organizations:
 - Board campaign
 - 100% participation raising more than \$750,000 to be concluded by the end of the fiscal year.
 - Individuals
 - Contact prior capital funding investors
 - Ask operational donors to increase investment in growth
 - Qualify, cultivate, and solicit 96 new prospects, 30 of which have assigned solicitors

- Foundations and Organizations
 - Leverage current funding relationship for increased investments
 - Contact capital funders that welcome applications and get connected to those that require invitations
- Jordan expressed a concern about the increase in private philanthropy from \$2.6 million for the last capital campaign to \$3.25 for the middle school expansion. He said the agency has to raise more money and over a shorter period of time.
- Rob emphasized the agency has data to back and a compelling story to share with the general public for the middle school expansion. Tom Woodrow agreed the agency should move forward with construction.
- Adnan asked what's the alternative to starting construction of the middle school August. Lori said Julie and Krissy have been working on a classroom space to house the sixth graders at the Logan Square site.
- Lori stated there's a continued need in the community for the James & Jean Stewart Campus due to overcrowding of classrooms at other kindergarten through eighth grade schools in the Belmong-Cragin area.
- Dee Dee asked for the deadline of the second resolution to show progress has been made on the construction of the middle school.
- Tom O'Neill asked the Board to review and approve the Board resolution for the capital campaign project. He said the resolution holds the Board accountable for the completion of the middle school expansion.

Motion was made by Rick Smirl, seconded by Dave Rodin, and carried unanimously to approve the Board resolution for the middle school expansion.

Motion was made by Tom O'Neill, seconded by Rob Buono, and carried unanimously to adjourn the meeting.

The meeting was adjourned at 7:45 p.m.