

BOARD OF DIRECTORS MEETING MINUTES

September 12, 2018

6:00 PM

Christopher House Administrative Offices

1611 W. Division Street, Suite 207

Chicago, IL 60622

Board Members Present: Adnan Assad, Ronit Barret, Rob Buono, Dee Dee Chesley, Shavon Hale, Roberto Interiano, Jeff Kemerley, Tom O'Neill, Stu Reed, David Rodin, Gregory Spitzer, Homero Tristan, Lizzy Whitehorn, Tom Woodrow

Guest Present: Kenneth Langston, Chad Poznansky,

Board Members Absent: Rolando Acosta, Anthony Chimino, JoAnne Cicchelli, Jordan Hadelman Dan Lynch, Nana Owusu, Stephen Raquet, George Reimnitz, Kimberly White

Christopher House Staff Present: Lori Baas, Julie Dakers, Karen Ross-Williams, Penne Silverman, Traci Stanley, Katheryn Stewart

Christopher House Staff Attending by Phone: Krissy Novy

Minutes Recorder: Christina Henneuse

Proceedings

Meeting called to order at 6:06 PM

Welcome, presented by Tom O'Neill

Tom introduces Kenneth Langston and Chad Poznansky to all Christopher House staff and board members present. Chad and Kenneth are attending today's board meeting as guests and as prospective Christopher House Board Members.

Approval of Board Meeting Minutes, presented by Tom O'Neill

Motion made by Jeff Kemerley, seconded by Tom Woodrow and carried unanimously to approve the July 11, 2018 Board of Directors meeting minutes.

Approval of Consent Agenda, resented by Julie Dakers

There are four items on the consent agenda. The first two items need board approval and last two items are for review.

- Approval of 2018-19 Risk Management Manual

- Approval of Shared Governance Manual (changes have been made to the policy council by-laws)
- FY17 Annual Report (review only)
- June/July Head Start and Early Head Start Policy Council Meeting Minutes (review only)

Motion made by Tom Woodrow, seconded by Dee Dee Chesley and carried unanimously to approve the 2018-19 Risk Management Manual and Shared Governance Manual.

President's Report, presented by Tom O'Neill and Lori Baas

Tom and Lori wish to thank all the board members and board officers up for re-election for their service and commitment to Christopher House.

The following board members are up for re-election:

- Adnan Assad
- Ronit Barret
- Stephen Raquet
- George Reiminitz
- David Rodin
- Kimberly White
- Tom Woodrow

Motion made by Stu Reed, seconded by Jeff Kemerley to re-elect the seven board members.

The following board officers are up for re-election:

- Tom O'Neill, President
- Dee Dee Chesley, Vice President
- Adnan Assad, Secretary
- Jordan Hadelman, Treasurer

Motion made by Ronit Barret, seconded by Stu Reed to re-elect the four board officers.

Motion made by Ronit Barret, seconded by Dan Lynch to elect Chad Poznansky and Kenneth Langston to the Christopher House Board of Directors.

Finance Committee Report, presented by Katheryn Steward

June 2018 Financial Statements:

The statement of activity shows a favorable variance of \$175,264 in private philanthropy, \$857,085 in government funding, and \$206,964 in other revenue.

The balance sheet shows we currently have nothing outstanding in our line of credit, the capital campaign account is at \$1.5M and there is an increase in government receivables of \$645K that has been subsequently collected

Board Development Report, presented by Ronit Barret

There are currently a few individuals in the pipeline as prospective board members including today's guests, Kenneth Langston and Chad Poznansky. Christopher House is currently targeting just over a dozen corporations for new board members. The Board Development Committee is seeking help from the board to make connections to those corporations.

CEO Report, presented by Lori Baas and Traci Stanley

Christopher House was recently featured in the Washington Post, Hechinger Report as well as a few other local periodicals.

The individual giving goal for FY19 is \$325,000. In FY18 individual giving was at \$250,020. In order to focus on increasing individual giving this fiscal year, External Affairs has broken down giving levels and assigned staff members to each level with a stewardship plan. Lori asks for extra help from the board by identifying individual prospects, submitting new ideas for cultivation events and/or volunteering to make thank you calls to major donors.

Progress on the Middle School, presented by Rob Buono

The building permit for phase 3 has been acquired. Mobilizing for construction has officially started as of yesterday. Excavating will begin next week. At this time, we are currently a week ahead of schedule and at a 1% savings in our budget.

We are working with Bank of America to negotiate loan terms and anticipate reaching an agreement within the next month. Paul Hastings LLP will be handling the legal and documentation process.

There will be a groundbreaking ceremony in late October for the JoAnne L. Cicchelli Middle school . Information regarding the event is forthcoming.

Strategic Planning Task Force, presented by Traci Stanley

The Strategic Planning Task Force is in the process of developing a new three year strategic plan. Part of the planning process includes identifying our current strengths and weaknesses to come up with new priorities for FY2020-2023. The task force will share ideas with the board at upcoming board meetings with the goal of reviewing and approving the new strategic plan by May 2019.

The leadership team is working with the Bridgespan Group to draft a Christopher House Theory of Change and identify questions that can help formulate a plan.

Dee Dee suggests focusing on a matriculation plan for high school.

Education Council, presented by Lori Baas

The Education Council will meet on September 24th. An update will be provided at the November 14th Board Meeting.

External Affairs Committee Report, presented by Penne Silverman

The dashboard reflects that we are currently at 43% of budget for foundations, corporate and government contributions, 7% in individual contributions, and 9% in religious and community groups.

Christopher House was recently awarded a \$200,000 grant from Invest for Kids. Funds should be received by the end of the calendar year. In addition, we have also been awarded a \$250,000 investment from the Rosenmayer Family (\$225,000 will go toward capital over a span of 5 years, and \$25,000 toward the annual benefit).

Upcoming engagement opportunities include a groundbreaking ceremony for the JoAnne Cicchelli Middle School in October, the food drive and Turkey Tuesday in November; and the holiday program and winter concert in December.

External Affairs is currently prospecting grants from six foundations and is asking for assistance from the board connecting Christopher House with contacts with these foundations.

The 29th Annual Benefit will be held at the Four Seasons on May 9th.

The board of directors goes into executive session to complete the CEO annual review.

Meeting adjourned at 7:40 PM