

## BOARD OF DIRECTORS MEETING MINUTES

January 16, 2019

6:00 PM

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

**Board Members Present:**, Rolando Acosta, Adnan Assad, Rob Buono JoAnne Cicchelli, Roberto Interiano, Stu Reed, Tom O'Neill, Nana Owusu, George Reimnitz, David Rodin, Gregory Spitzer, Homero Tristan, Lizzy Whitehorn, Tom Woodrow

**Guests Present:** Stacey Blasko

**Board Members Attending by Phone:** Ronit Barret, Jeff Kemerley

**Board Members Absent:** Dee Dee Chesley, Jordan Hadelman, Kenneth Langston, Dan Lynch, Chad Poznansky, Stephen Raquet, Kimberly White

**Christopher House Staff Present:** Lori Baas, Julie Dakers, Meaghan Jennings, Gloria Kuechenberg, Krissy Novy, Ruth Perret-Goluboff, Karen Ross-Williams, Penne Silverman, Traci Stanley, Katheryn Steward

**Minutes Recorder:** Meaghan Jennings

### Proceedings

Meeting called to order at 6:05 PM

**Welcome**, presented by Lori Baas

Tom welcomed everyone to the meeting and shared that a majority the meeting would be a discussion from the strategic planning taskfoce. Stacey Blasko is welcomed to the group as a guest and board prospect.

Motion to approve minutes Tom Woodrow, seconded by Adnan Assad.

**Consent Agenda**, presentedby Katheryn Steward

System that we used to operate our Head Start program. Planning cycle is beginning now with ive year assessment. Recruitment begins in March and April. Selection process begins in April and May is ongoing and enrollment begins in September. Attendance is tracked on a monthly basis.

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Amended version Approved by the Board of Directors 5/15/2019

The group needs to approve the selection criteria for 2020.

Motion made by approve first by George Reimnitz, seconded by Rolando Acosta.

**CEO's Report**, presented by Lori Baas

Lori shared board development committee report. Over the past year, two new members have been added. Two are in the pipeline: Stacey is joining for tonight's meeting and there is an additional member who will join for the March meeting.

The committee has been committed to finding ways for members to engage in activities with scholars. Read-A-Thon opportunities are available at the end of February. This is great way to engage new prospects.

Update shared on activities by Krissy and her team to ensure Class of 2021 are accepted into the best-fit high schools. At November meeting, Krissy shared her benchmarks that she worked on for 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> graders. A full report out will be presented at the May meeting.

The first meeting was held today with High Jump, who has partnered with the sixth grade. This is a mentorship program. 19 of 22 invited parents attended. To qualify, you need all As or Bs. Almost half of the class qualify for the program. Scholars are very excited to apply. We are also developing other partnerships. Christopher House was accepted into Schools that Can, which has provided opportunities for professional development with teachers.

**Finance Committee Report**, presented by Lori Baas

Lori presented the year-to-date financials. During the Finance Committee, a few issues were raised. First was the nearly \$100,000 year-to-date variance of budgeted over projected financials. This is caused by a few items. When the budget was created a year ago, we anticipated more kindergarten students enrolling in the Elementary School. The enrollment of the Elementary School exceeds what was expected five years ago, but does not include all of the kindergarteners that were budgeted to enroll. Some of this deficit will be offset by the \$1.23 million Department of Education grant received for the charter. \$141,000 will be put toward current year operations.

Given the changes in enrollment and additional revenue opportunities, the Finance Committee asked for an updated projected for fiscal year 2019 by February.

Lori shared the private philanthropy projections.

**Progress on the Development of the Middle School**, presented by Julie Dakers

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Construction is well underway at the Middle School. We are projected to devlier the building on July 25<sup>th</sup>, 10 days behind schedule. School is expected to start around August 18<sup>th</sup>. We are currently on budget. We have not dipped into Christopher House or the General Contractors contingency allotment. All expenses paid to date Budget was \$6.9 million and \$1.4 million has been spent to date with about \$5.5 million remaining.

**External Affairs Committee Report**, presented by Penne Silverman and Adnan Assad

External Affairs is working on the Annual Benefit, which will be hosted on May 9<sup>th</sup> at the Four Seasons Chicago. Adnan Assad is the Event Chair. Dee Dee Chesley is being honored. Auction Committee is put together and we are looking for an additional member from the Board of Directors. Nominations for the family honoree are underway. We are recruiting for sponsors in addition to a Host Committee. Sponsorship levels are available from \$1,000 to \$50,000.

The Annual Benefit Save the Date will be mailed later this week. The Host Committee material, sponsorship packet, electronics save the date, and language for solicitation will all be shared and available in the Board Toolkit, an internal webpage. Adnan advocated to have the External Affairs team support in ensuring that letters are sent out.

Tony Chimino has also re-committed his investment to fundraising for the event. Rick and Dee Dee Chesley are committed to finding new sponsorships for the event.

We are doing the stellar cellar again and asking for board members to contribute wine for the auction package. Board members received a packet of potential auction items, both for the silent and live auction, to help brainstorm additional ideas. Staff will reach out to members to ask for help in securing new items for the auctions.

A member of the auction committee is hosting a women's breakfast at the Women's Athletic Club on February 13<sup>th</sup>.

**Strategic Planning Task Force**, presented by Lori Baas, Stu Reed and Traci Stanley

The strategic planning task force has met offsite three teams and has come up with an approach, which they are seeking validation from the board. Dan Rodin, Dee Dee Chesley and Stu Reed, all board members, are on the task force. Suzanne Miller and Shari Berland from the Education Council are also on the task force. Board will need to approve the allocation of dollars at the next board meeting.

Lori presented suggested changes to Christopher House's vision statement, which was first created in 2003. The largest change was to define what a national model means and what that would entail for the organization.

The task force is open to exploring different model types and options for replication and expansion. The goal is to share these options and a recommendation for the group during the March meeting. A SWOT analysis has been completed with the staff and with parents. A group of Future Leaders participated in facilitating the sessions with staff for the SWOT analysis. Traci presented the findings, top three themes for Christopher House strengths, weaknesses, opportunities and threats. The parent responses were aligned with the staff responses. 94% of parents rated Christopher House as an 8, 9 or 10 and 60% rated as a 10 in terms of their satisfaction with the organization. 432 parents responded to the survey in the spring of 2018. Staff have already incorporated some of the feedback into their own goals.

Task force will be using this data to prioritize what should be focused on and will have a recommendation during the March meeting. Questions arose about a community or neighborhood assessment to see where the need is.

#### **Board Development**

Motion made to elect Stacy Blasko to the Christopher House Board of Directors. by Lizzy Whitehorn, seconded by Adnan Assad and carried unanimously to approve.

Executive session: CEO performance

Motion made by Dan Lynch, seconded by JoAnne Cicchelli and carried unanimously to adjourn the board meeting.

Meeting adjourned at 7:26 PM