

## BOARD OF DIRECTORS MEETING MINUTES

September 11, 2019

6:00 PM

Christopher House Administrative Office

1611 W. Division St. Ste. 207

Chicago, IL 60622

**Board Members Present:** Rolando Acosta, Adnan Assad, Ronit Barrett, Stacey Blasko, Rob Buono, Dee Dee Chesley, JoAnne Cicchelli, Jeff Kemerley, Tom O'Neill, Stephen Raquet, Dave Rodin, Greg Spitzer, Lizzy Whitehorn

**Board Members Attending by Phone:** Kenneth Langston, Kim White, Tom Woodrow

**Guest Present:** Jessica Cardoni

**Board Members Absent:** Roberto Interiano, Dan Lynch, Stu Reed, George Reimnitz, Homero Tristan

**Christopher House Staff Present:** Lori Baas, Julie Dakers, Meaghan Jennings, Gloria Kuechenberg, Krissy Novy, Karen Ross-Williams, Libby Shortenhaus, Traci Stanley, Katheryn Steward

**Minutes Recorder:** Christina Henneuse

**Proceedings:** Meeting called to order at 6.07 PM

**Welcome,** Presented by Tom O'Neill

Tom begins the meeting by welcoming all board members and Christopher House staff present. He introduces Jessica Cardoni who is attending tonight's board meeting as a guest and prospective board member.

**Minutes.** Motion was made by Dee Dee Chesley, seconded by Rolando Acosta and carried unanimously to approve the June Board Meeting Minutes

**Consent Agenda.** Presented by Julie Dakers

There are seven items on the consent agenda, including 6 that require approvals by the board:

- 1.) FY18 Annual Report
- 2.) Approval EHS Child Care Partnership Budget Amendment
- 3.) Approval FY20 Early Head Start Grant Base Application
- 4.) Approval FY20 Head Start Grant Base Application
- 5.) Approval Summary of Changes of the 2019 Employee Handbook
- 6.) Approval of Changes of 2019 Risk Management Manual

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**Approved by the Board of Directors 11/13/2019**

7.) Approval of Shared Governance Manual

Motion made by Jeff Kemerley seconded by Ronit Barrett and carried unanimously to approve the seven the consent agenda items.

**Election of Board Members**, Presented by Tom O'Neill

The following class of 2019 board members are up for re-election tonight:

Rolando Acosta  
Rob Buono  
JoAnne Cicchelli  
Jeff Kemerley  
Tom O'Neill  
Elizabeth Whitehorn

Motion made by Ronit Barrett seconded by Dave Rodin and carried unanimously to re-elect the class of 2019 board members for another 3-year term.

**Election of Board Officers**, Presented by Tom O'Neill

The following board members are up for election into the following offices:

Dee Dee Chesley, President  
Adnan Assad, Vice President  
Dave Rodin, Secretary  
Stephen Raquet, Treasurer

Motion made by Rolando Acosta seconded by Ronit Barrett and carried unanimously to elect the four board members into office.

**President's Report**, Presented by Dee Dee Chesley and Lori Baas

As the new Board President, Dee Dee thank Tom for his leadership of the board these last few years and is excited for her new role. Her goals include growing and diversifying the board.

**CEO Report**, Presented by Lori Baas, Traci Stanley and Krissy Novy

Christopher House successes over the last year include completing the construction of the middle school at \$200,000 under budget, retaining 96% of high-performing staff, growing the board by 3 new members, investing in the Leadership Team, as well as diversifying funding.

Opportunities for growth include succession planning, diversifying the board, growing individual giving, identifying IT and HR as investments, and addressing some turnover.

Lori looks forward to sharing the FY20-22 Strategic Plan at the November board meeting.

Traci reports the FY19 programmatic data that the majority of Christopher House students are meeting or exceeding their attainment targets. While we have not managed to raise the percentage of families who increased scores on the family assessment, the percentage of families reaching 2 of their 3 family goals has increased.

Nearly 500 Early Childhood and Elementary School parents completed the 2019 Parent Survey. 39% of the comments received shared that parents had “no concerns” or “keep doing what you are doing”. Other positive comments mentioned high-quality teachers and staff, family support services. 6% of comments received mentioned suggestions to improve parking and increased communication.

Krissy shares that the STEAM middle school curriculum is NGSS aligned, it will include interactive instruction, with art/math taught throughout units. Other highlights for best fit high school preparation include an advisory class, success-bound class, Naviance and a Dream On Education partnership.

#### **Middle School Task Force, Presented by Rob Buono**

Rob reports that by September 30<sup>th</sup> we will be expected to refinance existing debt from our loan. We have significantly less debt than originally expected.

#### **Finance Committee, Presented By Adnan Assad**

Our FY19 income statement shows that we are on track with the FY19 budget. . The FY19 balance sheet revealed total assets at \$34,132,000 and total liabilities at \$15,123,000.

The Presbytery of Chicago has decided to close the trust that was established after the sale of the Greenvue property. The Presbytery of Chicago Assembly will be meeting on September 17<sup>th</sup> to vote on releasing those funds to Christopher House which is approximately \$600,000. Lori is expected to attend this meeting.

#### **Board Development Committee, Presented by Ronit Barrett**

There are currently eight individuals that are in the prospective board pipeline.

The Board Development Committee is developing a board recruitment rubric and reviewing board goals and responsibilities. It is the Committee’s plan to develop a requirement for current board members to recruit one new board member every few years. An update regarding the recruitment rubric will be provided at the November meeting.

**External Affairs Committee**, Presented by Meaghan Jennings, Lizzy Whitehorn, Libby Shortenhaus

The FY19 private philanthropy revenue actuals reveal \$1,153,756 in foundation/corporate contributions, \$240,497 in individual contributions, and \$31,662 in religious groups. The annual benefit raised \$846,825.

This fiscal year we have an \$800,000 goal for institutional giving. External Affairs can use the Board's help with identifying contacts from our top corporate prospects and participating in a matching gift program through their employer to help reach this goal.

Lizzy asks members to save the date for the 30<sup>th</sup> Annual Benefit which will be on April 30<sup>th</sup> at Morgan Manufacturing and co-chaired by Adnan Assad and Tony Chimino. The External Affairs Committee needs board support with ideas for sponsors, honoree, and live auction donations. External Affairs expects to have official save-the-dates in the mail to invitees by January.

Libby highlights thought leadership recognition over the past year which included considerable news coverage on the middle school groundbreaking ceremony, the CBC and Christopher House's continuum of education. Members of the Leadership Team are already committed to participate in seven national and local conferences over the next year.

**Public Comment**

No public comments were made at this meeting.

Motion made by Ronit Barret and seconded by Lizzy Whitehorn to elect Jessica Cordova to be elected to the Christopher House board of directors.

Motion made by Rob Buono and seconded by Dave Rodin to adjourn into move into Executive Session for review of the CEO.

Meeting adjourned at 7:36 PM