

**Fourth & Hope  
Board of Directors Meeting  
March 27, 2018, 6:00pm  
Board President, Suzi Ishikawa presiding  
Location: 108 W. Woodland Ave., Woodland, CA  
Minutes**

**Attendees:** Larry Peterson, Pat Stoffregen, Suzi Ishikawa, Doug Zeck, Jr. Executive Director, Shelia Brymer, Nick Roncaroni, Scott Mansell, Ken Bryant, Robert Partlow, Trudie Martin

**Consultants:** Carol Souza Cole, Scott Thurman

**Absent:** Tom Liberto

**Visitor:** Brad Miller

6:00 meeting called to order  
Prayer:

Suzi Ishikawa

**Agenda Approval**

Suzi Ishikawa

- ☐ Motion to approve by Pat Stoffregen second by, Scott Mansell, unanimous approval.

**Minutes**

**Suzi Ishikawa**

- ☐ Motion to approve by, Scott Mansell second by Nick Roncaroni, unanimous approval.

**Financial Report**

Brad Parsons/Scott Mansell

- ☐ Februray Financials: Suffered \$9694 loss in February, attributable to PSH for CH. Some contracts have paused temporarily, for re-application for PSH for SH. This is a Normal procedure and we should be able to recoup these losses after re-applied. We finished the last 8 months ending Feb. 28, with positive net income of \$172,399 versus budget of \$52,842. Outpatient transitional housing, West Care revenue is way up. Treatment and shelter are also better than budget. Donations for the year \$114,091, versus a budget for the year of \$130,000, so target should be reached. We are about \$9000 better than last year at this time. Main positive note for Feb., collected some outstanding receivables. Total cash is up \$121,151 above last year. Accounts payable down by \$27,000, Receivables are up. Friends of the Mission loan has been all paid off. Please see submitted Financial Reports for further deatils
- ☐ Audit Report: No adverse findings, and all good news from that perspective. Total cash improved about \$80,000 over the audit period. Audit found that 87% of F&H income is used directly for programs, 13% for overhead-- a very positive result for a non-profit.
- ☐ Motion to accept financial report by Larry Peterson, second by Ken Bryant, unanimous approval.
- ☐ Motion to accept auditor's report by Pat Stoffregen, second by Shelia Brymer, unanimous approval.
- ☐ Tax report accepted by board and filed.
- ☐ Old business: Proposal to set up "rainy day" reserve account and fund monthly. Finance committee will setup reserve account, split between reserve and paying off loan for Shelter from Banner Bank. Brad will come up with goals for monthly/yearly for both accounts, to present to the board.

**Executive Director/Staff Reports**

Doug Zeck

- ☐ Continuous improvement with staff, still room for improvement. Investing in ongoing training for compliance (see new handbook draft, received and filed). New Board Values have been adopted and Doug is implementing the concepts with staff, newsletter, etc. 165 Fourth Street units have been retained with agreement with new landlord. Extra \$2000 per month rent to allow F&H to continue and new landlord will invest in improvements. Clark has taken care of the bed bug issues at the shelter. Friends of the Mission working with city on a \$700,000 Homeless project here in woodland. FOM and COW continue to negotiate the project(s). Opportunity Village (Davis) may be involved. Part of goal would be to open Walter's house as an extension of the shelter.
- ☐ Director's report was received and filed.

### **New Business**

- ☐ **Conflict of Interest: Reviewed by all board members for ratification. Motion to adopt by Scott Mansell, second by Bob Partlow, and approved unanimously. Board members will sign annually.**
- ☐ **Personnel Handbook: To replace the last document, adopted in 2011 Found with older document, with audits and employee issues, it needed review and revision. Needs formal approval by the board, after thorough review and discussion. Plan to rratify next board meeting.**
- ☐ **Possible new Board Member, Brad Miller, was introduced and gave a brief background report.** In a following closed session, motion was made to accept Brad Miller as a new Fourth & Hope Board member. The motion was passed by unanimous vote. The Board welcomed Brad Miller as a new official Board Member.

### **Committee Reports**

- ☐ **Finance:**
- ☐ **Development and Fundraising:** Open House committee met last Monday. Plan to use the same basic format as we used last year, new visuals, posters, story boards, etc. Plan to have Open House day before Big Day of Giving. Proposed time, 11am to 2pm BDOG Thursday, May 3rd. People will be able to schedule their donation beginning April 30th. Empty Bowls will be the third Thursday of October, at the Woodland Hotel. Propose April 23rd for next Mission Committee meeting, 5 pm at Morgan's Mill.
- ☐ **Mission:** Elevator Speech needs to be updated for board members to use with accurate current information. Carol passed around a data summary that we can use to update the speech. Larry will revise the speech with the new data.
- ☐ **Executive Committee:**

**Notes (executive committee: Suzi: Negative stories circulating about F&H. Suggested an education camapign about F&H, outlining how funds are spent.**

**Adjournment and Closing prayer**

Suzi Ishikawa

Next Meeting: Tuesday, April 24th.