

# Parenting Way, Inc.

BOARD MINUTES

JANUARY 31, 2016 1:00\_2:30 PM

1211 VINE WEST DES MOINES

<b>MEETING CALLED BY</b>	Maryellen Knowles, Board Chair
<b>TYPE OF MEETING</b>	REGULAR Board Meeting
<b>LEADERSHIP</b>	Maryellen Knowles
<b>MINUTES TAKEN</b>	Sue Renfrow
<b>ATTENDING</b>	Maryellen Knowles C Linda Kirkman VC, , Debbie Rebelsky S, Tom Rendon T Kaaren Oleson, Magda Reese, Dave Dhainin, Charlene Beattie Sue Renfrow CEO
<b>ABSENT</b>	Rena Jones (LOA), Karen Combs, Kevin Erickson, Sharice McCamey

## AGENDA TOPICS

<b>OPEN MEETING</b>	<ol style="list-style-type: none"> <li>1. Maryellen called the meeting to order at 1:05 pm.</li> <li>2. Maryellen called for Approval of the Agenda as written* -             <ol style="list-style-type: none"> <li>i. Linda K. motioned and Kaaren O. seconded and All – Yea and so moved.</li> <li>ii. Any Additions to Agenda -None</li> <li>i. Maryellen called for a review and approval of December 1, 2015 Board Meeting Minutes Tom R. Motioned and Linda K. seconded. All – Yea and so moved.</li> <li>ii. Corrections if/as needed –None</li> </ol> </li> </ol>
<b>FINANCIAL</b>	<p>Tom presented FY16 Budget for Approval for remaining Fiscal year. Budget is a cumulative format including Income: Total of Grants, Donations and Foundation monies and Expense Lines.</p> <p>We discussed our current Fiscal Calendar (Jan 1 – Dec 31) Year and the difficulty in setting a budget when most Grants are received on a State Budget Calendar (July 1 - June 30) Year. Tom suggested we change our Fiscal Year to coincide with the majority of Grant Timelines. Tom so moved and Linda seconded. All – Yea and so moved.</p> <p>Sue will contact Mark Griffin and Tom Wagner, our Federal Tax Filing accounting company.</p> <p>With the exception and understanding of adding a Line Item for Marketing and Community Outreach, Linda K. moved to accept the presented FY16 Budget and Dave D. seconded. All – Yea and so approved.</p> <p>Tom also suggested that we remove Dave Dhainin as a second signer on the Agency Checking account, due to the fact that he has several areas of volunteerism with the organization – helping with equipment maintenance, picking up and delivering donations, etc. He feels it would be better to have an Officer as a second signer. All in attendance agreed. Sue will meet with Midwest Heritage Bank to acquire the needed documentation to make these changes. Sue will also review the By Laws regarding the Fiscal Year timeframe change. No Vote was taken.</p>

<b>PROGRAMS</b>	Parenting Way, Inc. was awarded the Iowa Family Support Credential on January 22, 2016. We have scheduled the Award Ceremony on February 21, 2016 at the Good News Room in Boone, IA. Janet Horras, Iowa Department of Public Health will be presenting the Certificates and Award Plaques for three PWI Programs – <b>Parents as Teachers, Family NEST and Parent Education; and Organizational Performance, Structure and Management.</b>
<b>DONOR REPORT</b>	The F & D Committee reported final proceeds from the Raffle of \$4,225.00 and \$1,200.00 from the EOY Mail Donor Campaign.

<b>COMMITTEE REPORTS</b>	<p><b>MARKETING COMMITTEE:</b> Debbie, Magda, Dave (Sharice) will be scheduling a Marketing Committee Meeting.</p> <p><b>FUNDRAISING COMMITTEE:</b> Linda, Charlene, Sue and Dave will schedule a meeting in February.</p> <p><b>PROGRAM COMMITTEE:</b></p> <p>Sue will work on a general Fundraising Plan.</p>
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<b>CEO REPORT</b>	CEO Report dated 1/20/2016. Sue listed Grants she has applied/will be applying for including Prairie Meadows, Boone County Endowment, and Polk County Betterment. Sue also informed the Board of new Accreditation Fees for Parents Anonymous at \$1,000 per year and a yearly training requirement for Accredited Organizations at \$5,000 including a \$3,000 Training Fee for a 4 day Training,. Discussion ensued, especially given the few Parents Anonymous Groups still viable. It was decided that Sue would send Magda the Accreditation Agreement to review before making a formal decision in whether to remain with the National Organization (how would we raise the money to meet expenses) or whether to disengage and form our own Family Support Program providing essentially the same follow up and family engagement services. Discussion tabled.
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<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Change Banking & Signing Documents	Due	March 2016
All Committees need to schedule meetings on alternate month of Board meetings.	ALL	March 2016
Magda and Sue will review Parents Anonymous Agreement	Magda and Sue	March 2016
Sue will look at By-Laws for changing Fiscal Calendar Year	Sue	March 2016

<b>ADJOURN</b>	<p>Maryellen called for Adjournment at 2:30 pm.</p> <p>Charlene moved and Debbie Seconded.</p> <p>Meeting Adjourned.</p> <p><b>NEXT MEETING:</b> March 13, 2016 Revert Time back to 1:30 pm</p>
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