

# Parenting Way, Inc.

BOARD MINUTES

MARCH 20, 2016 1:30\_3:00 PM

1211 VINE WEST DES MOINES

<b>MEETING CALLED BY</b>	Maryellen Knowles, Outgoing Board Chair
<b>TYPE OF MEETING</b>	REGULAR Board Meeting
<b>LEADERSHIP</b>	Linda Kirkman, Incoming Board Chair
<b>MINUTES TAKEN</b>	Sue Renfrow
<b>ATTENDING</b>	Linda Kirkman Chair, _____ Vice Chair, Tom Rendon Treasurer Magda Reese, Dave Dhainin, Charlene Beattie, Sharice McCamey Sue Renfrow CEO
<b>ABSENT</b>	Renae Jones (LOA), Karen Combs, Kevin Erickson

## AGENDA TOPICS

<b>OPEN MEETING</b>	<p>The Board presented Maryellen with a parting gift of appreciation and a card signed by the Board of Directors. The Board thanked her for her service to Parenting Way and wished her all the best, with a return door always open!</p> <ol style="list-style-type: none"> <li>1. Linda called the meeting to order at 1:40 pm.</li> <li>2. Linda called for Approval of today's Agenda as written* - Magda so moved. Tom seconded. All Yea and so moved.</li> <li>3. General call for formal acceptance of Maryellen's Resignation and Linda's formal move from Vice-Chair to Chair of the Board. Dave so moved and Charlene seconded. All Yea and so moved.</li> <li>4. Linda entertained any calls for filling Vice-Chair position. No calls forthcoming and tabled until May 13<sup>th</sup> meeting.</li> <li>5. Linda called for approval of March 20, 2016 minutes. No changes or additions. Tom so moved and Magda seconded. All Yea and so moved.</li> </ol>
<b>FINANCIAL</b>	<p>Tom presented FY16 Draft Budget based on a new Fiscal Year of July 1 to June 30. We will pass a new Budget based on FY17 – July 1, 2016 through June 30, 2016 at the May 15<sup>th</sup>, 2016 meeting.</p> <p>Tom reviewed with the Board all expense Line items and % used and remaining, deducting that most line items were on target. Sue reminded the Board that most grants must be used in the time frame of Award and there is no "carryover" for any unspent dollars.</p> <p>Sue reported that she spoke with Bank officers regarding removing Dave Dhainin as a signer on the account and adding Linda Kirkman and/or Tom Rendon. With presentation of the approved January 31, 2016 minutes Midwest Heritage Bank can move ahead with the account change. Sue will arrange bank meeting to accomplish necessary documentation and signatures.</p> <p>Sue will change BY-LAWS and submit to Secretary of State with the Fiscal Year change. Sue will notify Mark Griffin, our Bookkeeper and Tom Wagner, our Accounting Firm for Tax filings'.</p> <p>Sue reported that she and employees had met with an AFLAC representative to</p>

	<p>discuss adding benefits that are above and beyond typical insurance policies. This is not a replacement for current medical or other insurance policies, but is an addition to existing coverage's an individual may have. Costs will vary and PWI may be able to pick up a small percentage of an employees' out of pocket cost.</p>
<b>PROGRAMS</b>	<p>Sue reported several meetings with St. Vincent De Paul Executive Director, Steve Havemann and Daryl VanderWilt, Healthy Relationships Iowa. HRI is a new initiative that is seeking partners in working with families and individuals to promote stable relationships and learn how to proceed in new relationships and how to maintain current relationships. We are discussing how Parenting Way and the individuals and families we serve might benefit from additional training and support in the areas of communication and relationship building. While we may not be able to add all of this into our curriculum, we may be able to offer this as an addendum or additional learning experience for class participants.</p> <p>Sue will be presenting at the Iowa Impact Afterschool Alliance in April on Parent Engagement and Parent Education in Schools.</p>
<b>DONOR REPORT</b>	<p>There was \$1,175.00 in donations in February and March. Discussed Spring Mail Campaign.</p>

<b>COMMITTEE REPORTS</b>	<p><b>MARKETING COMMITTEE:</b> Magda, Debbie, Sharice, Sue  PWI is a sponsor for the Prevent Child Abuse Iowa Statewide Conference in April. There will also be an Informational Table set up both days of the conference. Sue is working on new marketing materials and handouts for the conference.</p> <p><b>FUNDRAISING COMMITTEE:</b> Linda, Charlene, Dave, Sue  Met on March 2, 2016. Discussed a 2016 Small Fundraising Event, including another Raffle and/or Silent Auction. Discussed DSM Social Club as a venue for a Spring 2017 Large Fundraiser Event. Discussed beginning to look at forming a Committee for 2017.</p>
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<b>CEO REPORT</b>	<p>Sue is working on a Report to the Community one page snapshot. Continued discussion of Parents Anonymous in Iowa. Asked that Magda review our Accreditation agreement with the National organization, before proceeding with any decision.</p> <p>Sue has met with a potential new Board member – Jess Clyde, a business owner in Ames, IA and has a meeting scheduled with another potential Board member - Lisa Haefner, Principal Foundation Group. Linda will be scheduling a meeting with Ann Hartz, CPA after April as an additional potential new Board member.</p>
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<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Change Banking & Signing Documents	Due	May 2016
All Committees need to schedule meetings on alternate month of Board meetings.	ALL	May 2016
Magda and Sue will review Parents Anonymous Agreement	Magda and Sue	May 2016
Sue will look at By-Laws for changing Fiscal Calendar Year	Sue	May 2016

<b>ADJOURN</b>	<p>Linda called for Adjournment at 3:00 pm.  Charlene moved and Sharice Seconded.  Meeting Adjourned.  NEXT MEETING: May 15, 2016 1:30 pm -3:00 pm</p>
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