

Parenting Way, Inc.

BOARD MINUTES

MAY 15, 2016 1:30_3:00 PM

1211 VINE WEST DES MOINES

MEETING CALLED BY	Linda Kirkman, Board Chair
TYPE OF MEETING	REGULAR Board Meeting
LEADERSHIP	Linda Kirkman, Board Chair
MINUTES TAKEN	Sue Renfrow
ATTENDING	Linda Kirkman Chair, OPEN Vice Chair, Tom Rendon Treasurer, Debbie Rebelsky, Secretary, Kaaren Oleson, Magda Reese, Dave Dhainin, Charlene Beattie, Sue Renfrow CEO
ABSENT	Renaee Jones (LOA), Karen Combs, Kevin Erickson, Sherice McCamey

AGENDA TOPICS

OPEN MEETING	<ol style="list-style-type: none"> 1. Linda called the meeting to order at 1:35 pm. 2. Linda called for Approval of today's Agenda as written* - Tom so moved. Debbie seconded. All Yea and so moved. 3. Linda once again entertained any nominations for filling Vice-Chair position. No nominations forthcoming and tabled until July 17, 2016 meeting. 4. Linda called for approval of March 20, 2016 minutes. No changes or additions. Dave so moved and Magda seconded. All Yea and so moved.
FINANCIAL	<p>Tom presented FY17 Budget based on a Fiscal Year of July 1 to June 30 and based on income secured and one "pending-probable." [Anonymous Donor] After discussion of the new budget, Linda called for a motion. Dave motioned to pass the FY17 Budget, with considerations of changing Fiscal Year, still not resolved. Debbie seconded. All Yea and so moved.</p> <p>We are still working trying to contact Richard Koontz at INRC (Iowa Nonprofit Resource Center) to ascertain the feasibility of moving FY and any IRS conditions or requirements. Tom reported that he spoke with the State Office and they reported it could be done and we would need to file IRS Form 1128. Sue reported that our CPA Tax filing firm, Wagner Accounting, thought it would be more difficult, especially with having to change Tax Filings – time periods, etc. Sue will try to contact Richard again.</p> <p>Tom reviewed with the Board all expense Line items and % used through April 30, 2016 and remaining, reporting 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 and we will be going into the final 2 months of most Grants.</p> <p>Sue met with Bank officers regarding removing Dave Dhainin as a signer on the account and adding Linda Kirkman and/or Tom Rendon. Sue submitted all necessary documentation and the approved March 20, 2016 minutes. Midwest Heritage Bank can move ahead with the account change. Sue will notify Linda and Tom when they will need to go to the Bank to be added as signers.</p> <p>We tabled the change in BY-LAWS and submission to Secretary of State with the Fiscal Year change until final Board – informed decision is made.</p>

	<p>Sue presented our FY17 Grants, Development and Fundraising Goals for FY17. After review by the Board, it was suggested we lower the Total <i>ANNUAL FUND</i>, from \$20,000 to \$15,000, with understanding that amount could be changed through the depending on results of our Donor and Fundraising efforts.</p>	
PROGRAMS	<p>Sue reported on the SPPG _ Iowa Impact After School Conference, where she and Ben Burke presented on Parent Education in Schools and the importance of Parent & Family Engagement. One of our designated expansion areas – Sioux City – was represented and Ben and I will be traveling to that area to meet with Jonny Nash, at the Sioux City School District’s Beyond the Bell Program.</p>	
DONOR REPORT	<p>We received \$475.00 in donations in March/April 2016.</p>	
COMMITTEE REPORTS	<p>MARKETING COMMITTEE: Magda, Debbie, Sharice, Sue The Marketing Committee met on May 11, 2016. They reported a very good discussion, with a focus on Parent Engagement and a Business partnership with larger corporations to provide shortened versions of the Parenting Class as a benefit for their staff and employees. Sue is also working on a new Brochure for the Agency. We discussed making this available to schools prior to the new school year and developing a list of areas that we can all plan to contact.</p> <p>FUNDRAISING COMMITTEE: Linda, Charlene, Dave, Sue We continued discussed of another 2016 Small Fundraising Event, including a Raffle and/or Silent Auction rather than the Community Event Forum we had in December 2015. Discussed both the DSM Social Club as a venue for a Spring 2017 Large Fundraiser Event, and also discussed Jester Park, if we were to have a Country/Western theme for the Event. Sue reported she has several people who are very interested in being on an Event Committee.</p>	
CEO REPORT	<p>Sue reported that Parents Anonymous, Inc. has agreed to waive both the \$1,000 Accreditation fee and \$1,000 Training fee for someone to attend the Training in Ontario, CA in July. Sue will meet with Ben Burke to see if this will be something he can attend.</p> <p>We received a \$5,000 Prairie Meadows Grant and a \$1,000 Polk County Supervisors Grant. Sue has submitted midyear report to our Anonymous Donor and will be meeting with Monica Fischer, HRJ Consulting regarding an extension of our grant in FY17.</p> <p>Parenting Way is re-focusing our efforts of Parent Involvement and Engagement. Tom reported on a new study released by the US Department of Education which addresses the importance of Family Engagement on the work we do. Sue and Tom plan to arrange a meeting with Mary Sellers at United Way of Central Iowa, given their new campaign – READ TO SUCCEED.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Change Banking & Signing Documents	Sue	June 2016
All Committees need to schedule meetings on alternate month of Board meetings.	ALL	July 2016

Sue will look at a staff person to attend Parents Anonymous Conference in July	Sue	June 2016

ADJOURN	Linda called for Adjournment at 3:00 pm. Charlene moved and Sharice Seconded. Meeting Adjourned. NEXT MEETING: July 17, 2016 1:30 pm -3:00 pm
----------------	---