

# Parenting Way, Inc.

BOARD MINUTES

JULY 17, 2016 1:30\_3:00 PM 1211 VINE ST. WEST DES MOINES

<b>MEETING CALLED BY</b>	Linda Kirkman, Board Chair
<b>TYPE OF MEETING</b>	REGULAR Board Meeting
<b>LEADERSHIP</b>	Linda Kirkman, Board Chair
<b>MINUTES TAKEN</b>	Sue Renfrow and Lisa Haefner
<b>ATTENDING</b>	Linda Kirkman Chair, OPEN Vice Chair, Tom Rendon Treasurer, Debbie Rebelsky, Secretary, Kaaren Oleson, Magda Reese, Lisa Haefner (Board Member-Elect) Sue Renfrow CEO
<b>ABSENT</b>	Renaee Jones (LOA), Karen Combs, Sherice McCamey, Dave Dhainin, Charlene Beattie, Board Members-Elect – Ann Hartz, Jess Clyde, Morgan Gallagher

## AGENDA TOPICS

<b>OPEN MEETING</b>	<ol style="list-style-type: none"> <li>1. Linda called the meeting to order at 1:30 pm.</li> <li>2. Linda called for Approval of today's Agenda as written* - Tom so moved. Debbie seconded. All Yea and so moved.</li> <li>3. Linda once again entertained any nominations for filling Vice-Chair position. Short discussion on timing with new Board members to be elected in September and possible change in Chair positions so that all will be filled (as required in By-Laws). No nominations forthcoming and tabled until Annual Meeting in September, 2016.</li> <li>4. Linda called for approval of May 15, 2016 minutes. No changes or additions. Tom so moved and Karen seconded. All Yea and so moved.</li> <li>5. Copies of By-Laws (as amended) will be provided at the Annual meeting. By-Laws state the Board may have up to 20 Board Members. Our Quorum also states that 51% of sitting Board Members are required to hold meeting and take votes.</li> <li>6. Sue reported that she had made many attempts to contact Kevin Erickson regarding his position on the Board, including Mail, E-Mail, Phone and Text message. Given no response or attendance at Board Meetings he was officially removed from the Board (3 Unexcused Absences' or more in a year.)</li> </ol>
<b>FINANCIAL</b>	<p>Tom presented FY17 Budget based on a Fiscal Year of July 1 to June 30 for the Boards' review. As we are just 2 weeks into this FY budget, there are no changes to this Budget that was Approved and Passed at the May 15<sup>th</sup>, 2016 Board Meeting. Sue reminded all that we have one pending/probable Grant – Anonymous Donor. She estimated this amount (if received) at \$55,000. We received \$67,275 in FY2016, but grants typically are less each year. Sue also reported that the "life" of this grant may be up to 3 years, but not usually any longer. After discussion of the new budget,</p> <p>Sue reported she has not been able to reach Richard Koontz at INRC (Iowa Nonprofit Resource Center) to ascertain the feasibility of moving FY and any IRS conditions or requirements. Tom thinks we should move ahead with filing IRS Form 1128 – Changing a Tax Reporting Year time-frame. Lisa found both the IRS link and the Form and will email those to both Tom and Sue for review. Sue said she would also inform Mark Griffin (PWI Bookkeeper Accounts and Bills) that we were still pursuing the change and we would keep him and Tom Wagner (Wagner Accounting Firm – files PWI 990's) involved in that change.</p>

	<p>Tom reviewed with the Board all expense Line items and % used through June 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. Sue reported that as of June 30, 2016, we spent all grant monies except for \$175.00.</p> <p>The Parenting Way, Inc. Midwest Heritage Account has been adjusted to remove Dave Dhainin as a signer on the account and pending signatures for Tom Rendon and Linda Kirkman, the new additional signers on the account. Linda has provided the Bank with her information and Tom will need to go to the bank to complete his information with Pete Randall.</p> <p>We briefly reviewed the FY17 Grants, Development and Fundraising Goals for FY17, with change in Total <i>ANNUAL FUND</i>, from \$20,000 to \$15,000. This is something we can review as needed to make changes more or less.</p>	
<b>PROGRAMS</b>	<p>Sue and Tom met with United Way of Central Iowa regarding the Parent Involvement component of their Read to Succeed Campaign. Discussed additional partnerships in this effort to include Parents as a main force in the success of their children and being able to read on grade level.</p> <p>Discussed expansion of Parents Anonymous groups if we are to remain a viable accredited organization.</p> <p>Discussed possible partnership with EAP (Employee Assistance Program) to provide Parent Education on site.</p>	
<b>DONOR REPORT</b>	We received \$475.00 in donations in March/April 2016.	
<b>COMMITTEE REPORTS</b>	<p><b>MARKETING COMMITTEE:</b> Magda, Debbie, Sharice, Sue Sue shared the new Agency Programs Brochure with the Board. Marketing Committee discussed making this available to schools and other agencies and businesses. Sue reported she has been sharing this at all Community meetings and Grant meetings she attends. We also discussed doing the class at larger corporations, i.e. Principal and Wells Fargo that could be done as a Lunch and Learn or on a shorter time frame.</p> <p><b>FUNDRAISING COMMITTEE:</b> Linda, Charlene, Dave, Sue The Board rehashed the 2015 Raffle and Fundraiser. The committee reminded the Board that we made \$4,000 on this last year. We discussed ideas for 2016 Fundraiser, which included a John Deere Lawn Tractor and/or other smaller items. There was some concern on the demographic this could be marketed to – with older and retired people not necessarily interested in this item. We also made venue suggestions, such as the Stein Barn or Jester Park, if an event and silent auction was added to the main Raffle item.</p>	
<b>CEO REPORT</b>	Sue has submitted all necessary documentation and application requirements to seek another Anonymous Donor Grant for 2017. Sue described the focus on this grant and goals we are seeking for participants in the program.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Tom and Linda complete requirements to change signers at MH Bank		September 2016
All Committees need to schedule meetings on alternate month of Board meetings.	ALL	August 2016

**ADJOURN**

Linda called for Adjournment at 3:00 pm.

Deb moved and Magda Seconded.

Meeting Adjourned.

NEXT MEETING: ANNUAL BOARD MEETING: September 17, 2016 9:00 am-1:00 pm