

Retreat Minutes

October 21, 2017

6:00 p.m.

Civic Center, Conference Room #3109

- Welcome

Attendance: Sheryl Carstens, Billy Gurr, Jennifer Prather, Valerie Medina, Brendan Binns

- Longer term planning and organizational housekeeping

- 2018 Planning
 - Grants

- Reports

Board members discussed having a grant report summary presentation to the rest of the membership during the February board meeting. Board members Prather and Binns volunteered.

Grant report form and narrative motion to approve with the following edits by member Carstens:

- Included “example; certifications, anniversaries, new partnerships, etc.” under line item 4.
- Eliminated line item 1.A under attachments
- Modified line item 2.C to read “For program/projects, explain any variances in excess of 20% of the approved budget.”
- Eliminated line item 3
- Added a required maximum page length.

Seconded by board member Prather

Unanimously approved.

Grant report score sheet was reviewed.

Board member Carstens made a motion to approve said documents with edits. Board member Binns seconded.

Unanimously Approved

- Application

Motion by board member Carstens to accept the grant application with the following edits:

- Salaries, benefits or rent will be discussed for future grant cycles, for now will leave as is.
- Board members Gurr and Prather will lead technical assistance workshops in January.
- Clarify required attachments must be sent via email to staff liaison Villarreal and she will send an email confirmation after receiving email.
- Change report due date to January 31, 2018
- Under supporting documentation, optional documents language will be changed to “additional information (if applicable)”
- Require program title and brief description of how funds will be used to 144 characters
- Leave target population information table as is for now

Seconded by member Gurr

Motion approved unanimously.

- Board member Binns motioned to email staff liaison grant application

scoring sheet no later than February 20, 2018.
Billy seconded.
Motion approved.

- Scholarships
 - Board member Carstens motions to accept changes as reviewed and require application to be typed.
Board member Gurr seconded.
Motion approved.
 - Board members discussed possibly surveying scholarship applicants to collect information
Board member Medina seconded.
Motion approved.
- Fundraising
 - Board members reviewed a yearly calendar of events to strategically plan out year-round fundraising activities.
- Roles and Responsibilities
 - Staff liaison Villarreal presented a draft roles and responsibilities document. Board members will bring back comments and edits to the next regular meeting.
- Review By-laws
 - Staff liaison will provide board members with last edited by-laws.
- Elections
 - Board members will amend by-laws to reflect starting date for Vice President in January.
 - Board member Gurr motions to accept Jennifer Prather board president nomination pending acceptance.
Board member Prather accepts position.
- Other Business
 - Board member motioned to cancel the November 21st and December 19th regular meetings and meet December 5th instead.
Board member seconded.
Motion approved.
 - Board member Prather motioned to approve funding for raffle license fees and send 2 members to school.
Board member Binns Seconded.
Motion Approved.
Board member Gurr motioned to move regular board meetings fro, the second Tuesday of the month to the fourth Tuesday of the month starting March 2018.
Board member Binns seconded.
Motion Approved.
- Adjourn