

MEETING OF BOARD OF DIRECTORS
Yamhill County Action Partnership
June 28, 2011

Minutes

Members Present: Kathy George, David Case, Mark Davis, Bernt "Al" Hansen, Gwen Jernstedt, Chris Mercier, Joyce Robinson, Ann Scott, Paul Timmer

Members Absent: William Boardman.

Staff Present: Lee Means, Exec. Director, and Harold Hagglund, Financial Contractor

Call to Order: Chair, Kathy George, called the meeting to order at 3:00 PM. Lee Means introduced Harold Hagglund, who has been YCAP's Financial Contractor for many years. He is helping to fill the vacancy left by the departure of Fidel DeVera until a new financial person can be hired.

Consent Agenda:

Minutes of May 31, 2011 Meeting:

Motion: Gwen Jernstedt moved to approve the May 30, 2011 Minutes. Mark Davis gave the second. The motion carried.

Financials:

Financial Report: Mark Davis explained the May financials, and stated that they are not final as yet because the grants have not been accrued. Mark stated that the finances are still "above water" so far this year.

Action Items:

Approve 2011-2012 Budget:

Motion: Mark Davis moved to approve the 2011-2012 budget as presented with the exception of increasing revenue in the Youth Program by \$44,500 to eliminate the deficit in that program. Chris Mercier gave the second. The motion carried.

Independent Auditor's Contract: Lee Means stated that it was time contract for the independent audit. There was consensus of the Board to renew the contract for auditor, Mark Schwing, as his work has been very satisfactory.

Motion: Chris Mercier made the motion to contract with Mark Schwing, auditor, for this year's audit, and for Mark Davis to sign the contract. Joyce Robinson gave the second. The motion carried.

Discussion Items:

Strategic Plan: The Ad Hoc Committee will continue to develop the Strategic Plan. There was discussion around #2, and how to "Increase YCAP's Brand Identity by 25% over the Identity of

2011.” It was recognized that there has been lots of publicity due to the building program, which has given us a good baseline. Brent “Al” Hansen suggested tapping into a Linfield business class for this project.

Number 3, “Develop a Cash Reserve”, was also discussed and it was stated that this reserve should not include grant monies. It was felt that this is a goal to be worked on after the building project is completed.

Performance Review: A committee was appointed for the Executive Director’s performance review. They are: Kathy George, Gwen Jernstedt, and Joyce Robinson.

Board Recruitment: Board vacancies were discussed. David Case offered to do recruitment in the Newberg area, and Kathy George will work on recruiting someone to represent government. They will report back on their progress at the July meeting.

Reports:

George Ray Case: Lee Means stated that the case appears to be headed to trial as Mr. Ray has turned down all offers of settlement. The depositions are now in progress, and the trips to Portland for this have been time consuming for those involved. The court hearing is scheduled for September 28th and 29th. The Board will be kept apprised of any changes.

Change in Procedure for Annual Leave Buy-Out for Medical/Dental: Lee Means presented the changes requested by Staff for a procedure leave buy-out plan which will make it easier for staff to buy-out annual leave when family crisis medical situations occur. There was an approval consensus among the Board for these changes. See attached report.

Fund Development – Capital Campaign Update: The building is progressing right along, keeping on schedule as much as possible considering the weather. Oversight has kept Lee Means and the Committee very challenged and busy. There is still \$91,000 to raise in order to obtain the Murdock Grant. There are various fundraisers still in progress such as a Wine Maker’s dinner, and Cascade Steel’s golf tournament. CPA, Kathy Bernard, is working to sell BETC. The News Register is also doing lots of good publicity.

Management Report: See attachment for informative report from the Executive Director, Lee Means. Thank you, Lee, for keeping the Board so well informed.

Adjourn: Chair, Kathy George adjourned the meeting at 5:00 PM. She thanked the Board for their attendance and support.

Respectfully,

Ann Scott
YCAP Board Secretary