

YAMHILL COUNTY ACTION PARTNERSHIP

Meeting of Board of Directors

November 29, 2011

Minutes

Members Present: Gwen Jernstedt, David Case, Mark Davis, Bernt "Al" Hansen, Seamus McCarthy, Chris Mercier, Ann Scott

Members Absent: Kathy George, William Boardman, Joyce Robinson, Paul Timmer, Tamara Witt

Call to Order: Vice Chair, Gwen Jernstedt, called the meeting to order in the absence of Chair, Kathy George. Executive Director, Lee Means, introduced YCAP's new Financial Director, Carol Van Houten to the Board members.

Consent Agenda:

Board Minutes:

Motion: Chris Mercier moved to approve the October 28th, 2011 Board minutes. Bernt "Al" Hansen gave the second. The motion carried.

Financials:

Financial Report for November: Mark Davis reported that there is still some Capital Campaign funds listed that cannot be used for general operational purposes. We now need to focus on general agency expenses. Mark discussed the accounting error which show a financial loss but will be recovered from the Youth funds over a three year period with a net effect of approximately \$11,000 per year. The Youth Outreach Program will have other funds coming in to offset this. There is a lot of transition going on. The Food Bank Program is currently running in a deficit. The federal and state grant funding for the housing and shelter programs are being cut. Lee Means shared that there was a \$35,000 deficit last year and the deficits are close to this amount for this year. Now that the YCAP building is completed, there will be more time to focus on this need. Lee will be looking for other Federal grants and going after additional donations. The Board has continued to express their wishes to continue to reach out to the homeless of the community.

Lee Means reported on Dial-a-Ride, stating that the County wants those interested to bid on the whole transportation service, which will necessitate having YCAP bid for the Dial-a-Ride package from the organization that was awarded the whole transportation package.

Lee Means also stated that YCAP has \$130,000 BETC Energy Tax Credits currently for sale. As the BETC application had to be withdrawn, she is waiting to re-issue when notified. Because the next applications can only be for 2/3 the amount that is usually given, 20% of the transit funds had to be cut.

Action Items: Lee Means stated that our line of credit at West Coast Bank expires January 5, 2012. The bank manager, Linda Schwichtenberg, is filing an extension as the YCAP audit needs to be completed first.

Motion: Mark Davis moved to extend the line of credit at West Coast Bank for 45 days. Chris Mercier gave the second. The motion carried with Bernt "Al" Hansen abstaining.

Discussion Items:

Executive Director Performance Review:

Motion: Mark Davis moved that in the absence of Kathy George, Gwen Jernstedt, as Vice Chair, be authorized to call an Evaluation Committee meeting with Kathy George, Bernt “Al” Hansen, Joyce Robinson, and Gwen Jernstedt. The evaluation forms will be sent out to the Board, and the committee recommendations on the returned evaluations will be sent to the Executive Board for approval. The entire Board at the January meeting will approve all decisions of the Executive Board. David Case gave the second. The motion carried.

Other Reports:

Management: (See written report for complete management report.) Lee Means reported that 4,000 pounds of food was taken in on one day but the food is going out as fast as it comes in. Because of this, no new food outreach partners can be added right now. “Those we serve need more food than ever,” Lee stated. With the new freezer, there is now room to hold quantities of meat so it is hoped that the Fish and Game Department will start picking up poached animals to be donated. Some foods are being held back in order to carry over the food supply until next May.

Strategic Plan: Lee Means reviewed the progress being made on YCAP’s Strategic Plan:

1. **Create and Maintain Capital:** Each department is working on listing current and needed equipment.
2. **Increase YCAP’s Brand Identity:** YCAP is now better known because of the fundraising drives and the building program. Linfield students will be used to help with this project. Applications will be accepted from interested students who will be used to put together a baseline survey.
3. **Develop a Cash Reserve:** The Capital Campaign Committee will roll over into Fund Development and meet once a month. A grant will be applied for a Fund Development Director’s salary from Meyer Memorial.
4. **Diversify YCAP’s Funding Base:** Federal grants will be researched for various programs. Funds may be set aside from past lease costs in the old building.
5. **YCAP Staff:** Work in process.
6. **YCAP Programs:** Did not get a grant to open a Youth Outreach in McMinnville but will keep trying.

Adjourn:

Motion: Mark Davis moved to adjourn the meeting. David gave the second. The motion was approved.

Respectfully,

Ann Scott
YCAP Board Secretary