

MEETING OF BOARD OF DIRECTORS
Yamhill Community Action Partnership
February 15, 2011

Minutes

Members Present: Kathy George, William Boardman, David Case, Mark Davis, Gwen Jernstedt, Chris Mercier, Sandi Mullen, Ann Scott and Paul Timmer
Members Absent: Bernt "Al" Hansen, Anita Galian Stern, and Michele "Mitzi" Vondrachek
Staff Present Lee Means, Executive Director
Other: Ellie Gunn, Banner Project, Lee Howard, Capital Campaign

Call to Order: Chair, Kathy George called the meeting to order at 3:00 PM. Ellie Gunn explained her banner fundraising project, and outlined everyone's hand for one of the banners.

Consent Agenda:

Minutes, January 25, 2011:

Motion: Mark Davis moved to approve the January Minutes with the correction of replacing "Community Service Block Grant (CSBG)" with "Oregon Housing and Community Services (OHCS.)" David Case gave the second. The motion carried.

Financials: Mark Davis gave the financial report (attached.) He stated that January was a good month and that in-kind contributions have been up. The food bank has now set up their new database for inventory and accounts receivable and can document the USDA receipts.

Fund Development, Capital Campaign Committee Report: Lee Howard reported that because of the challenging times, it appears that a building loan will be needed. He believes that the foundations will understand this need. The Committee will re-contact those on the list of major donors for on-going donations. The Committee will also continue to write grants, and if remaining prospective donations come in, things should be in good shape. Lee Means shared that there are several fundraising events planned. Lee stated that wine will be served at one of the YCAP fundraising events here, and that this will need to be approved by the Board.

Motion: Mark Davis moved that approval be given for alcohol to be served at the Capital Campaign fundraising event, "Women Who Have Fun for Charity" to be held on April 25. Gwen Jernstedt gave the second. The motion carried.

Approve Bank Loan: There was discussion regarding the loan amount and the Board's desire to pursue the original building size (refer to page 6 of financial report.) In addition to a bank loan there is also the possibility of obtaining a loan from a sympathetic community member who supports YCAP.

Executive Session: The Board adjourned to an Executive Session in order to discuss loan options.

Motion: William Boardman moved to have Lee Means send a Notice To Proceed to Coyote authorizing them to begin building as soon as a loan is obtained. Sandi Mullen gave the second. The motion carried.

Action Items:

Transit sub-Contract of Fixed Commuter Routes: (To read Agency Service Subcontract, review pages 8 to 12 of attached report.) The details of the sub-contract were discussed by the Board. Lee Means stated that by sub-contracting with Chehalem Valley (CVSCC) eleven YCAP drivers will be terminated and that this will impact the entire agency. There needs to be clarification regarding BETC responsibilities.

Motion: Mark Davis moved to approve the Transit sub-Contract, subject to removing YCAP's responsibility for BETC. Gwen Jernstedt gave the second. The motion carried.

It was noted that Chris Mercier is a committee member for YCTA and that Kathy George is on the YTCA Board of Directors.

Bylaw Amendment: Lee Means shared the need of clarification of "neighborhoods" when choosing representatives for Board membership.

Motion: Mark Davis moved for approval of the Bylaw Amendment as presented (page 13 of report.) Chris Mercier gave the second. The motion carried.

Management Report: (see attached report, page 14, 15.) Lee Means shared that a facilitator, Ken Van Osdal, has been obtained to lead the Board on Strategic Planning. He will also be working for the YCAP Staff. Lee also stated that the CSBG grants are in nationwide jeopardy. This would seriously affect the outreach of YCAP by eliminating funding that covers the administrative costs not paid for by most of the grants YCAP receives.

Lee will be on vacation from February 25 and be back in the office on March 11th. Enjoy, Lee!

Adjournment: Chair, Kathy George adjourned the meeting at 5:30 PM.

Respectfully,

Ann Scott, YCAP Board Secretary