

THE HAVEN BOARD OF DIRECTORS MEETING
Minutes – June 28, 2022, 4:00 pm
via ZOOM

Board members present: Jacquie Wohl, Colette Barajas, Phyllis Howell, Barbara Sattler, Rebecca Smith, Fran Moore, India Davis, Tara Radke, Vanessa Seaney, Jeannie Gadea

Staff members present: Aimee Graves, Cynthia Duncan, Frank Pallavicini, Allison La Croix, Cristina Simmons, Joe Romano, Emilia Honkasaari, Jody Little, Julie Mairs

Guests: Patti Caldwell, Brenda Goldsmith, Mark Clark, Susie Huhn

Call to order at 4:02pm

Staff appreciation – Cristina Simmons, OP Office Manager

Discussion: Cristina has been with The Haven since February 2021. She was nominated by her peers for going above and beyond helping clients with all the extras they and she always does it with a smile, courtesy, and kindness. Cristina is an asset to the team. She has created a level of organization that hasn't existed until now. Cristina loves the sense of teamwork and how everyone comes together with fierceness when a need arises. The board acknowledges Cristina's work and what a great addition she is to The Haven.

Welcome Joseph Romano to The Haven. He is the new HR Director.

Consent Agenda –

1. Minutes from May 24
2. Executive Director's report

Motion by Rebecca to approve and 2nd by Tara. Unanimous approval.

Committee Reports

Finance – Reviewed financial statements. May revenue is less than the budget by 1% and revenue is over budget by 3%. Year to date revenue is over budget and expenses are less than budget by 4%. Payroll is under budget but this is due to open positions. Positive variances for May and year to date.

Development – Chrysalis luncheon has been postponed until spring 2023. Margaret's schedule was too tight so we are checking with her for dates in the spring. Mother's month raised approximately \$15,000. Finalizing the new brand guide. St Mark's Church will be donating quilts for our clients each month. Colette's church donated \$1,000 for May as well. All board members were asked to contact donors to express gratitude. It's been a great experience and the donors are extremely happy to receive the phone calls. A fund development assessment is being conducted and the results will be presented at a later date.

Personnel - Reviewed survey results for performance reviews. Another review will be conducted in July and the policy will be changed to conduct reviews either once or twice per year. Receiving bids for employee benefits. Reviewed board portal.

Foundation – Met with attorney regarding the application for exempt status. Policies need to be established as well as a structure for how we will move forward. Steps need to be taken for how the relationship between the foundation and The Haven will work. EIN has been approved by the IRS. We need to ensure everyone understands why we are establishing the foundation and what we want to accomplish.

Panel Presentation: Foundations

Brenda Goldsmith

Mark Clark

Susie Huhn

Discussion: This presentation was recorded and shared with board members.

Information, Discussion and Action Items

Strategic Plan - Reviewed 18 goals at the May meeting. The language is now updated based on the May meeting suggestions. Major goals are plug in to the new format. Status has been updated for each of the objectives. New and proposed objectives and goals were added and reviewed. Cynthia will have oversight over facilities.

Motion to accept Strategic Plan by Vanessa and 2nd by India. Unanimous approval.

Trauma Informed Care training – All board members are eligible for this training and highly recommended that each board member take the training. It's an extremely valuable source of information.

Board Connect – Event we attended that connects non-profit organizations with community volunteers. Good questions from the community and many expressed interest in touring the facility.

Foundation – Need to ensure the foundation is in line with The Haven. As a supporting organization the foundation is able to support The Haven. The panel offered new insights and good information. Need time to digest what they said and determine what's best for the foundation and The Haven.

Other news

Rebecca held a fundraiser for her birthday, 50th AA anniversary and in honor of her mom. She raised approximately \$430 for The Haven.

Personnel committee meeting is cancelled for July.

Board requested that all committee minutes are uploaded into the board portal.

Meeting adjourned at 5:53pm

Dates to remember

- Next Board Meeting– July 26, 4pm via zoom
- Governance meeting - July 6 , 12:15 pm via zoom
- Tour of facility – July 22, 8:30am; and August 19, 8:30am
- Chrysalis Luncheon - ~~September 23, 2022~~–postponed until 2023
- El Tour de Tucson - November 19, 2022
- Development Committee Meeting – July 18, 2022 12pm via zoom
- Personnel Committee Meeting – ~~July 25, 2022 12pm~~ cancelled
- Finance Committee Meeting – July 25, 2022 4pm via zoom