

THE HAVEN BOARD OF DIRECTORS MEETING  
AGENDA – September 26, 2023, 3:30pm  
via Microsoft Teams and in person at  
2601 N Campbell, Suite 110

*Our mission is to provide professional, holistic services to all women as they unlock their potential while recovering from substance use and while moving toward their best mental health.*

**Board Members Present:** Jeannie Gadea, Jacque Wohl, Fran Moore, Judith Francis, Barbara Sattler, India Davis, Vanessa Seaney

**Board Members Absent:** Colette Barajas, Phyllis Howell

**Staff Members Present:** Amber Santa Cruz, Cynthia Duncan, Erisha Green, Aimee Graves, Kelli Gacic, Sharese Bailey, Julie Mairs

**Guests:** Shauna Anderson

Meeting called to order at 3:35pm

**Staff Appreciation – Leilani Sutton, Recovery Coach**

Discussion: Leilani is a stellar employee that works very hard to ensure clients needs are met. Leilani, is punctual, reliable, and a team player. She is always willing to learn and is not afraid to ask questions. Thank you Leilani for all your hard work!

**Consent Agenda**

A. Minutes from August 2023

B. CEO's Report

Discussion: Motion to approve by India and seconded by Vanessa. Unanimous approval. New therapist was hired at residential and she will work on weekends. More IOP focused groups to help clients prepare for independence. We had open enrollment and overall staff had a better experience over last year.

**Education Minute** – Shauna Anderson, Hushabye Nursery

**Committee Reports**

**Executive**

Discussion: October 4<sup>th</sup> is the next meeting and everyone is always welcome to attend.

**Finance/Audit**

Discussion: Reviewed bullet points and financial statements. Cash balances are strong. 98% of AR is aged 90 days or less. Our audit starts on October 30<sup>th</sup>.

**Development**

Discussion: The movie screening at The Loft went really well. We handed out 92 tickets. Community members, alumni, IOP & residential clients in addition to two officials attended. We received a \$2500 scholarship from the Governor's Office of Youth, Faith and Family plus a \$50 anonymous donation. Our end of year holiday cards are printed and will be mailed out the week before Thanksgiving. Please stop by the office to sign a personal note if you're able. We

are taking donations for hygiene and toiletry items for Handbags of Hope.

### **Board Growth and Advancement**

Discussion: Revamping orientation manual. The manual will be primarily electronic with regular updates. If a board member requests a hard copy, we will provide one to them. We received a total of seven responses to our board survey and six individual responses. We will also be focusing on a one page document highlighting things to consider as we recruit new board members such as fundraising.

### **Information, Discussion and Action Items**

#### **Strategic Planning Update**

Discussion: October 30<sup>th</sup> is the first planning retreat from 5-8pm at the Community Foundation and November 4<sup>th</sup> from 8-11am is the second retreat at United Way.

#### **Proposed Budget FY24**

Discussion: Reviewed narrative and summary. We went for a break even on expenses and revenue for FY24.

Motion to approve by Jeannie and seconded by India. Unanimous approval.

Meeting adjourned at 4:50pm

### **DATES TO REMEMBER**

- Executive Committee – October 4, 12:15pm via Microsoft Teams
- Development Committee – October 23, 12pm via Microsoft Teams
- Board Growth and Advancement Committee – October 23, 3pm via Microsoft Teams
- Finance/Audit Committee – October 23, 4pm via Microsoft Teams
- Board Meeting – October 24, at 3:30pm, hybrid (in person and via Microsoft Teams)
- Strategic Plan Retreat Part 1– October 30, 5-8pm at Community Foundation Campus
- Strategic Plan Retreat Part 2 - November 4, 8-11am at United Way