



THE HAVEN BOARD OF DIRECTORS ANNUAL AND MONTHLY MEETING  
Minutes – January 23, 2024, 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:** Judith Francis, Phyllis Howell, India Davis, Kimberly Bond, Jeannie Gadea, Vanessa Seaney, Colette Barajas, Barbara Sattler, Jacquie Wohl, Fran Moore

**Staff members present:** Sharese Bailey Harris, Erisha Green, Cynthia Duncan, Vondi Grijalva, Latricia Clary, Emilia Honkasaari, Aimee Graves, Kelli Gacic, Marcy Kumer

Meeting called to order at 3:30pm

### **Staff Appreciation**

**Discussion:** No staff appreciation for January

### **Consent Agenda**

- A. Minutes from November 28, 2023
- B. CEO's Report

**Discussion:** Motion by Jacquie to accept the consent agenda and seconded by Fran. Unanimous approval.

### **Education Minute - Haven Outreach Program**

**Discussion:** Viewed Power Point Presentation by Marcy Kumer

### **Committee Reports**

*Please review the committees' meeting notes, in the board packet on the Board Portal on The Haven website.*

#### **Executive Committee**

**Discussion:** Lawsuit was settled in late November 2023. We are still expecting paperwork before we inform staff of the outcome. We expect the paperwork later this month. PHI employee/member breach is underway. We are following a timeline provided to use by our legal counsel and JNR. By mid-February everything will be completed. A133 audit presentation will be January 22 at 4pm in the finance committee. The holiday parties in December were wonderful. It's always great to talk to the members and hear their stories.

#### **Finance/Audit Committee**

- a. November 2023 Board Bullets
- b. December 2023 Board Bullets

**Discussion:** Reviewed trended statement of activities and balance sheet for October through December. We had about a \$73k loss for the 1<sup>st</sup> quarter. January financials will look bleak because of the issue with the fire suppression system, but we're still hopeful. Our executive leadership team had a goal to cut \$180k from the budget. Latricia proposed a new residential technician model with moving staff from an 8 hour shift to a 12 hour shift and it will save approximately \$330k annually. Additionally, only staff who work more than 30 hours per week will receive holiday pay unless they work on the holiday. This is a cost saving as well.

### **Development Committee**

**Discussion:** The main focus currently is the Chrysalis Luncheon. Our goal this year is \$20k in sponsorships and 150 seats filled. Invitations have been mailed, emailed and posted on social media. We encourage all board members to sponsor a table or purchase tickets. Any friends or business connections you want to send an invitation to please let us know. We will be raffling baskets again this year in addition to the around the world gift cards.

### **Board Growth and Advancement Committee**

**Discussion:** We are continuing to work on the orientation manual and Kimberly will be our test subject. The manual will be available online through the board portal and in print format for those who request a printed copy.

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

#### **Approval of the Strategic Plan**

**Discussion:** Motion by India to approve the Strategic Plan and seconded by Jacquie. Unanimous approval.

#### **Acceptance of the Annual Audit**

**Discussion:** Reviewed audit report. It was a clean audit and accurately reflects our financial information. This was our second A-133 audit and after our third, we can be considered a low risk auditee. This is a good label to have. Motion by Jeannie to accept the audit. Seconded by Phyllis. Unanimous approval.

#### **Chrysalis luncheon**

**Discussion:** Luncheon is March 5<sup>th</sup> from 11-1pm at Tohono Chul. All board members are encouraged to sponsor a table and spread the word to friends and business connections.

#### **March board meeting date**

**Discussion:** The March board meeting conflicts with Fast Pitch. Suggestion was to move the meeting to March 19<sup>th</sup>. Unanimous approval.

#### **Fast Pitch**

**Discussion:** The event is March 26<sup>th</sup> at 7pm at the Fox Theatre. All board members are encouraged to attend to show their support for The Haven.

### **Elevator Speech Workshop Talking Points**

**Discussion:** Two workshops are scheduled on January 31<sup>st</sup> and February 21<sup>st</sup> both from 3-5pm. Included in the board packet was “homework” to offer some food for thought prior to the workshops.

Meeting adjourned at 5:25pm

### **DATES TO REMEMBER**

- Development Committee – February 6, 11am via Microsoft Teams
- Executive Committee – February 7, 12:15pm via Microsoft Teams
- Board Growth and Advancement Committee – February 7, 1:30pm via Microsoft Teams
- Finance/Audit Committee – February 26, 4pm via Microsoft Teams
- Board Meeting – February 27, at 3:30pm, hybrid (in person and via Microsoft Teams)
- Elevator Speech Workshop - January 31, 3pm to 5 pm via Microsoft Teams
- Elevator Speech Workshop - February 21, 3pm to 5pm, 2601 N. Campbell Ave
- Chrysalis Luncheon, March 5, 11am – 1pm, Tohono Chul
- Fast Pitch – March 26, 7pm, The Fox Theatre
- Annual Meeting - January 28, 2025, 3:30pm