



THE HAVEN BOARD OF DIRECTORS MEETING  
AGENDA – September 24, 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:** Colette Barajas, Kimberly Bond, India Davis, Fran Moore, Judith Francis, Barbara Sattler, Jacquie Wohl, Jeannie Francis

**Staff members present:** Allie Lippard, Emilia Honkasaari, Allison LaCroix, Cynthia Duncan, Mary Castaneda, Aimee Graves, Sharese Bailey, Kelli Gacic, Erisha Green, Lalita Arnold, Julie Mairs

Meeting called to order at 3:32pm

### **Board Education**

#### **Member and staff feedback for Adelaide**

**Discussion:** Viewed power point presentation. This included the facilities upgrades wish list. Non-profit organizations typically run multi year capital campaigns for improvements and upgrades. We will work with consultants to conduct a feasibility campaign and create a separate board to oversee the project. Approximately 75% of the funding should be in place before going “public” and asking for additional support.

#### **Staff appreciation spotlight – Mary Castaneda**

**Discussion:** Mary wears a smile and amazing energy as she supports and serves our front-line workers and members without hesitation each day. She is no stranger to getting in the trenches and working side-by-side her team in supporting a strong Outpatient Program and building her team’s skills. Mary is influential in supporting the agency’s motto of “Recovery with Respect”- Mary is the epitome of this because as she says “I never forget where I’ve come from and who was in my corner to get here” as she uses her story to positively influence our members. Mary strives to support the team and members in navigating challenges and making difficult decisions from a strengths-based perspective. Members have high admiration and respect for Mary which can be seen in how Mary navigates having difficult conversations of accountability/ownership with members and members respecting the proposed directives. Mary’s big heart and compassion for our team and members is unparalleled and the agency, team, and members are blessed to have someone with such amazing skills and ability to navigate. I appreciate all you do for us Mary!” She is always level-headed and calm. Someone you can trust will do the right thing always and if you tell her something, she will follow through. Quality employee. I’m very exciting that Mary is getting recognized!

### **Consent Agenda**

- A. Minutes from August 27, 2024 Board Meeting
- B. CEO’s Report

Motion by Barbara to approve. Seconded by Judith. All in favor.

**Discussion:** Read a new members story and how grateful she is for The Haven. Residential had a great month with 22 successful completions. Fran has assisted us with Peer Reviews again this year and is working with our dietary manager to introduce healthier options for members. Barbara is conducting “Ask the Judge” sessions. India has put on Finance 101 workshops for staff. We have a new group schedule for IOP members.

## **Committee Reports**

### **Executive**

**Discussion:** Individual and group board assessments need to be completed. Be on the lookout in the next month or so for an email. Aimee’s evaluation needs to be completed. Discussions around how to structure it this year were talked about. Totes of Inspiration is the philanthropic project we are coordinating with the Rotary of Tucson. We are looking for items that can be put into tote bags for new members. We will send a list of items that we need. We haven’t received any submissions for the passion project. Julie will send out a follow up email to staff. Science of Kindness project is making great progress. The next step is the sorting phase. Please let Emilia know if you are interested.

### **Finance/Audit**

**Discussion:** Reviewed board bullets, balance sheet and actual vs budget summaries. We have made no progress with AIHP and the funds they owe us. We may file a formal complaint. Further discussions will ensue in the Executive Committee meeting.

### **Development**

**Discussion:** We are spearheading a new fundraising project for fall 2025 called Champions for Recovery. This is a peer-to-peer competition. We will hand pick 5 to 10 partners who will fundraise for us during a specific timeframe. The partners host microevents and we assist them with marketing materials. The sponsorship packet for Chrysalis is forthcoming. We have a new level of sponsorship this year. We are also collecting basket items for the raffle. Barbara has graciously sponsored our 55 stories.

### **Board Growth and Advancement**

**Discussion:** The board manual is almost completed. There are some minor changes that need to be done. The next area of focus is board growth. We would like to add three or four new board members at a minimum. Barbara has a list of potential board members and will schedule meetings with them. We are continuing to work on the CARF standards.

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

### **Fiscal year 2025 agency budget**

**Discussion:** viewed narrative, detail and summary. We are proposing a break even budget this year with estimates of activity. We’ve had some expense increases such as the new contract with JNR to provide updated IT security, insurance and payroll. The finance committee recommends accepting the new budget. Motion by Jeannie to approve and seconded by Barbara. All in favor for unanimous approval.

### **Vice Chair vacancy**

**Discussion:** Colette will step in as the Interim Vice Chair until we have a permanent replacement.

**Plan for assessment of CEO**

**Discussion:** Send review forms to India. Board will meet in Executive Session to discuss.

**Stakeholder Feedback**

**Discussion:** Review presentation by Erisha

Meeting adjourned at 5:29pm

**DATES TO REMEMBER**

- Development Committee – October 1, 2024 at 3pm via Teams
- Board Growth and Advancement Committee – October 2, 2024 at 1:30pm via Teams
- Executive Committee – October 2, 2024 at 12:15pm via Teams
- Finance/Audit Committee – October 21, 2024 at 4pm via Teams
- Monthly Board Meeting – October 22, 2024 at 3:30pm in person and via Teams
- Totes of Inspiration assembly - November 4, 2024 from 10am – 12pm
- Staff Appreciation Lunch – November 7, 2024
- Facilities tour – November 15, 2024 at 8:30
- Chrysalis Luncheon – March 13, 2025