

YARNELL REGIONAL COMMUNITY CENTER
BOARD MEETING AGENDA
2:30 pm, February 9, 2021 via ZOOM

Review/Approval of January 12, 2021 Board Minutes

Reports

- A. Financial Report
- B. President Report
 - 1. RFP Progress
 - 2. Property Tax Waiver submitted
 - 3. Food Safety Plan submitted
- C. Grant Report
 - 1. LDR Report
 - 2. El Searcho Communication
 - 3. USDA Rural Development Grant possibility
 - 4. Other income notes

Business

- A. Executive Director Progress - Joyce Dennison
- B. MOW - Roxie Barringer
- C. Kitchen - Frances Lechner
- D. Thrift Store - Michelle Jacobson
- E. Annual Meeting -
 - 1. Draft agenda
 - 2. Survey Summary to date
 - 3. Number of members voting in advance
 - 4. Number of people requesting ZOOM to date
- F. Events
 - 1. March 4 Meals (March)
 - 2. Blood Drive (Aril)
 - 3. Brainstorm other safe in-person events for 2021
- G. Facilities - David Devaney
- H. Sharp Design Preliminary Suggestions for Remodel
- I. NAU Nursing Students Report - Joyce Dennison
- J. Guidestar Update - Rebecca
- K. Peace Pole Plaque - Frances
- L. Poundage Drive - Rebecca

Next Board Meeting - March 9, 2021 @ 2:30pm via Zoom
Adjournment

Annual Meeting - February 16, 2021 at 6:30 at YRCC

Meeting was called to order at 2:30pm by Frances Lechner, President

Board Present - Frances Lechner, Rebecca Wilks, David Devaney, Leah Tidey, Michelle Jacobson, Joyce Dennison, Roxie Barringer

Board Absent - None

Staff Present -None

Guests Present - None

Minutes of January 12, 2021 - motion to approve was made, seconded, and carried.

Financials - On file and available to all at meeting. Discussion regarding moving the monthly Board meeting to the third Tuesday of the month to allow Nina sufficient time to produce the Profit & Loss Statement. All in agreement and third Tuesday will begin April 20, 2021. Motion to approve Treasurer's Report made, seconded, and carried.

President Report - RFP Progress- The work on the Contract Proposal (RFP) is well underway: Roxie and Frances have been working on various sections together, along with requests for information for specific sections to Nina, Rebecca and Denise. Former ED Kim Lytle has agreed to review the draft copy to provide a fresh set of eyes on the copy. Frances expects that the writing reports and required supplemental documents will be submitted well before the March 8 deadline. **Property Tax Waiver-**Frances reported that the annual Property Tax Waiver request, a requirement for all Yavapai County non-profit organizations that own property, has been submitted. **Food Safety Plan-**another annual report for Yavapai County Health Services, was updated with input from Kitchen Manager Angie Johnson.

Grants Report - LDR Pro Solutions submitted Activity Report and Invoice for January. Reports are on file and available to all at meeting. LDR to begin sending "Thank You" notes to organizations who donate grant monies to the YRCC. **El Searcho** - This donor's preference is that money is not used for payroll or operating expenses unless absolutely necessary. What is our plan for the next donated money that El Searcho has expressed interest in donating? All of our expenses could be considered operating expenses. Maintenance upgrades to the building that have been deferred due to lack of funds will show our progress in improving the YRCC. We will be demonstrating our interest in expanding and showcasing the YRCC - this would fall into donor's wishes for use of money. E-Mail votes from the BoD will be accepted for expenditures. **USDA** - If the YRCC receives money, it is a grant, not a loan and we are not sure of the amount. Allocation of funds is based on what USDA is given by the Federal Government. Submit a request for kitchen and dining room improvements; we will only get 75% of our request and then we have to match the 25% with other donations. Yarnell meets the requirements for the grant - low income and small community. If we get the USDA grant to improve the facilities this might help with the future CDBG grants for a new building. Would the award

of USDA grant negate the need for a new building? Should we only make improvements that would not be negated by a new building - for example, carpet vs. additional clothing racks. USDA is an annual program so we can apply every year so spend wisely on things we need for safety and efficiency that can move us forward to a new building. **Other income-** \$3500 operating support grant received from Arizona Cardinal Charities.

Executive Director Progress - Three well qualified candidates from five applicants. Frances, Joyce, and Roxie have conducted interviews; does the rest of the Board want to interview a second time? Consensus was to send CVs to the Board but not conduct a second interview; trust the Search Committee's findings. The job share idea presented at January's meeting has been put aside with good, strong candidates for the ED position. March 1, 2021 was the projected start date for the new ED but might be sooner. We would like to announce at the Annual Meeting on February 16 and possibly have the new ED say a few words. A motion was made to "make an offer to Jimmy Miller for the Executive Director position of the YRCC with a salary of \$29k to start as soon as possible." Motion was seconded, carried, and approved. Joyce to make the letter of offer and also letters of "thank you but no" to the other candidates.

MOW - All is well and no further discussion.

Kitchen - Improvements are being made in the kitchen in both facility and communication among staff. The menu is being sent to NACOG earlier for approval so as to meet the requirement of getting to MOW last Monday of the month.

Thrift Store - Furniture has all been moved to the Potter's House; the old furniture barn is now holding items from storage shed one and storage shed one will become the new Processing Center. The goal is to have the Thrift Store open six days a week beginning in March and stay open on Saturday's until 2:00pm. We will need more volunteers and possibly expand the TS Manager's hours. She was originally hired for 20-25 hours per week. Michelle will assist in the transition of supervision of the Thrift Store to the new Executive Director.

Annual Meeting - Agenda to include, but not limited to, minutes from 2020, financials, new Executive Director announcement, new ED speaks, Board Candidates speak, and YRCC highlights of 2020. **Survey Summary** - 25 to date, copy of survey in file. **Advance Voting** - 18. 60 new/renewal members for 2021. ZOOM request - three (not including Board).

Events - M4M will be March 27. **Blood** drive will be April 17. **Other** - Poetry Reading at the Library, horseshoes, Bocci Ball, afternoon of music while the Thrift Store is open, scavenger photo hunt. Send ideas to Frances.

Facilities - David's report is on file; any questions contact him. Items include fire inspection, kitchen improvements, Potter House, processing room renovations, exterior electrical analysis, heating system motor, USDA grant, canopy removal, poundage trailer

condensation. Would like to get US and AZ flags installed on the existing flagpole and install solar lights. David will take them down in inclement weather.

Sharp Design Suggestions - included in file. Suggestions and Maintenance for a remodel of kitchen and dining room.

NAU Report - included in file. Perhaps utilize the nurses again next year in a more comprehensive way.

Guidestar - A website which allows people to learn about nonprofits. Rebecca is working on updating the YRCC's Guidestar profile. She will complete the update when the new board is elected, and the new Executive Director is in place.

Peace Pole Plaque - Approval was given to Rebecca to draft wording and keep plaque cost under \$50.

Poundage Drive - Get the word out to the Community what poundage is and how it benefits the YRCC. Rebecca to create wording for March Yellow Sheet, Newsletter, Annual Meeting mention. Perhaps hold a "spring cleaning" event in May.

Note - The Board would like to acknowledge Bob Ball and thank him for his continued help at the YRCC. Roxie to get a card and sign for the BoD and send to Bob.

Next Board meeting - March 9, 2021 at 2:30pm
Adjourned at 4:10pm