YCAP Board Meeting Minutes

Feb. 28, 2017
3:00-4:30pm

Present: Ryan Connor-Vice Chair, John Larsen-Treasurer, Jon A. George-Secretary, Arlene Worden, David Case, Carrie Zimbrick, Bernt "Al" Hansen, Beth Wytoski, Mary Starrett, (in 3:38pm)
Absent: Gwen Jernstedt-chair, Sara Driskill
YCAP: Jeff Sargent-Exec Director, Alethea Brooks-Ct. Services Case Mgr., Garrett Snedecker, Ct. Services Case Mgr., Julie Miller-Community Relations Director
Guests: Pam Watts, First Federal Community Relations Officer

Call to Order:

- **Introductions**
- Pam Watts, First Federal Community Relations Officer. Jeff introduced Ms. Watts for consideration of "At Large" sector position on YCAP Board.
- Alethea Brooks, Client Services Case Mgr. Newer employee. Comm. Hlth/Shelter experience.
- Garrett Snedecker, Client Services Case Mgr. Newer employee. DHS/Shelter exp.

Board Member Updates:

- **What's happening in your community?**
- Ryan: Amity fire disaster with casualties.
- Beth: Finishing up Homebuilders housing project-11 new homes. Planning summer activities for community. Starting Youth Advisory in Dayton. Working with YCAP to assist with transportation to Carlton pool and Newberg pool.
- David: "Nite to Shine" a special needs prom held weekend before Valentine's Day.
- Carrie: Willamina 42 homes project. School currently at capacity.
- **Gwen Update:**
- Jeff: Update for Gwen. Currently at LifeCare facility in McMinnville recovering.
- **Board Membership:**
- Bylaws mention that the YCAP Board of Directors can be up to 15 members.
- Attendance concern: Sarah D./Jeff has contacted 3 weeks ago. Member has missed 3 unexcused meetings by no contact. Board is making a motion to remove YCAP Board member, Sarah Driskill. John L. made the motion. Carrie Z. seconded. 5-Yes, 3-No. Motion carried. Jeff will contact board member to inform.

Consent Agenda:

- **January Minutes:**
- John L. moved to approve the January 24, 2017 minutes of the YCAP Board of Directors. Arlene W. seconded. Motion passed unanimously, (8-0-0)
- **Financial Report:**
- John L. presented July-Dec financials. The dashboard, financial statements, and supplemental information were handed out. Question? David on financials. The dollar amounts showing the fluctuations, what are they attributed to? Answer: Grants availability and drawdowns.
  John moved to approve the Feb. financials. Al seconded. Motion passed. (8-0-0)
- Deborah has been in her finance director position 6 wks. Should be caught up by Feb. with financials.

Discussion Items:

- **Board Retreat:**
- Date: March 28, 2017 from 10-3:30pm. Location: TBD at this time.
- Kay Sohl, consultant will be attending.
- Agenda Proposal was handed out. Mgmnt will meet in AM to lunch. Strategic plan will be sent out to board to review and questions sent back to Jeff prior to. Staff will review strategic plan on Mar. 8th at YCAP-Youth Outreach to update.
- Options for meeting venue:
    - Willamina Community Center, (free)
    - Amity-David C., (free)
    - Newberg-Ryan C.,(free)
    - Evergreen Space Museum-McMinnville, $400.
    - Civic Center-McMinnville, (free)
    - Dayton Community Center, $$?(waive)
    - Brookside, $650.
    - Stoller, (waive)?

  Out of the list a vote was to choose the top 3: (1) Civic Center in McMinnville. (2) Dayton Community Center, and (3) Stoller, Dayton were the top choices. The retreat planning meeting will be catered and arranged by YCAP. Choices will be considered by availability.

YCAP Updates:

- **Personnel Polices Committee Update:** Alaina and Carrie
- Continuing to review Personnel P&P's. Send to Mgr's/Carrie, then to attorney. Progress is on 6 weeks and making good progress.
- Review a stand-alone related to policies, then to YCAP board for May meeting.
- **Resource Development Committee Update:** Warren and David
- Looking at fund raising events
- This year's donators are at 50%, usually 60-65%
- Aggressive model/Preliminary report. Report to look at major donors-contact. Mary S. mentioned mailing responses the county conducted on a last 2 mailings, only a 7% response occurred.
- Signature Fundraisers- Julie Miller.
    - Raise the Barn-Sat. July 22, 2017 at Yamhill Heritage Center, 6-9pm
    - Light the Fire-Sun. Oct. 1, 2017 at Ruddick Wood, Newberg, 5-7pm
    - Looking at Sponsorship packages, $500-$1000. Youth Outreach to project video vignettes.
- **Management Report:** Jeff Sargent
- Handed out report to board.
- Success stories a highlight, as usual.
- Handed out info on CAPLAW national training conference in Denver, CO. June 7-9, 2017. There are funds to send 1 board member to participate. (handout)

Praise and Polish:

- Praise-Can have up to 15 board members.
- Polish-Date right on agenda and Beth needs a name plate and tag.

Adjourn:

- Meeting of the YCAP board meeting was adjourned at 4:30pm.