

Youth Development Council of Greene County Board Meeting | February 19, 2015

Present:

Staff: Mike Alley. **Board Members:** Bishop Michael Jackson, Ron Morris, Barbara Nye, Ginny Reese, Carl Schmitt, Andrea Whitmarsh, Pastor Chuck Winner. **Advisory Council:** Pete Costigan, Roy Dye, Bert Nye, Kathryn Thomas. **Guests:** Dumisile Martin, Heather Myers.

Approval of Minutes: The minutes of January 22 were approved with the amendment that Roy Dye was to write the press release, not Carl Schmitt.

Treasurer's Report: (Bishop Jackson) The ending balance in the YDC checking account as of 01/30/2015 was \$31,135.35. Actual balance once all outstanding checks have cleared is \$26,942.60. The suggestion was made to show the encumbered balance as part of the Treasurer's report. It was also requested that the Treasurer keep track of and include in his report, expenditures coming out of the CACF grant which are reserved for the After-school program, so that members can track this. The Treasurer's Report was approved by the Board. A meeting will need to be set up with the accountant to arrange for withholding to be done for the after school program staff.

Youth Advocate and Coordinator Report: (Mike Alley)

After-School Program: To begin there were 20 students in the program, with eight females and twelve males; eight are from RES, and twelve are from NGES. With a few new kids that were picked up, there are now 23. The program meets twice a week, and has three core activities which are reading, homework, and outdoor activities. Electives are arts and crafts, cooking, science experiments, and board games. Each month kids will transition into a new elective. Mike is very thankful for the space at NGES which includes two classrooms, the art room, computer lab, and cafeteria. This much space leaves the program room to expand. The staff and volunteers, including students from the high school and homeschoolers, have been working out great, with basically one on one attention for students. Mike described a new incentive program for rewarding kids for good behavior using "YDC Bucks", which the children can redeem for something they want. This tool also allows staff to give kids positive attention for positive behavior and it is this that seems to be most important to the kids. Mike had a scholarship request for a child that wants to play baseball at the Youth Center. The cost is \$90. Carl Schmitt will talk to the folks at the Youth Center, and see if they offer scholarships themselves, to save YDC funds, but if not, YDC will cover it. Mike reported that four JMU graduate students have been volunteering on Thursdays, doing the elective piece in the after school.

Summer Program: The summer camp program structure is still under consideration. There may be two three week programs beginning the week of June 15, with a week off in between, serving third through 5th graders the first session and sixth through eighth graders the second session. If so, there will be only one sixth grader from the current after school program, as all of the other kids will still be younger. Next summer there would be plenty of sixth graders from the after school program to attend the middle school age summer camp.

Finance Committee: (Pete Costigan) This committee met on Feb. 5, with Pete Costigan, Bert Nye, Bishop Jackson, Ron Morris (ex-officio), and Scott Mingledorff, treasurer and internal auditor for smaller Episcopal congregations in Virginia, in attendance. Prior to the meeting Scott shared some helpful resource materials about accounting and record keeping. The committee spent a good deal of time working with the two budgets prepared by Mike Alley for the current after school program and for the summer camp program, one which included the value of all of the donated services given to YDC, and one which did not. Scott's advice was that donated services certainly should be monetized in the budget. The Committee expanded those budgets to cover all of 2015, including a Spring 2015 and Fall 2015 after school program, the summer camp, and including Mike's salary and administrative costs. The result is a tentative budget of about \$91,000. That figure includes the value of donated services. The second budget figure of about \$69,000 does not include the value of in kind donations and services, and makes the big assumption that YDC will continue to receive those donations in 2015. An issue still to be explored is what monetizing in kind donations and services does to all of the reports YDC has to file, with the IRS and other interested parties. Pete noted that reporting requirements become more onerous as an organization becomes larger with more assets.

The next issue discussed was the best method of paying YDC bills, especially payroll. Options are checks, which are currently used, direct deposit, or some form of bill pay. All of YDC staff are expected to qualify as employees, rather than contract workers, which means staff have to fill out W-4 forms, and YDC must do withholding for FICA, report on and deposit these amounts with the IRS and will need to do the same with the State. Form 941 must be filed quarterly for the IRS giving information about who employees are and how much has been withheld for each, though YDC is probably small enough right now that form 944 can be used instead, which requires only an annual filing.

Another issue is the need for the Board to establish a fiscal year. It may be that the calendar year may not be the one that works best. The chosen fiscal year will have implications for the reports that need to be filed.

The committee also discussed ways of keeping track of finances. According to Pete, most people advocate using the program "Quick Book". Pete recommended that someone on the Finance Committee take the PVCC online six week course in financial recordkeeping. Bishop Jackson mentioned that Emmanuel Christian's accountant may also be able to advise the Finance Committee. It is hoped that he will attend the next Finance Committee, in about two weeks

Bert Nye gave an extensive report to all the members of the Committee after the meeting, summarizing the discussions. Ron expressed the consensus among Committee members that YDC is moving into a different realm on the financial end, due to the number of employees and projected FY 2015 budget and will require professional advice. There was discussion of whether it may be necessary to hire a part-time professional bookkeeper, or whether members could handle it once some initial set up is done

Fundraising Committee: (Roy Dye) Roy talked about the need to expand the current donor list with new names in order to grow the budget. He asked that all Board and Advisory Council members please send him new names and addresses. Carl noted that all volunteers should be incorporated into the list of potential donors who will get letters. Barbara Nye has the information for volunteers. The question came up of who deposits donations and the answer is that it is either Ron or Roy, but not Bishop Jackson. Ron noted that Scott Mingleorff recommended that there should be a separation between the people depositing the donations and those writing the checks.

Other Corporate Matters: (Ron Morris)

Insurance: Ron asked for a motion and vote to ratify the action taken to purchase insurance coverage for YDC, which premium is in the amount of \$2,355, and which includes a General Liability, Sexual Liability, a Non-Owned Auto, and Professional Liability (for Mike Alley). The limits on the General and Sexual Liability policies are 2 million each. The policies were purchased from ANI (Alliance of Nonprofits for Insurance, Risk Retention Group) which is a non-profit insurance corporation that provides policies to non-profits. Prior to purchasing the policy Ron had emailed and talked to Board members and received advice from the company handling insurance coverage for the Boys and Girls Club, and also Alan Yost, who has a family member in the insurance industry. Advice received was that ANI provides competitive rates, and that we probably cannot do better at this time. Insurance rates are expected to go down once as YDC gains experience and is no longer regarded as an “unknown”. The Board voted unanimously to ratify the purchase.

Change in Meeting Day of Board: The current Board meeting date and time of Thursdays at 5pm will not allow our Executive Director, Mike Alley, to attend because of the after school program being in session. Ron asked for suggestions of an alternate day of the week and time. The Board settled on the third Monday of the month at 5 pm, making the next meeting on March 16.

Lafayette Brunch Proposal: Board members discussed the pros and cons of participating in the LaFayette Restaurant program whereby 10% of the bill of Brunch customers presenting a church bulletin on Sunday morning is donated to YDC. Many Board members were uncomfortable with the proposal, mostly to do with not liking the requirement for a church bulletin. Ron and Mike will speak further with the owner.

Personnel Committee: Ron will call a meeting in the near future of this Committee composed of Janet Frye, Ginny Reese, Pastor Winner, and Kathryn Thomas.

The meeting was adjourned at 6:27 pm. The next Board meeting will convene on Monday, March 16, at 5 pm.

Respectfully submitted by Ginny Reese