

## **Youth Development Council of Greene County Board Meeting | January 22, 2015**

### **Present:**

**Staff:** Mike Alley. **Board Members:** Bishop Michael Jackson, Ron Morris, Barbara Nye, Ginny Reese, Carl Schmitt, Andrea Whitmarsh. **Advisory Council:** Pete Costigan, Roy Dye, Charlotte Gilbert, Bert Nye.

**Approval of Minutes:** The minutes of Nov. 20 were approved with the amendment that Bert and Barbara Nye were present, but not listed, and Board and Advisory Council in attendance should be listed separately.

**Treasurer's Report: (Bishop Jackson)** The ending balance in the YDC checking account as of 12/31/2014 was \$35,104.58, but the last paycheck to Mike is still outstanding as of that date. A complete report was available for Board members. A motion was made to approve the Treasurer's report and passed unanimously. Bishop Jackson asked for permission to pass information about the YDC checking account to the Scott Wood, CPA so he can set up the monthly withholding taxes.

### **Youth Advocate and Coordinator Report: (Mike Alley)**

SFO (Student Friendship Organization): The SFO had a Christmas party for the YDC camp kids on December 19. All but two of the kids showed up. The SFO gave Christmas presents to the kids and Bishop Jackson's church also donated backpacks for each child. Many of the teen volunteers from YDC summer camp were at the party, and will also be volunteering with the YDC afterschool program. Some of their parents will volunteer as well. Carl Schmitt commented on the obvious positive relationship that has developed between these volunteers and the camp kids, and complimented SFO for a job well done.

After-School Program: Staff have been hired for the after-school program and staff orientation is completed. The program has been granted the cafeteria and three classrooms at Nathanael Greene Elementary School (NGE). Mike has met with the principals of NGE and Ruckersville Elementary School (RES), Dr. Heaton and Ms. Eberhardt respectively, and they are very excited about and supportive of the program. Greene County Transit will be needed to transport the children from RES to NGE. Principals Heaton and Eberhardt have arranged for a teacher on each end of the ride to make sure that the after-school children get safely on Transit and are safely delivered to the program at NGE. At the time of this report Mike was still working with parents to have the final composition of the enrollees completely settled. Fifteen of the YDC summer school kids are enrolled, and it looks like there will be 5 or 6 new kids in the program. Mike commented on his observations gleaned from watching and listening to the YDC summer school kids, saying that "they wear YDC like a badge, and defend it". The orientation for parents is January 28, 6pm in the cafeteria at NGE. The ratio is about half and half NGE and RES students, and Mike weighted the balance of new students more heavily toward third graders to give children the possibility of being in the program for a longer period. There was discussion of arranging publicity for the opening of the after-school program. Roy Dye will write a press release and arrange for coverage for a full newspaper story a couple of weeks into the new program. There was discussion of the possibility of looking at reading scores of children in the summer camp program to correlate

attendance with positive outcomes in reading levels in Fall testing. Andrea Whitmarsh said this would depend on permission from parents to release test scores. Mike put together a revised budget for the after-school and summer camp programs that accurately represents the cost of goods and services which have previously been in-kind donations.

Ron then turned the discussion to some of the details of paying the five new staff for the after-school program. He asked Bishop Jackson to check with Scott Wood, CPA about doing withholding taxes for the new staff. Ron asked Mike to devise a method, such as time cards, for keeping track of hours for staff in the after-school. He cautioned that record keeping becomes increasingly critical as staffing grows, and staff hours will vary with bad weather closings and other contingencies.

**Fundraising: (Roy Dye)** Roy passed out a summary of discussions and initial plans from the fundraising committee, which met in December and January. The fundraising campaign will have as an overall theme the planned doubling of programs, and thus the budget, in the next fiscal year. The goal last year was \$45,000; in the coming year the new goal looks like about \$90,000. An early plan for fundraising includes seeking matching funds from larger donors before a letter campaign later in the Spring. The letter will go out to what is hoped to be an expanded list of previous and new potential donors. Expanding the list will require the participation of everyone involved with YDC. Other plans might include small group meetings with larger donors in order to seek commitments for continued long term funding. A community dinner fundraiser with speakers is envisioned for the Fall. One facet of that event will be the opportunity for individuals to sponsor a table and invite their own guests to the dinner, as a way to involve new people. Thoughts and ideas of those not on the fundraising committee are welcomed. The topic of the details of how to arrange for the opportunity for donors to make a monthly donation commitment was discussed. Also, the idea of using one of the online crowd funding programs came up. This requires a substantial time commitment of someone that is comfortable in the online social media milieu. Ron urged that the fundraising committee get the first letters asking for matching funds out by the end of February.

### **Other Corporate Matters: (Ron Morris)**

Insurance: Ron was waiting to hear from the Insurance Underwriter for a general liability and sexual abuse coverage at the time of these minutes. A motion was made and passed unanimously to approve expenditure for insurance of up to \$800/yr. If the cost is more, the Board can be notified by email, and if approved by the Board, members would have to sign a statement to that effect, which then is added as an addendum to the minutes.

BAMA Works Grant: Ron congratulated the group for the recent award of the BAMA works grant, with special thanks to Pete Costigan who took the lead on this grant. YDC was one of less than ten organizations out of about 50 who received the maximum grant of \$10,000.

Background Checks: Ron reminded the group that YDC is operating under the rules for an exempt child daycare center program. Under those guidelines YDC does not have to be licensed, and doesn't have to do background checks. However, Ron has been looking into the statutory guidelines for full time church daycare programs, which are also exempt from licensure, but have guidelines more

rigorous than those of the exempt child daycare center. For the church program, a State police criminal background check and background check from Child Protective Services (abuse and neglect registry) is required for paid staff and for any volunteers who will work directly with children, and not be under the supervision of paid staff. Costs for these checks are \$26 and the latter \$7 respectively per person. All YDC staff went through both checks, costs paid by YDC. Ron and Mike recommended that volunteers who have made a regular commitment of at least one day a week, that cannot prove a background check through employment, be required to have a criminal background check, at YDC expense. In addition, the after-school rule for volunteers is that they will not ever be alone with children.

Finance Committee: The committee will meet before the next Board meeting. They will be planning an in-house audit and reconciliation of year end finances. Members of the finance committee are Pete Costigan (chair), Ron (ex-officio), Bishop Jackson, Roy Dye and Bert Nye. Ron will ask Scott Mingledorff, who has advised many church groups on finances, to meet with the committee. Ron recommends one other outside person for the audit.

The meeting was adjourned at 6:40 pm. The next Board meeting will convene on Thursday, February 19, at 5 pm.

Respectfully submitted by Ginny Reese