

## Carole's House of Hope

### Board Meeting – February 28, 2019

Present: Carol Kinlow, Mike Matejka, Mike Robinson, Mike Young, Dee Hammer, Jaime Polick, Sheri Thompson and via phone Cheri Duryea and Karen Mitchell

Minutes Approval from January 2019: Mike R. called meeting order @ 4:39 pm, Mike R. moved to approve and Mike Y seconded. All in favor.

### **Board Agenda:**

- Vote Vice President- all in favor, Mike Young voted as VP
- Review board matrix – Mike Y. discussed building a board bank. Jaime asked about the board recruiting process and if the documents in the board portal can be edited. Mike Y stated the current board matrix has gaps in experience areas which need attention. Mike M. commented there is a maximum of 13 board member spots currently. Mike Y. discussed having the application for potential board members available online and will send a draft to all for review.
- Documents for Signature – all documents have been signed and turned in.
- Approve employee handbook – Mike M suggested the employee handbook be reviewed by the governance committee before coming to the board for approval. All in favor.
- Approve financial procedures – Financial should be reviewed by the finance committee before going to board for review/approval. All in favor.
- Michael Young office space discussion– Discussion was held regarding Mike Y. office at CHH and was concluded to be a possible conflict of interest since Mike Y is now the VP on the executive board for CHH. Mike Y. will put together an exit plan and communicate that.

### **Financials:**

- Treasurer's report: Mike M. reported the last of the Sherwood installment of \$162k is in the January financial report. Monthly income can vary so the quarterly reports tend to be a more accurate picture since grants get paid a various times. Mike R. moved to approve January financials, Dee seconded, all in favor
- Approve January financials

### **Agency Updates:**

- CEO report – Board portal is now available online. All reports will be uploaded to the portal. There was development with the Westside school relationship. Sherwood grants have been submitted and 90 days to approve. Scott Foundation initially was denied- was told to go through the portal (Omaha Award Portal). Additional grant applications need more thought for specific needs. There are currently 14 participants/12 kids. The

maximum is 16. The Cox contract was transferred from South to Midtown to be used for security cameras.

**Board Committees:**

- Jaime has a new list and is starting from scratch for the Development committee

Meeting adjourned 6:04pm