



Board Meeting  
February 20, 2018

**In Attendance:** Greg Furer, Brad Whitman and Ki Kim

**Attending by Phone:** Mark Michaelis, Kris Hunt, Rachelle Fritz, Dan Burek

**Excused:** Marlene Jenkins, Terry Danko

**Administration in Attendance:** George Trauner, Jerrad Rimel, Caprice Hudson, Chad Dickson, Rob Lewis, Justin Calabrese, Al Gesler, Pastor Frenz, and Marci Dickson.

The regular, bi-monthly meeting of the Bethesda Foundation for Children Board of Directors was held on Tuesday, February 20, 2018 in the boardroom on the Meadville campus, the Chairman being in his chair and the secretary being present.

Greg Furer called the meeting to order at 12:01pm. A roll call for attendance was done. Pastor Frenz offered the opening prayer.

***Mark Michaelis moved to approve the minutes from the December 2017 meeting. Rachelle Fritz seconded the motion. Motion Carried***

### **Old Business**

### **Bethesda Staff Report**

Kelly Kingston gave a brief description of the Right Start for Young Mothers program.

### **CEO Report**

George Trauner presented the CEO report. Active Aging will be using the Elderton property as a senior center Mondays, Wednesdays and Fridays. The rent will be \$400 a month. Someone else has approached George about using the front of the building as some type of entrepreneurial business. George stated that we would work with them on the rent. As their business increases so will their rent until it reaches an agreed upon maximum.



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The DPW investigations regarding right start have been completed and were unfounded.

We are moving towards the end of the fiscal year. Rob is working on a new Capital Improvement Budget.

### **Facilities Report**

Rob Lewis presented the facilities report. His report included his team works hard to keep up with the snow removal at all facilities. They have been hard at work reconfiguring the space for the new Psychiatric Residential Treatment Facility (PRTF). The DPW inspection went very well; there were no citations for the maintenance department. The carpet at the Trinity Center has been replaced and a generator for building two will be installed soon. George Trauner stated the generator was paid for by a grant from the Petersen Foundation.

### **New Member Recruitment**

***Rachelle Fritz moved to accept the resignation of Richard Rejdovjan. Brad Whitman seconded the motion. Motion Carried.***

George Trauner brought forward Joseph Nairn as a potential new board member. His bio was included in the board packet that was sent to board members prior to the meeting.

***Brad Whitman moved to accept Joseph Nairn as a new board member. Rachelle Fritz seconded the motion. Motion carried***

### **Investment Committee**

Mark Michaelis presented the Investment Policy Statement (IPS). Greg Furer mentioned that there was some things that the committee may, at some point, want to look at aspects of the IPS such as the withdraw rate, socially responsible investing (SRI), and included language for gifting stock.

***Mark Michaelis moved to approve the Investment Policy Statement as presented. Brad Whitman seconded the motion. Motion carried with Greg Furer abstaining from the vote.***



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## **New Business**

### **Board Retreat**

The board retreat will be September 27-28 at Peek'n Peak in Clymer NY. The retreat will start in the afternoon of the 27<sup>th</sup> and will conclude around lunch on the 28<sup>th</sup>. The board meeting normally scheduled for October will be held at the conclusion of the retreat.

### **Board Goal Setting:**

#### Mission Statement

Empower Bethesda Lutheran Services to enrich the lives of children and their families

#### Vision

To empower Bethesda Lutheran Services ministry to provide Promising Futures without regard to budget constraints.

#### Goal

Raise \$10 million over the next 10 years

#### Goal Planning Notes:

- ❖ Create a roadmap of how to grow endowment in the future
- ❖ Direction for Elderton property
- ❖ Take on more employee expense budget from BLS, notably the maintenance department
- ❖ Educational reimbursement and assistance to BLS. Defined amount BLS can count on
- ❖ Gifting of funds to BLS annually to use to pay higher wages above what it can afford in budget to increase recruitment and retention of employees
- ❖ Fundraising
  - 10 million 10 years
  - Creating a culture of fundraising
  - Expectations for board members
- ❖ Events
  - 4 Events \$25,000. Is this a realistic goal?
  - board member requirements



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- ❖ Board Recruitment
  - who and how
  - what makes a great board member
  - update brochure
  - a consistent process of how to bring on members and identify prospects
- ❖ Board Member Training
  - bringing new members on with a consistent training process
- ❖ Advocacy Training
  - set a culture of fundraising/ clear message/ teach other boards
- ❖ Replacement of Units A & B

### **Board Evaluation Form**

***Ki Kim moved to accept the evaluation form as presented and to do the board evaluation 2 times a year, in July and December, and to have the results ready for the board retreat. Rachelle seconded the motion. Motion carried.***

### **Appointments to Committees**

#### Executive Committee

***Rachelle Fritz moved to appoint the leadership team to the Executive Committee. Mark Michaelis seconded the motion. Motion carried.***

#### Investment Committee

Current members are Mark Michaelis, Chair; and Terry Danko. Kris Hunt volunteers to join this committee.

***Brad Whitman moved to appoint Mark Michaelis, Terry Danko, and Kris Hunt to the Investment Committee. Rachelle Fritz seconded the motion. Motion carried.***

#### Governance Committee

This committee will work the CEO on recruitment of board members as well as recruitment policies, review bylaws, and maintain and update the board assessment survey. The Governance Committee will also work the Lutheran Services Board on CEO leadership and evaluations.

Brad Whitman and Rachelle Fritz volunteer for this committee.



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***Kris Hunt moved to appoint Brad Whitman and Rachelle Fritz to the Governance Committee. Mark Michaelis seconded the motion. Motion carried.***

### **Development Report**

Al Gesler gave a presentation on fundraising.

Justin presented and update on the Gala which included 6 confirmed VIP tables and 2 VIP tables pending approval.

### **Finance Report**

Chad Dickson presented his report. Kris Hunt asks Chad to begin to provide a comparison with last year's numbers.

Mark Michaelis presented the audit which was included in the board packet that was sent to board members prior to the meeting. No vote is required to accept the audit.

### **Writing off Capital Campaign Pledges**

Chad explained that the auditors recommended writing off the remaining unfulfilled capital campaign pledges with the exception on one that continues to be paid off with monthly payments and has approximately \$1000 remaining.

***Brad Whitman moved to approve the write off of the remaining capital campaign pledges that are not being paid off. Mark Michaelis seconded the motion. Motion carried.***

### **Vehicle Loans to Bethesda Lutheran Services**

George talked about the loans totaling \$17, 216. The foundation originally loaned the money to then Bethesda Children's Home. Chad currently writes a check from BLS to the foundation.

***Brad Whitman moved to approve gifting the \$17,216 to Bethesda Lutheran Services. Mark Michaelis seconded the motion. Motion carried.***

### **Agenda Items for the Good of the Order**

Brad Whitman mentions looking at holding the meetings at a different day or time. Kris Hunt mentioned that the beginning or end of the day works well for her. She stated 9am as a good time for her. The board secretary will create a survey on SurveyMonkey and send it to board members.

Pastor Frenz mentions needing red paraments for the chapel.



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George Trauner presented photos of the two potential new logos. Greg Furer reminded the board that it had previously decided that their new logo would resemble the Lutheran Services logo.

***Brad Whitman moved to accept the logo with promising futures as the new foundation logo. Mark Michaelis seconded the motion. Motion carried.***

There being no more business, the meeting, Terry Danko motioned to adjourn the meeting. The motion was adopted. The meeting adjourned at 1:35pm.

Marci Dickson, Secretary