

APPROVED

**MINUTES
SUCAP BOARD OF DIRECTORS
March 01, 2018**

PRESENT: Karla Baird, Gini Benton, Rocco Fuschetto, Doug Little, Kathleen Lorenzini, Dan Naiman, Gina Schulz, Carol Thompson
EXCUSED: Shirley Reinhardt, Kathleen Sitton
ABSENT: Edward Box III, Jeremy Cuthair, Adria Frietas, Amber Harrison
GUESTS: Carlyne Washington
STAFF: Eileen Wasserbach, Nita Emerson, Char Schank, Erik Foss, Tava Wilson, Chloe Jackson, Teresa Campbell, Peter Tregillus, Matt Nesbitt

I. **Call to order:** Vice Chairperson Gina Schulz called the meeting to order at 12:07 p.m. at the Ignacio School Administration Conference Room.

II. ****Agenda:** Additional Items to the agenda are V. D. Letter to the board; VII. J. Special Meeting; VII. K. Announcements, School Reports. Dan Naiman moved to approve the agenda with addendum; his motion was seconded (G.B.); all were in favor, motion carried.

III. **Board minutes & Committee reports**

A. ****Board of Directors, February 01, 2018:** Dan Naiman moved to approve the minutes; his motion was seconded by (D.L.); all were in favor; motion carried.

B. **Board Development Committee, February 23, 2018:** There were no additional comments to report. Report was accepted as information.

C. **Image & Marketing Committee, February 23, 2018:** There were no additional comments to report. Report was accepted as information.

D. **Head Start Facility Project—Verbal:** The Friends of Ignacio Head Start has created four working groups including Facility Planning, Fundraising, Cultural Education and Communication. Several discussions targeted possible grant sources we can go after; Peter was requested to research any tribal grants. One possibility is the Indian Community Development Block Grant. During the work session with the tribal council, discussions were about possible sites, tribe's promise of funding and a site; and the tribe's relationship and responsibility to head start. There will be a teleconference with the Chairman and Office of Head Start on March 12 in regards to designated renewal status. Another work session will take place for the extension of the lease due to HS not having a new place by November 2018 and the program would like to keep the continuity for the children. At the next Facility Planning Committee meeting, the property committee will be invited to attend.

IV. **Old Business:**

A. **Strategic Planning Facilitator – Thursday, March 22, 9 am – 4 pm:** The results from the Doodle Poll have been tabulated and the board members were informed that the Planning Retreat will be held all day on Thursday March 22. Location is still being determined. Ms. Susan Lander, our facilitator, has been notified and will be sending out the preliminary materials to board members. Members were asked to watch for these and to respond in time.

B. **Division Self Assessments:**

1. **Admin Assessment-Initial Report:** The initial Central Administration assessment responses was not available at this meeting. CA assessment will take place this month and recommendation of a date for this review is in mid-April.

2. **Peaceful Spirit Assessment Feb-Mar.** – Eddie Box III and Gina Schulz will participate for the PS Assessment.

C. **Board member Donations-Verbal:** Board members were reminded that we are nearing the end of the donation period for board members for SUCAP's fiscal year 2018. As of today, we are at 71% of board members participation. Gina reminded the board that we need to be at 100%. The Board Chair will complete a friendly visit with those members who have not donated.

E. **2018 Board Self-Assessment:** A board self-assessment instrument has been selected and will be uploaded into Constant Contact within a few days. Board members will be sent the link to fill out the survey via electronically. There will be paper surveys for those who are unable to get on line. Responses must be completed by Monday, March 12.

V. **New Business**

A. ****Youth Services Division Director Hiring Approval – Tava Wilson:** After Zach Bertrand's resignation in 2016, the YS program was facing elimination of one of its major funding source, therefore Ms. Tava Wilson and Ms. Peggy Iberg together assumed the duties of the Division Director. As of July, 2017, additional programs and funding sources indicated a need for a YS Division Director. The YS now has documented funding through MSPI and NIYLP that should be stable for two or three years in the future and would like for the Division Director Position be filled permanently. The position was open and advertised in February and Ms. Tava Wilson was the only applicant. Ms. Wilson has worked for YS since the spring of 2015 and has exhibited a competent knowledge of the program and youth development. Eileen recommended that she be hired as the YS Division Director and requested for an approval from the board. Dan Naiman moved to approve the hiring of Tava Wilson as the YS Division Director; his motion was seconded (K.B.); all in favor; motion carried.

B. ****Approval to Open New Bank Account for Facility Fundraising Income:** The HS and HS parents, SUCAP staff and the local community members are working together in raising local funds to support the new HS facility. It has been suggested that SUCAP open a second bank account to clearly document the funds raised for the HS facility. The signatures and procedures as on the SUCAP main account will remain the same. Gini Benton moved to approve to open a new bank account for Facility Fundraising; her motion was seconded (C.T.); all in favor; motion carried.

C. **Campaign Coordinator Position:** In 2016 the board approved the use of unrestricted funds to hire an Events Coordinator; however the selected individual did not remain employed and did not spend the funds allocated for the position. In 2017, the Image & Marketing Committee proposed to hire a Public Relations & Marketing Coordinator. The position was advertised and no applicants with experience applied therefore the position was not filled. As the need for HS facility became a priority it has been clear that a point person is needed to monitor the activities and messaging of the various committees. The job description has been slightly revised for the Public Relations & Marketing Coordinator to tailor the duties of the position. This position will be advertised and filled by mid-March. The remaining unrestricted funds will be allocated to this position.

D. **Letter to the board** – Carol Thompson moved to go into an Executive session; her motion was seconded (K.B.); all in favor; motion carried. Rocco Fuschetto moved to exit the Executive session; his motion was seconded by (G.B.); all in favor; motion carried.

VI. **Staff Financials:**

A. **Cash Flow/Financial Projections Report:** The end of January we have total assets of \$1,258,539.69; Bank Deposits of \$331,870.03; Accounts Payable (\$217,521.11); All Payroll (\$377,852.77).

B. **Indirect Cost Report:** Indirect Revenue to date is \$55,000.69; Carry Forward is \$50,774.00; Total available is \$105,774.69 and the IDC expense to date is \$65,814.13. The Total Revenue over expenses is \$39,961.

C. **Grant Termination:** The grant year has us at 8.33% of budgets. Central Admin spending is at 9.41%. Head Start is at 8.81%. Youth Services is at 7.76%. Senior Center is at 8.63%. Peaceful Spirit is at 7.94% of budget. RRT is at 7.76%. TTA is at 9.19%. Misc. Gaming spent is \$5,129. Grand total expenses to date are \$659,351 which is 8.54% of total budget of \$7,713,312

D. **Financial Ratios:** The information provided was the incorrect report but the correct ratio report will be sent out electronically.

E. **Head Start Monthly Expenditure Report/Credit Card transactions:** Board reviewed report and accepted as information.

F. **Grant Tracking 2018** – Grant Tracking report was provided verbally and accepted as information.

VII. **Program Director Reports/Announcements/Miscellaneous Information-**
Division and Department reports were provided and accepted as information.

J. **Special Meeting** – Head Start Policy Committee has requested a joint meeting March 7, 2018 at 5:30P at the museum in the HS Classroom. Board members are asked to attend.

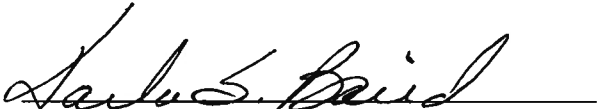
K. **Announcements:**

Ignacio Regional basketball is Friday and Saturday.

Ignacio School parent meeting April 26, 2018 at 6P

John Michael Keyes, April 27, 2018, 8A – 4P; everyone is encouraged to attend

Karla Baird moved to adjourn; her motion was seconded (D.N.); all in favor. Meeting adjourned at 1:37 pm.



Karla Baird, Secretary/Treasurer
SUCAP Board of Directors