



**TRANSITIONS OF PA BOARD OF DIRECTORS MEETING MINUTES**  
 Remote Meeting Held via Zoom  
 March 23, 2021

**MINUTES COMPILED AND SUBMITTED BY:** Aquene Prindle, Fiscal and Operations Administrator

**NOTE:** All attachments and reports are on file with the Secretary.

**ATTENDANCE:** P = PRESENT IN PERSON C = ON CONFERENCE CALL A = ABSENT L = ON LEAVE

	BOARD MEMBER		BOARD MEMBER		BOARD MEMBER
P	Amy Gronlund, President	P	Christine Dotterer	A	Stacy Richards
P	D. Toni Byrd, Vice-President	P	Harvey Edwards	P	Sherri Rippon
P	Ed Sigl, Treasurer	P	Marsha Lemons	A	Linda Treese
P	Mary Louise Schweikert, Secretary	P	Tamara Normington arrived at 7:38 PM	L	Mark Wolfberg
P	Mae-Ling Kranz, CEO	P	Helen Nunn		
P	Kendra Aucker	P	Jacquelyn Paul		
A	Rob Cook	P	Stacey Pearson-Wharton intermittent attendance		

**STAFF PRESENT:**

Aquene Prindle, Fiscal and Operations Administrator

AGENDA ITEM/SUBJECT	DISCUSSION SUMMARY	ACTION & REQUIRED FOLLOW-UP
<b>CALL TO ORDER</b> (Amy Gronlund)	The meeting was called to order at 7:04 P.M. by Board President, Amy Gronlund.	
<b>ROLL CALL</b>	Mary Louise Schweikert, Secretary, took roll call.	
<b>SECRETARY'S REPORT</b> (Amy Gronlund)  Approval of Minutes from 02/23/2021  <b>TREASURER'S REPORT</b> (Ed Sigl, Mae-Ling Kranz)	Minutes were previously distributed.  Ed presented the 02/31/2021 Financial Summary PowerPoint. <ul style="list-style-type: none"> <li>• Emergency Housing expenses year-to-date are significantly high. Mae-Ling explained that this is because               <ul style="list-style-type: none"> <li>○ Expenses are driven by hoteling costs due to reduced capacity at the safe houses.</li> <li>○ DHS CARES Act funds have covered hoteling costs up to this point.</li> <li>○ Modifications to existing budgets will enable us to capture additional hoteling costs going forward.</li> <li>○ Additional emergency housing funds may become available from a couple of different sources.</li> <li>○ Safe house capacity will be increased as pandemic guidelines allow.</li> </ul> </li> </ul>	<u>Motion by Sherri Rippon:</u> To accept the Minutes of February 23, 2021, board meeting as presented. <u>Seconded by Chris Dotterer.</u> <u>Motion carried.</u>  <u>Motion by Harvey Edwards:</u> To accept the Treasurer's Report as presented. <u>Seconded by Kendra Aucker.</u> <u>Motion carried.</u>

**CEO/AGENCY REPORTS**  
(Mae-Ling Kranz)

- Fundraising efforts and individual/business contributions have brought in significantly more than what had been budgeted.
- Cash is showing a significant improvement from February of last year.
- Budget vs Actual amount includes insurance proceeds. Effectively, we are at a break-even point with revenues versus expenses through February.
- Total income is at about 50% of what was budgeted for the entire year for first 8 months of the year.

CEO and Agency reports for February, 2021, were distributed to the Board previously. Mae-Ling highlighted that:

- Review of the Pandemic Policy is happening no less than weekly to maintain awareness of local, county and statewide happenings. We are taking slow steps toward being able to work in-person where appropriate, while still maintaining a positive, safe, socially distanced work environment.
- Upcoming budget –
  - We were not awarded Sunbury Cares this round. Staff positions covered by this grant will be covered by other grants.
  - We have put a hold on hiring a 4<sup>th</sup> Education staff member, but are keeping those dollars in the budget.
- Raise the Region saw a donation increase of approximately 57% over last year.
- We are keeping a close eye on legislation in regards to changes in VOCA and Violence Against Women Act funds. Both passed in the House and are moving forward to the Senate.
- There are three different pieces of legislation that PCAR and PCADV are advocating for which have the potential for positive impact on victim advocacy.

Members should read the CEO/Agency reports and contact Mae-Ling with any questions.

<p><b>STANDING COMMITTEE REPORTS</b></p> <p><b>Auction</b> (Sherri Rippon)</p> <p><b>Development/Public Relations</b> (Marsha Lemons)</p> <p><b>Education</b> (Harvey Edwards)</p> <p><b>Finance</b> (Ed Sigl, Mae-Ling Kranz)</p>	<p>The auction will be a virtual event held on May 27, 2021. The silent auction will be live for one week prior to the night of the “live” virtual auction.</p> <p>A SignUpGenius has been created as a tool to track and organize auction donations and solicitations.</p> <p>There was nothing to add to the Development/Public Relations report submitted.</p> <p>No Report</p> <p>Mae-Ling gave an overview of Your Part-Time Controller’s services.</p> <ul style="list-style-type: none"> <li>• Recruit and test for the hiring of a Finance Director.</li> <li>• Be the facilitating party between the Agency and auditors.</li> <li>• Perform end of the month tasks including generating reports and presentations.</li> <li>• Attend board meetings.</li> <li>• Transitions would be required to move to a payroll company, which has already been under consideration.</li> <li>• Month-end cost allocations.</li> <li>• Grant reporting.</li> </ul> <p>YPTC may be a good temporary solution until the Finance Director position is filled. If we move in that direction,</p>	<p>Members should read the Standing Committee reports and contact the Committee Chairperson with any questions.</p>
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<p>TIAC (Toni Byrd)</p>	<p>payroll would be moved to an outside company. We would work with them until the fiscal year and audit are closed out.</p>	
<p><b>Governance</b> (Toni Byrd/Amy Gronlund)</p>	<p>No Report.</p>	
<p>By-Laws Revisions (Toni Byrd)</p>	<p>A copy of the proposed amended By-Laws was distributed after the February meeting.</p>	<p><u>Motion by Mary Louise Schweikert:</u> To approve the amended By-Laws as presented. <u>Seconded by Stacy Richards.</u> <u>Motion carried.</u></p>
<p>Board Communications (Amy Gronlund)</p>	<p>Microsoft Teams is the reference and communication tool chosen to replace Workplace. Amy is requesting and encouraging board members to accept her invitation and become familiar with this platform.</p>	
<p>Board Recruitment (Marsha Lemons)</p>	<p>Marsha Lemons gave a list of names of people who are being considered for board membership.</p>	
<p><b>Personnel</b> (Mary Louise Schweikert)</p>	<p>No report.</p>	

<p><b>NEW BUSINESS</b> Elevator Speech) (Mae-Ling Kranz)</p>	<p>Mae-Ling and Susan are working on updates to Transitions' elevator speech. The updated speech will be distributed to board members. Staff coordinators will be invited to the next meeting to assist members in small groups with practicing/presenting the speech, giving and receiving feedback. The goal of this exercise is to provide comfort and familiarity with sharing information about Transitions as we speak with individuals in the community.</p>	
<p><b>NEXT MEETING DATE</b> (Amy Gronlund)</p>	<p>The next Board meeting will be held on Tuesday, April 27, 2021 at 7 PM. Members should plan to attend by Zoom.</p>	<p>Committee reports are due <u>Tuesday, April 20<sup>th</sup>, at noon.</u></p>
<p><b>STAFF MEETING PARTICIPATION BY BOARD</b> (Amy Gronlund)</p>	<p>Staff meetings have been changed to bi-weekly Friday Zoom meetings. Members of the Board are encouraged to participate.</p>	<p>Members should contact Mae-Ling with dates they would like to participate.</p>
<p><b>EXECUTIVE SESSION</b> (Amy Gronlund)</p>	<p>Staff were excused from the meeting, and the Board adjourned into Executive session at 8:13 PM</p>	<p><u>Motion by Tamara Normington:</u> To adjourn into Executive Session. <u>Seconded by Toni Byrd.</u> <u>Motion carried</u></p> <p>The regular meeting of the Board resumed at 8:20 PM.</p>
<p><b>ADJOURNMENT</b></p>	<p>Amy Gronlund adjourned the meeting at 8:21 PM.</p>	

**Transitions is a crisis center that provides advocacy, empowerment, and education to victims, survivors, families, and communities to end patterns of violence and abuse.**