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**TRANSITIONS OF PA BOARD OF DIRECTORS MEETING MINUTES**

**Remote Meeting Held via Zoom**

**December 8, 2020**

**MINUTES COMPILED AND SUBMITTED BY:** Aquene L. J. Prindle

**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**

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|  | **BOARD MEMBER** |  | **BOARD MEMBER** |  | **BOARD MEMBER** |
| P | **Amy Gronlund, President** | P | **Christine Dotterer** | P | **Stacy Richards** |
| P | **D. Toni Byrd, Vice-President** | P | **Harvey Edwards** | A | **Sherri Rippon** |
| P | **Ed Sigl, Treasurer** | P | **Marsha Lemons** | A | **Linda Treese** |
| P | **Mary Louise Schweikert, Secretary** | A | **Tamara Normington** | A | **Mark Wolfberg** |
| P | **Susan K. Mathias, CEO** | P | **Helen Nunn** |  |  |
| A | **Kendra Aucker** | A | **Jacquelyn Paul** |  |  |
| P | **Rob Cook** | P | **Stacey Pearson-Wharton** |  |  |

**STAFF PRESENT:**

Mae-Ling Kranz

Aquene Prindle

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| **AGENDA ITEM/SUBJECT** | **DISCUSSION SUMMARY** | **ACTION & REQUIRED FOLLOW-UP** |
| **CALL TO ORDER**  (Amy Gronlund) | The meeting was called to order at 7:04 P.M. by Board President, Amy Gronlund. |  |
| **ROLL CALL** | Mary Louise Schweikert, Secretary, took roll call. |  |
| **SECRETARY’S REPORT**  (Amy Grondlund)  Approval of Minutes from 10/27/2020  **TREASURER’S REPORT**  (Ed Sigl, Mae-Ling Kranz)  **CEO/AGENCY REPORTS**  (Susan Mathias) | Minutes were previously distributed. No additions or corrections were noted.  Mae-Ling presented a Financial Summary PowerPoint. The Summary is intended to provide an abridged overview of the finances of the agency. The Financial Summary contained the following slides.   * Key Takeaways of the current activities of Transitions’ program as it relates to funding * Slides with bottom line totals only   + Budget vs Actual   + Balance Sheet Previous Year Comparison   + Income Year-To-Date * Graphs   + Revenue vs Expenses   + Revenue vs Budget   + Expenses vs Budget   + Categories of Expenses   CEO and Agency reports for November, 2020 were distributed to the Board previously. Susan highlighted that:   * Staff has reverted to working from remote locations for the two weeks following Thanksgiving, Christmas and New Year. * Clients are being placed in hotels for two weeks before being moved into Safe House. * An offer was presented for the Medical Advocate position. * Responses to the Annual Appeal have been positive, with the first two weeks bringing in $30,000. * The governor’s budget put forth shows we will be level-funded Domestic Violence and Sexual Assault. * It is anticipated that the election of President Biden will have a positive impact on victim services. * Social media is extending our reach to communities previously beyond our influence. * The Fairl Family Justice Center is currently being used for supervised visits. There is a procedure in place for custody exchanges, but this has not been utilized due to Covid-19. The center is up and running, anticipating being able to provide further services when it is safe to do so. * There will be a television commercial advertising Transitions of PA’s services. | Motion by Harvey Edwards: To accept the Minutes of the October 27, 2020 board meeting as presented.  Seconded by Christine Dotterer.  Motion carried.  Motion by Helen Nunn: To accept the Treasurer’s Report as presented.  Seconded by Stacy Richards.  Motion carried.  Members should read the CEO/Agency reports and contact Susan with any questions. |
| **STANDING COMMITTEE REPORTS**  **Auction**  (Sheri Rippon)  **Development/Public Relations**  (Marsha Lemons)  **Education**  (Harvey Edwards)  **Audit Report**  (Ed Sigl, Mae-Ling Kranz)  **Governance**  (Marsha Lemons/Jackie Paul)  **Personnel**  (Mary Louise Schweikert) | Plans are moving forward for a virtual auction to be held on May 27th. Three firms are being screened as possible sources of support for this event. The theme will be Imagine. Uplifting music from the 60s to now will be played. Submission of song titles relating to our mission are being accepted.  No report submitted.  No report submitted.  Ed and Mae-Ling reviewed the Audit.   * No internal control deficiencies were reported. * The 48% increase of grant funding from 2019 to 2020 combined with insurance refund, fundraising and contributions received resulted in a positive change of net assets. * Baker Tilley was very supportive, available and easy to work with and has become a valuable partner to our organization.   A Governance Committee report was filed. There was nothing to add to the submission.  No report submitted. | Members should read the Standing Committee reports and contact the Committee Chairperson with any questions. |
| **NEW BUSINESS**  **Strategic Plan Update**  (Susan Mathias )  **CEO Transition Update**  (Mae-Ling Kranz) | * 32 objectives have been met, leaving 12 to be completed.   + The Mission Statement is to be revisited.   + Enterprise Risk Management plan will be presented in January.   + The Performance Evaluation process is to be updated.   + Succession Planning still has areas to be addressed.   + Financial Viability still has areas to be addressed.   + The Northumberland Safe House renovations are complete, excepting the sidewalks.   + The Education Department is seeking ways to reach schools and students during the pandemic.   + The Branding project is ongoing. * The COO role has been advertised. Applications and resumes are being accepted until December 21st. The goal is to be able to present an offer by January 31st. * Mae-Ling is planning to support the fiscal department until the COO position has been filled. The Fiscal Administrators have been also been given additional tasks. * Susan will be staying on in a temporary, part-time, non-exempt position. She will be supporting Mae-Ling in the areas of training, orientation and connection as Mae-Ling moves into the CEO role. The position will last for no more than 6 months. * Mae-Ling outlined the specific areas in which she is seeking Susan’s support.   + Supervision of the Outreach and Education Team   + Introduction to Community Partners   + Systems Advocacy   + Engagement with Law Enforcement and Legal and Court Systems   + Public Relations   + Fundraising   + Operations |  |
| **NEXT MEETING DATE**  **(Amy Gronlund)** | The next Board meeting will be held on Tuesday, January 26, 2021 at 7 PM. Members should plan to attend by Zoom. | Staff and Committee reports are due Tuesday, January 19th, at noon. |
| **STAFF MEETING PARTICIPATION BY BOARD**  **(Amy Gronlund)** | Staff meetings have been updated to bi-weekly Zoom meetings. Members of the Board are encouraged to participate. | Members should contact Susan with dates they would like to participate. |
| **EXECUTIVE SESSION**  **(Amy Gronlund)** | Staff was excused from the Board of Directors meeting while the Executive Session took place. | Motion by xxxxxxxxxxxxxxx : To adjourn into Executive Session at 8:13 PM. Seconded by xxxxxxx.  Motion carried.  Motion by xxxxxxxxxxxxxxx : To adjourn into Regular Session at 8:35 PM. Seconded by xxxxxxx.  Motion carried. |
| **ADJOURNMENT** | The meeting was adjourned at 8:40 PM. |  |

Transitions is a crisis center that provides advocacy, empowerment, and education to

victims, survivors, families, and communities to end patterns of violence and abuse.