

CFLR BOARD OF DIRECTORS Meeting

February 27, 2020

8:00 -9:15 a.m. – Large Training Room

Agenda Item	Objective	Who	Time
Opening Remarks	Welcome and Introductions	B. Reese	8:00 a.m.
Staff Presentation	Upcoming Events- reminders	H. Youda	8:05a.m.
Consent Agenda	<ul style="list-style-type: none">• Minutes from previous meeting• Committee Reports	B. Reese	8:20 a.m.
Finance/HR Report	<ul style="list-style-type: none">• Financial Statements & minutes	T. Plizga	8:25 a.m.
Critical Issues	<ul style="list-style-type: none">• Board Goals – discussion• Mentor P&P update- vote	B. Reese	8:35 a.m.
Next Steps/ Executive Session	To review actions to be taken, by when and by whom	B. Reese	9:00 a.m.
Adjourn	Next Board Meeting –March 26, 2019		9:15 a.m.

**Center for Family Life and Recovery, Inc.
Board of Directors Meeting**

Date: October 24, 2019

Time: 8am

Attendance: Cassandra Sheets, Terry Plizga, Kelly Walters, Brian Reese, Tom Reilly, Trevor Wiggins, David Wojnas, Jeffrey Courter,

Excused: John Lachuert, Paul Dunn

Topic	Discussion	Resolution	Person Responsible/ Time Frame
Opening Remarks	Brian opened meeting 8:06am		
Consent Agenda	Review of Consent Agenda (Accepted.) <ul style="list-style-type: none"> - Minutes previous meeting - Committee Reports <ul style="list-style-type: none"> o CEC o Governance 	Motion to Accept: Terry/David (all in favor)	
Staff Presentation –	Upcoming Events – Night of Appreciation Breakfast Golf Light of Hope		Heather
Finance Report (Terry)	Preliminary Year ends – overall assets are up and liabilities are down – Balance Sheets are fine Investment went up from last year Income Statement – overall up 20K from investment gains Down in related expense categories 12 -14K that Richard will post	Bottom line is Black 35K Additional 10K to Retirement Fund	Terry

Respectfully submitted,
Terry Plizga
Board Secretary

Topic	Discussion	Resolution	Person Responsible/ Time Frame
<p>Critical Issues</p>	<p>Board Goals – Community level – each committee can come up with goals Individual board goals – 2,3-5 goals that you are passionate about before next meeting. Ex, recruiting one member – Board Goals to Brian for keep everyone on task.</p> <p>Year End Review – Numbers need to be recorded accurately. GIAW/HOPE – 122 meetings over 200 people helped Recovery Coaching – 2 – 5 day 15 people trained this year. Over 500 people have been helped through recovery. Clinical Services – Stayed about the same, but will be a drop this year, at the end of 2019 no longer doing the CHOICES program. Without the capacity of social workers and funding. EAP program is moving forward very well. Entering into an agreement with Liberty Resources 70% of their income – going into effect Feb 1st and by the end of 3 months. CFLR brings on in their area is CFLR’s Anticipated revenue 91K+. RFP – for RCIL contract 80K+ in process of writing this now. Prevention/Recovery – are the hot items Opioid Taskforce – Recovery Subgroup CFLR coordinating capacity in the community opportunity.</p>	<p>Motion to Accept Tom/Trevor (all in favor)</p>	<p>Brian</p> <p>Cassandra</p>

Respectfully submitted,
Terry Plizga
Board Secretary

Topic	Discussion	Resolution	Person Responsible/ Time Frame
	Resignation of Jeff Courter – Accepted Vote Jeff Courter recommended Ann Bawle Vote for New Board Member – Jill Gustin – Kelly Mentor her Still looking for Board Members	Kelly/Tom (all in favor) Trevor/Kelly (all in favor)	
Adjourn	Next meeting February 27 th ,2020 8am	Motion to adjourn Kelly/David (all in favor)	

Respectfully submitted,
Terry Plizga
Board Secretary



**Center for Family Life and Recovery, Inc.
CEC/ Fund Development meeting**

Date: 2-11-2020

Time:- 8:00am

Attendance: Heather, Cassandra, Kelly W., Trevor

Excused: Paul, Tom,

Topic	Discussion	Resolution	Person Responsible/ Time Frame
Updates	Board Mentoring and Procedure – Kelly with Jill Gustin	Review and send to board for approval	
Breakfast	Our Stories, Our Journeys, Our Hope – Theme Adding from the video of 2017 to carry on stories and add new.		
Night of Appreciation	In good shape Board Member decide who will speak to the people 1 to talk about why 1 for wrap up	Send out a reminder to board Board member speak at the Night of Appreciation – to be help the board members to be a good ambassador and comfortable with speaking to the public at events.	
Next meeting	March 10th 8-8:45 Add to Board Meeting Moment of sharing	Board Goals – Committee Goals Ambassador recruitment and training policy – May or June Board Meeting Ambassador training Keep track of accountability of board action Breakfast A couple of board members talk at the breakfast give out the amethyst Board Recruitment	



**Center for Family Life and Recovery, Inc.
Finance**

Date: February 19th, 2020

Time: 12pm

Attendance: Richard R., Cassandra, Terry P., Dave W., Brian R. (by phone until 12:30)

Excused: Trevor

Topic	Discussion	Resolution	Person Responsible/ Time Frame
Difference in Rent from 2018-2019	- why there was a difference in rent from 2018 through 2019	-Catch up of rent in a lump sum was put into 2018 and paid in 2019 per the auditors (audit 2018).	
Contribution to Retirement	-\$20,000.00 has been contributed to retirement for the past two years. -More people have joined the 401k -Financials for 2019 and January 2020 look good to allow this.	- Everyone in agreement to contribute \$20,000.00 to the 401k.	- Cassandra will reach out to Heather to have her complete this.
Audit 2019		-The audit will take place the last week in March.	
January 2020 – Financials	-Questioned why contract revenues have increased - Questioned if a report that compares the budget with the actual could be obtained. - \$7,500.00 was put into the occupancy reserve to date.	- Jodi has more school contracts - the young scholars contract has increased	-Richard will look into this for next time.

Topic	Discussion	Resolution	Person Responsible/ Time Frame
<p>2020 Budget</p>	<p>-A draft budget was presented for 2020.</p> <p>-Additional Salary for C.O.O. position and some salary increases took place. About 3%.</p> <p>-Health Insurance – Budgeted \$25,000 in 2019 – Actual spending was \$17,000 (represented teledoc and insurance stipends) Increased \$100,000 for 2020 budget representing \$85,000 for medical insurance, teledoc, and budgeting any new enrollments.</p> <p>-Slightly increased regular EAP budget with the goal of obtaining new contracts by promoting our program and with better implementation of good marketing. Cassandra and Jen will be running program.</p> <p>-Started the Liberty Resources EAP \$90,000.00 – 70% of revenue. – Will start takeover of Liberty Resources and hope to fully be managing by April.</p> <p>- Contributions and Donations was increased to \$35,000 – Fundraising at \$50,000 with – plan of more events and the recovery center. Addition of new C.O.O. will work to bring in additional funding.-this will be reviewed on a quarterly basis to see where we stand.</p>	<p>Highlights</p> <ul style="list-style-type: none"> -Salary increases and Addition of COO -Health Insurance added to budget - EAP regular budget slightly increased revenue with goals of obtaining more contracts -Liberty Resources EAP Budget added and kept separately -Contributions and Donations Increased 	<p>-Budget will be reviewed and approved for March</p>

Topic	Discussion	Resolution	Person Responsible/ Time Frame
Lease Review/Air Quality	<ul style="list-style-type: none"> -Attorney obtained to review lease of Utica office. - Working to have an environmental test completed for the air quality. - Concerns were received from staff on the air quality. Cassandra wrote letter to leadership addressing and explaining how to handle employee concerns. -Richard and Cassandra will meet about cost of move and how much it would cost to get out of our lease. - Discussed alternate ideas for work space (work from home, different location in building, breaks on the hour). -Discussed an office space that Brian knew of if the OSHA limits were met and we needed to move quickly and temporarily. -Discussed looking at permanent places as well. 	<ul style="list-style-type: none"> -Cassandra is working on having an air quality test completed. -Staff concerns addressed by letter -Cassandra and Richard working on figuring out how much the move would cost. -Discussed options of possible places to move –Permanent and Temporary 	<ul style="list-style-type: none"> -Cassandra will update Finance committee next month on this topic.
2020 Finance Committee Goals	<ul style="list-style-type: none"> -Discussed what the finance committee goals would be for 2020 as requested by board president. -Accounting Policy and Procedure Review - Feb-April -Insurance – Review in September -Audit – Review and ready for bid by September - Investment Company – In October and November - 401k Look at for 2021 – internal review – cost and benefit 	<ul style="list-style-type: none"> Decided on goals for the finance committee. 	

Topic	Discussion	Resolution	Person Responsible/ Time Frame
March 2020 Finance Meeting	<ul style="list-style-type: none"> -Next meeting will be held March 18th at 12pm. - Terry P. will not be able to attend - Discussed topics for next meeting. 	<u>Topics for Next Month's meeting</u> <ul style="list-style-type: none"> -Will review and approve budget -Financials -Update on air quality topic. 	

Respectfully submitted, *Melissa Kleek*

Statement of Revenue and Expense
 Current Period: 12/1/2019 - 12/31/2019
 Year-to-Date: 1/1/2019 - 12/31/2019

	Current Year Current Period	Current Year Year-to-Date	Prior Year Current Period	Prior Year Year-to-Date
Revenue				
Contributions/Donations	2,623.90	4,358.09	4,530.70	6,358.32
Donations Compeer	0.00	1,500.00	0.00	0.00
United Way Revenue	3,686.38	36,175.41	7,885.45	39,135.31
Fund Raising Event	0.00	38,437.71	0.00	37,876.68
Government Grants	76,276.85	995,086.00	83,681.82	1,051,257.00
Contract Revenue	18,122.12	414,307.79	45,013.02	504,989.40
Parole/SIST Revenue	3,150.00	53,890.00	3,825.00	74,080.00
Community Partner Grant	13,830.36	143,109.23	0.00	51,773.42
Recovery Training Fees	1,400.00	2,100.00	0.00	0.00
Program Fees - Individ	1,852.00	21,949.00	1,200.00	16,779.00
IDP fees	1,121.00	41,938.00	1,070.00	32,252.00
DRT fees	0.00	4,974.71	285.00	12,624.51
EAP Service fee	17,069.58	200,447.69	16,006.04	192,276.09
EAP training fee	0.00	0.00	0.00	200.00
Compeer Revenue	666.67	8,000.00	833.33	10,000.00
City of Utica CDBG	1,500.00	6,000.00	4,500.00	10,500.00
Interest Income	15.86	197.52	15.15	213.38
Unrealized Gain on Investment	5,812.82	47,394.46	(16,030.08)	(20,432.51)
Miscellaneous Income	100.00	911.42	299.87	4,426.59
Total Revenue	147,227.54	2,020,777.03	153,115.30	2,024,309.19
Expenses				
Salaries Direct Staff	114,720.87	1,189,620.26	119,687.92	1,243,507.42
FSP On Call	0.00	1,800.00	300.00	2,000.00
Salaries Administrative/P.A.	16,912.32	159,822.77	18,679.56	164,945.04
Health Insurance	233.80	17,880.85	292.25	20,244.66
Life Insurance	275.83	2,561.80	218.62	2,358.99
Long Term Disability	118.34	3,719.45	363.72	3,933.72
FICA Expense	9,685.00	103,202.90	10,272.10	108,863.61
Workers Compensation	0.00	15,738.98	0.00	21,634.46
NYS Unemployment	0.00	183.10	(5,324.72)	7,160.31
Disability Expense	0.00	0.00	0.00	856.00
401k Match Expense	833.33	10,000.00	10,833.37	20,000.00

Statement of Revenue and Expense
 Current Period: 12/1/2019 - 12/31/2019
 Year-to-Date: 1/1/2019 - 12/31/2019

	Current Year Current Period	Current Year Year-to-Date	Prior Year Current Period	Prior Year Year-to-Date
Professional Fees/ Supervision	530.00	10,470.00	3,557.18	42,075.13
Audit Expense	883.37	10,600.44	883.37	10,600.44
Supplies	14,046.07	51,287.66	13,691.49	60,393.18
EBP Material	0.00	500.00	4,511.78	11,363.00
Marketing Expense	7,285.00	38,501.12	12,641.61	62,040.54
Insurance Expense	0.00	17,031.27	0.00	15,455.27
Telephone Expense	2,404.74	28,024.25	3,177.25	29,098.63
Postage Expense	200.00	2,130.75	600.00	3,972.91
Rent Utica	8,367.67	100,412.02	39,263.67	113,607.17
Rent Herkimer	650.00	7,800.00	650.00	7,800.00
Rent Rome	800.00	9,000.00	600.00	7,200.00
Rome Utilities	295.85	1,502.47	72.09	976.61
Equipment & Maintenance	599.99	4,725.55	0.00	0.00
Equipment Rental-Lease	325.00	4,231.68	325.00	2,208.95
Setup/Background Check	0.00	978.11	25.00	382.25
Community Outreach	0.00	20.00	0.00	0.00
Website/Tech Fees	3,315.60	50,758.53	8,048.41	43,963.84
Printing	949.85	3,845.55	452.19	12,094.93
Travel	2,406.77	33,515.46	3,972.70	44,002.93
Conference/Training	2,442.76	21,126.13	501.42	24,439.63
EAP subcontract	195.00	910.00	0.00	325.00
Client Programming Expense	200.00	1,408.26	116.65	6,462.78
Dues/Membership Fees	175.00	2,057.56	0.00	2,037.06
Admin Fees	78.57	858.44	67.88	804.60
Equipment/Software Purchase	0.00	1,699.98	1,422.95	3,282.82
Depreciation Expense	1,700.00	20,400.00	7,307.32	21,332.32
PayPal Fees	30.00	330.00	30.00	360.00
Bank Fees	125.23	1,893.45	142.35	1,755.66
Payroll Fees	1,498.16	14,347.15	519.51	9,109.37
Fund Raising Expense	0.00	10,999.50	1,508.97	8,639.97
Administrative Expense	0.00	210.59	0.00	145.00
Miscellaneous Expense	924.20	6,681.92	48.00	1,512.04
Total Expenses	193,208.32	1,962,787.95	259,459.61	2,142,946.24

Excess or (Deficiency) of
Revenue Over Expenses

(45,980.78)	57,989.08	(106,344.31)	(118,637.05)
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Balance Sheet
As of Date: 12/31/2019

	Current Year	Prior Year
Assets		
Current Assets		
Operating	40,240.37	75,331.80
Recreation	1,316.43	929.11
Payroll	62,456.00	2,838.87
Savings	125,056.92	100,211.50
Unemployment Acct	50,654.52	50,602.42
Occupancy Reserve	6,250.00	0.00
Investment Acct	323,545.68	276,151.22
Accounts Receivables	326,159.91	359,048.63
Miscellaneous Receivable	0.00	13,823.00
Miscellaneous Receivable	1,595.00	(9,786.00)
Total Current Assets	937,274.83	869,150.55
Fixed Assets		
Equipment	111,460.99	111,460.99
Computer Equipment	85,503.35	85,503.35
Furniture	26,253.98	26,253.98
Accum Depreciation	(173,742.74)	(153,342.74)
Total Fixed Assets	49,475.58	69,875.58
Other Assets		
Rent Deposit Court St	2,000.00	2,000.00
Rome Office Security Deposit	1,400.00	600.00
Herkimer Office Security Deposit	650.00	650.00
Rome office utility deposit	130.00	130.00
Total Other Assets	4,180.00	3,380.00
Total Assets	990,930.41	942,406.13
Liabilities & Net Assets		
Liabilities		
Current Liabilities		
Accounts Payable	25,678.49	30,969.87
Dental Insurance Payable	192.75	(42.46)
Vision Payable	(351.34)	(439.45)
Disability Payable	(1,640.26)	(240.05)

Balance Sheet

As of Date: 12/31/2019

	Current Year	Prior Year
New York Paid Family Leave	478.18	553.46
United Way Withholding	(365.38)	(349.86)
Employee 401k	4,137.06	771.63
Accrued 401k Match	10,000.44	20,000.44
Allstate & Colonial-Ins.	92.22	218.46
Miscellaneous W/H	680.83	1,224.56
Accrued Audit	6,251.32	8,725.88
Accrued Salary	54,381.31	54,997.14
Accrued Rent	27,128.20	32,505.17
Accrued Vacation	15,915.21	12,775.26
Accrued Taxes	4,031.29	4,190.37
Accrued Expenses	1,635.33	1,635.33
Deferred Revenue	42,285.78	32,500.48
Total Current Liabilities	190,531.43	199,996.23
Net Assets	190,531.43	199,996.23
Unrestricted Fund Balance	647,784.08	589,795.00
Board Restricted – Compeer Funds	36,792.00	36,792.00
Board Restricted Recovery Funds	110,822.90	110,822.90
United Way Restricted Fund Balance	5,000.00	5,000.00
Total Net Assets	800,398.98	742,409.90
Total Liabilities & Net Assets	990,930.41	942,406.13

Statement of Revenue and Expense
 Current Period: 1/1/2020 - 1/31/2020
 Year-to-Date: 1/1/2020 - 1/31/2020

	Current Year Current Period	Current Year Year-to-Date	Prior Year Current Period	Prior Year Year-to-Date
Revenue				
Contributions/Donations	160.00	160.00	417.00	417.00
United Way Revenue	272.00	272.00	885.45	885.45
Fund Raising Event	2,000.00	2,000.00	0.00	0.00
Government Grants	91,225.32	91,225.32	80,503.39	80,503.39
Contract Revenue	73,159.78	73,159.78	39,467.57	39,467.57
Parole/SIST Revenue	4,250.00	4,250.00	4,945.00	4,945.00
Community/ Partner Grant	11,907.82	11,907.82	2,708.37	2,708.37
Program Fees - Individ	987.00	987.00	2,302.00	2,302.00
IDP fees	3,043.00	3,043.00	5,844.00	5,844.00
DRT fees	450.00	450.00	499.71	499.71
EAP Service fee	30,793.63	30,793.63	30,024.93	30,024.93
Compeer Revenue	0.00	0.00	666.66	666.66
Interest Income	11.79	11.79	8.69	8.69
Unrealized Gain on Investment	(893.72)	(893.72)	16,353.32	16,353.32
Miscellaneous Income	1,010.74	1,010.74	232.46	232.46
Total Revenue	218,377.36	218,377.36	184,858.55	184,858.55
Expenses				
Salaries Direct Staff	144,651.54	144,651.54	95,627.33	95,627.33
FSP On Call	50.00	50.00	0.00	0.00
Salaries Administrative/P. A.	18,660.95	18,660.95	13,013.10	13,013.10
Health Insurance	2,008.50	2,008.50	292.25	292.25
Life Insurance	186.04	186.04	218.62	218.62
Long Term Disability	278.51	278.51	363.72	363.72
FICA Expense	12,110.92	12,110.92	8,122.52	8,122.52
401k Match Expense	833.33	833.33	833.37	833.37
Professional Fees/ Supervision	0.00	0.00	720.00	720.00
Audit Expense	883.37	883.37	883.37	883.37
Supplies	1,387.52	1,387.52	1,677.88	1,677.88
Marketing Expense	0.00	0.00	1,043.00	1,043.00
Insurance Expense	0.00	0.00	949.00	949.00
Telephone Expense	1,858.34	1,858.34	2,236.98	2,236.98
Postage Expense	200.00	200.00	0.00	0.00

Statement of Revenue and Expense
 Current Period: 1/1/2020 - 1/31/2020
 Year-to-Date: 1/1/2020 - 1/31/2020

	Current Year Current Period	Current Year Year-to-Date	Prior Year Current Period	Prior Year Year-to-Date
Rent Utica	8,367.67	8,367.67	6,758.50	6,758.50
Rent Herkimer	650.00	650.00	650.00	650.00
Rent Rome	800.00	800.00	600.00	600.00
Rome Utilities	0.00	0.00	86.29	86.29
Equipment Rental-Lease	439.18	439.18	325.00	325.00
Website/Tech Fees	850.00	850.00	171.13	171.13
Printing	131.90	131.90	0.00	0.00
Travel	2,059.22	2,059.22	1,799.05	1,799.05
Conference/Training	70.00	70.00	0.00	0.00
Client Programming Expense	0.00	0.00	172.00	172.00
Dues/Membership Fees	780.00	780.00	867.50	867.50
Admin Fees	81.76	81.76	64.90	64.90
Depreciation Expense	1,700.00	1,700.00	1,700.00	1,700.00
PayPal Fees	30.00	30.00	0.00	0.00
Bank Fees	151.44	151.44	134.74	134.74
Payroll Fees	2,178.25	2,178.25	1,520.69	1,520.69
Miscellaneous Expense	0.00	0.00	4,600.00	4,600.00
Total Expenses	201,398.44	201,398.44	145,430.94	145,430.94
Excess or (Deficiency) of Revenue Over Expenses	16,978.92	16,978.92	39,427.61	39,427.61

Balance Sheet
As of Date: 1/31/2020

	Current Year	Prior Year
Assets		
Current Assets		
Operating	79,916.71	134,160.14
Recreation	1,306.43	713.10
Payroll	4,230.11	59,524.09
Savings	15,063.78	50,215.90
Unemployment Acct	50,659.45	50,606.71
Occupancy Reserve	7,500.00	0.00
Investment Acct	322,651.96	292,504.54
Accounts Receivables	486,927.33	354,358.25
Miscellaneous Receivable	0.00	13,823.00
Miscellaneous Receivable	1,595.00	1,595.00
Total Current Assets	969,850.77	957,500.73
Fixed Assets		
Equipment	111,460.99	111,460.99
Computer Equipment	85,503.35	85,503.35
Furniture	26,253.98	26,253.98
Accum Depreciation	(175,442.74)	(155,042.74)
Total Fixed Assets	47,775.58	68,175.58
Other Assets		
Rent Deposit Court St	2,000.00	2,000.00
Rome Office Security Deposit	1,400.00	600.00
Herkimer Office Security Deposit	650.00	650.00
Rome office utility deposit	130.00	130.00
Total Other Assets	4,180.00	3,380.00
Total Assets	1,021,806.35	1,029,056.31
Liabilities & Net Assets		
Liabilities		
Current Liabilities		
Accounts Payable	7,130.87	12,501.19
Dental Insurance Payable	585.48	(1.14)
Vision Payable	(240.62)	(439.46)
Disability Payable	(1,466.06)	(130.85)

Balance Sheet
As of Date: 1/31/2020

	Current Year	Prior Year
New York Paid Family Leave	917.06	716.56
United Way Withholding	(259.11)	(202.68)
Employee 401k	1,613.15	1,001.62
Accrued 401k Match	10,833.77	20,833.81
Allstate & Colonial-Ins.	215.26	186.44
Miscellaneous W/H	680.83	1,304.56
Life Insurance/Employee Paid	7.69	(20.00)
Accrued Audit	7,134.69	9,609.25
Accrued Salary	54,381.31	54,997.14
Accrued Rent	26,374.64	32,505.17
Accrued Vacation	15,915.21	12,775.26
Accrued Taxes	4,031.29	4,190.37
Accrued Expenses	1,635.33	1,635.33
Deferred Revenue	43,018.78	63,883.05
Deferred Revenue EAP	31,918.88	31,873.18
Total Current Liabilities	204,428.45	247,218.80
Total Liabilities	204,428.45	247,218.80
Net Assets		
Unrestricted Fund Balance	664,763.00	629,222.61
Board Restricted – Compeer Funds	36,792.00	36,792.00
Board Restricted Recovery Funds	110,822.90	110,822.90
United Way Restricted Fund Balance	5,000.00	5,000.00
Total Net Assets	817,377.90	781,837.51
Total Liabilities & Net Assets	1,021,806.35	1,029,056.31



**Center for Family Life and Recovery, Inc.
Gov**

Date: February 11, 2020

Time: 12pm

Attendance: Cassandra, Brian R, Terry P,

Excused: Tom R. and Michele

Topic	Discussion	Resolution	Person Responsible/ Time Frame
Board Mentor Policy and Procedure	Time can be updated 6-9 hours Make sure all parts are up to date Add Job descriptions to Org chart	Separation of governance and operations differ in non profit Spelling and proper wording Update board portal	
Recruitment update	Jill Gustin – Kelly mentor Sharon Baugh – Brian will reach out – Diversity	5 possible prospects for board members	
Update Bylaws – set timeline	Look at process for the by-laws Review and email back edits Send to lawyer after edits done	February	
Goal 2020	Policy and Procedures updates Job description Directors Creed Conflict of Interest By-laws	Schedule by the month Get list ready and send out	Heather
Meeting Schedule	Quarterly meeting – March June, September, December		
Next meeting	January 8 th , 2020 at 12pm	Mentoring – Vote P&P at Board March Board meeting Governance Goals all set	

Respectfully submitted, *H. Youda*



Board Mentor Policy & Procedure

“Boards do not need to do anything different for people who are different. They do need, however, to build a board culture that is welcoming, uses the talents of its members and has clear standards and expectations for all board members.” Governance Matters

Purpose

Mentoring is an effective means of preparing new board members for full participation in the work of the board. A complement to the board governance training and board orientation, mentoring is an efficient way to share knowledge and developing cross-functional understanding. It reduces the learning curve of new board members and allows them to engage productively early in their board tenure.

Policy

1. New board member will be assigned a mentor within three months of board membership.
2. Board governance committee will select mentor for new member.
3. The mentor (experienced board member) will meet with mentee (new member) for a 3 month period of time up to 6 -9 hours.
4. This is a goal focused mentoring program and learning objectives will be followed as outlined in procedures.
5. Pre and post evaluation survey will be completed by mentor and mentee upon start and finish of the program.

Procedure

Time	Up to six – 9 hours over 3 months – or less if you feel topics are covered.	
Methods	In person, online and via telephone	
Month 1	Meeting 1 In person – 1-2 hours Topic: Introduction & Overview of policies & responsibilities <ul style="list-style-type: none"> • Bylaws, policies, directors’ creed, liability and officer’s insurance • Prepare for Board Meetings, Board Contacts, communication, roles, responsibilities, and Committees • Complete pre-evaluation- online 	
Goal Get to know each other, the	<ul style="list-style-type: none"> • Meet face-to-face and get to know each other • Share previous board experiences 	<ul style="list-style-type: none"> • Mentor arranges mentee to receive or be sure to review copies of bylaws, policies.

organization, Board structure and membership	<ul style="list-style-type: none"> • Share expectations of each other • Mentor will review basic information about the organization and answer questions. • Explain board governance model Clarifies roles of board and management. • Review Organizational chart • Discuss board responsibility to oversee organization • Discuss fiduciary responsibility and legal duties as a board member • Answer questions and interpret Financial statements • Outline lines of communication and information flow between board members, committees, CEO, Management and staff • Discuss committees suitable for mentee to serve on • Introduce committee chair to mentee • Discuss the types of meetings including board and committee meetings. • Outline rules and procedures and agenda. 	<ul style="list-style-type: none"> • Clarify content and any questions
Suggested reading	Board manual, organizational chart, Committees, Board Manual, Consent agenda	
Month 2 1 meeting	Meeting 2 – 1 hour Topic: HR Policies	
Goal Organizational Management;	HR Policies <ul style="list-style-type: none"> • Review all HR Policies for employees and volunteers • Discuss any issues • Discuss what to do differently • Do post mentoring evaluation 	
Month 3 1 Meeting	Meeting 3 Topic: Strategic and operational plans and reports, Evaluation & Closure	
Goal: Strategic and operational plans; & Evaluation of Board	Strategic and operational plans and reports <ul style="list-style-type: none"> • Discuss organization’s vision, mission statement and values as they relate to the strategic plan • Discuss goals and objective of the board- board work • Discuss opportunities and moving forward. 	

<p>Performance & Closure</p>	<ul style="list-style-type: none"> • Questions from last meeting. • Assess mentoring relationship – what is working, what is not <p>Evaluation & Closure</p> <ul style="list-style-type: none"> • Discuss board evaluation process • Celebrate mentoring relationship • Discuss any further trainings needed • Discuss what to do differently <p>Do post mentoring evaluation</p>
<p>Suggested reading</p>	<p>HR Policies, Board Portal Strategic plan, Board work plan & priorities, Board portal Current Board evaluation outcomes Mentor/Mentee Evaluation form (online)</p>

CFLR's Board Mentor Program Evaluation

(To be completed at the end of the Mentor training by the Mentee)

Date: _____

Name of Mentor: _____

Name of Mentee: _____

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1. The objectives of the program were clearly defined.					
2. The topics for each session were relevant.					
3. The content was organized and easy to follow.					
4. The materials distributed were helpful.					
5. The information shared by the Mentor will assist my work on the Board.					
6. My Mentor was well prepared.					
7. The training objectives were met.					
8. The time allotted for the training was sufficient.					
9. Scheduling sessions was convenient.					
10. Interaction was encouraged.					

11. What did you like most about this training?

12. What aspects of the training could be improved?

13. How will the training impact your role as a Board Member of CFLR?

14. Please share other comments.