

**Newtown Youth and Family Services
Minutes of Board of Directors Meeting
March 24, 2014 – 6:30 PM
15 Berkshire Road, Sandy Hook CT**

Members Present: Don Ramsey, Steve Meeker, Ashley Mele, Leonard Penna (Newtown PD), Rick Child, Susan Giglio, Jesse Rosenschein and Karen White

Members Not Present: Diane Savinelli, Daniel Patti, Tom Murtha, Sheilah Krasnickas, David Moseman, Kathy McCleary, Mel Kawakami and Mackenzie Page.

Staff Members Present: Candice Bohr

1. Call to Order

The meeting was called to order at 6:44 PM by Steve Meeker.

a) Roll Call- The roll of the Board of Directors was taken by signing in and a quorum was not established.

b) Approval of February Minutes – The minutes have been passed around in email and were approved by 12 votes.

2. Chairman's Report

a) Policies are being updated

1. These updates will be sent to the board when officially updated.

3. Executive Director's Report

a) COA Accreditation we are currently working on.

b) Independent living day is April 26, 2014. This is our day to give back to the community. Breakfast will be open to the seniors and volunteers.

c) Department of Justice.

1. There are three phases in this grant.

Phase 1

Crisis stage → 12/14/2012 – 6/30/2012

Phase 2

Consequence stage → 7/1/2013-12/31/2014

Phase 3

Change dates

7/1/2014 – 12/31/2014 – expenses/operations

We are waiting on the Government for these possible changes

7/1/2014-12/31/2015 – personnel and fringe

2. Town of Newtown wants to open a satellite office. This is still being processed. They would like to see 4 new therapists and 1 new case manager.

d) Needs assessment will be sent to the schools to see what programs they would like to see our agency have. We would like to target autism and drugs.

e) The Family Champion Award was awarded to Jesse (Board) and Cheryl (Staff). We thank them for their hard work at our agency.

4. Finance and Treasurer's Report

a) Newtown Care's money is rolling into Wells Fargo Bank.

- b) Income is better than budget
- c) Used some money to cover until Department of Justice gets back to us
- d) Caroline's Gift is still doing very well

5. Personnel Committee

- a) No Report

6. Fundraising Committee

- a) Started discussion on the Holiday Festival. We are going to aim for the children age range. We are talking about the theme, house tours, a silent auction and a trolley tour again.
- b) We discussed other fundraising ideas.
- c) We are looking into a 3rd party partnership and collection jars.

7. Strategic Planning

- a) We passed around a plan, it was emailed to the board for approval and passed with 12 votes.

8. PQI

- a) Pre and post test questionnaires for all programs (fusion, safety town, CPR and first aid, children of the force and parenting education)
- b) We are looking to see how we are doing and how we can improve.
- c) The waitlist is currently at 35.

9. Nominating

- a) We are looking at 2 possible new members

10. Old Business

No Report.

11. New Business

No Report

12. Adjournment

The meeting was adjourned at 7:34pm.

The next meeting will be held at the CH Booth Library Meeting Room, on April 28, 2014 at 6:30pm.

Respectfully submitted by,

Ashley Mele, Secretary