

**Newtown Youth and Family Services  
Minutes of Board of Directors Meeting  
November 24, 2014 – 6:30 PM  
C.H. Booth Library, Newtown CT**

Members Present: Don Ramsey, Ashley Mele, Rick Child, Susan Giglio, Sheilah Krasnickas, Mackenzie Page, David Moseman, Kathy McCleary, Leonard Penna (Newtown PD), Mel Kawakami, Steve Meeker and Karen White

Members Not Present: Kristin Connors and Jesse Rosenschein,

Staff Members Present: Candice Bohr

**1. Call to Order**

The meeting was called to order at 6:32 PM by Rick Child.

**a) Roll Call-** The roll of the Board of Directors was taken by signing in and a quorum was established.

**b) Approval of October 2014 Minutes** – Steve Meeker made a motion to approve the minutes as written. The motion was seconded by Kathy McCleary and passed unanimously.

**2. Chairman's Report**

a) Jesse had her baby, Congratulations!

**3. Executive Director's Report**

**a) Building update**

- We are looking to purchase either building, 13 Berkshire is on the market but needs renovations
  - We would cut it into 20 different offices but we don't love the plan
  - We are currently in unit B now and if we bought unit 13 then we would have A and B and rent C (Kennedy Center)
- How do we buy a building?
  - It will cut rent price in half, if we purchased.
  - We are looking in to partnering with another nonprofit for possible grants

**b) Newtown Cares**

1. We are slowly getting reimbursed from the state
2. The Newtown Cares money is restricted
3. If we purchase the building we need to decide how the money is distributed
4. We also need to programming space, we had an architect come in and will give possible plans for this new space.
5. We will vote on a plan once we get more details.

- c) We got no cost extension (FEDERAL EXTENSION) which means the it will roll over which allows us to keep all staff until 2016
  - 1. Department of Justice allows us to keep clinicians in the school and keep them for the whole next year (The clinicians are for teachers and administration)
- d) Accredited from COA- press release coming soon!
  - 1. This is good for 4 years
  - 2. Cost analysis being put together do decide if we will keep it or not
  - 3. CCFSA – requirement to be affiliated is to have an accreditation
  - 4. We need to have COA to have PEP classes. This is something to discuss in the future.
- e) Saturday hours
  - a) Two clinicians work on Saturday
    - 1. People are not signing up for Saturdays –they want after school
    - 2. High cancelation rates and openings
    - 3. Tracking numbers – will vote and talk about it --in January
    - 4. Clinicians would pick up days during the week
    - 5. No more receptionist on Sat
  - a) Program guide will be emailed out – December and January
  - b) New staff Member has autism classes on Saturdays

#### **4. Finance and Treasurer's Report**

- a) We are putting money back in the bank that is replacing the money fro the grant.
- b) The first quarter financials will be sent in a few weeks.
- c) Audit is being reviewed by the audit committee
- e) Thinking about purchasing a place (13 Berkshire)
  - 1. We would rent one, renovate, have a mortgage with a small down payment
  - 2. If purchased- we would create 20 new offices and have new Hvac system put in
- f) New grant for two non profits using the same building- we are exploring this idea

#### **5. Personnel Committee**

- a) Everything is great!

#### **6. Fundraising Committee**

- a) Holiday Festival
  - 1. We are looking for more volunteers, we have a shuttle, 4 houses, trolley tours (first come first serve), frozen themed, ballet, festival of trees, Victorian

Tea, Gingerbread houses. This will all be at Edmond Town Hall.

**7. Strategic Planning**

- a) No Report

**8. PQI**

- a) Reviewed COA
- b) Nothing but thumbs up on PQI
- c) Breaking up the waitlist to two different lists. One wait list will be a true waitlist. This will be for the people waiting to hear for us. The other list will be for the people who need a specific time that is unavailable.

**9. Nominating**

- a) We have space for 3 to 4 new members
  - 1. Looking for great community minded people preferably a Realtor and Someone in Finance,
- b) A resume is currently being reviewed for a new Board Member.

**10. Old Business**

- a) No report

**11. New Business**

No Report

**12. Adjournment**

The meeting was adjourned at 7:12 pm.

The next meeting will be held at the Newtown Youth and Family Services Agency on January 26, 2014 at 6:30pm.

Respectfully submitted by,

Ashley Mele, Secretary