

**Newtown Youth and Family Services
Minutes of Board of Directors Meeting
February 4, 2015 – 6:30 PM
15 Berkshire Rd. Sandy Hook, CT**

Members Present: Don Ramsey, Ashley Mele, Susan Giglio, Jesse Rosenschein, Sheilah Krasnickas, Mackenzie Page, David Moseman, Leonard Penna (Newtown PD), Kristin Connors, Steve Meeker, Gavin Arneth and Karen White

Members Not Present: Mel Kawakami, Rick Child, Jim Wallace and Kathy McCleary

Staff Members Present: Candice Bohr

1. Call to Order

The meeting was called to order at 6:33 PM by Jesse Rosenschein.

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

b) Approval of November Minutes – Karen White made a motion to approve the minutes as written. The motion was seconded by Don Ramsey and passed unanimously.

2. Chairwoman's Report

a) We are looking into adding members from other towns on to our board. This is just being discussed.

1. We discussed adding non-Newtown residents onto our board and if it would affect our current grants. We are discussing this to expand our relationships with other communities, especially the town's majority of our clients travel from. It is important if we do decide to allow non-Newtown residents on the board that they have a connection with Newtown.

b) The current By-Laws were discussed. We are exploring ideas of changing certain By-Laws. This idea was left open to the board to read the By-Laws and decide at a later point if changes should be made.

3. Executive Director's Report

a) COA

1. Our results were very high for the COA Accreditation. A copy of the positive results were passed around.

b) Fairfield Giving Day is March 5, 2015.

1. This is a day for non profits to do an outreach campaign for one day. To fundraise, teachers at the Newtown Public Schools are participating in donating \$10 to dress down for the day (already approved by the Newtown School District). At each school, different fundraising events will be happening that day. Reed Intermediate School will have a crazy hat day, if you donate.

c) Independent Living Day will be April 25, 2015. On this day we donate our time

to help the seniors do chores inside and outside their homes. We will provide breakfast and lunch for volunteers.

d) We are looking to fill four positions at the agency.

1. PSM – Primary Service Manager. This person travels to homes to assist in getting jobs for people as well as helping them emotionally. This person is on the road 80% of the time.

2. Grant Writer- This person would have three days a week with 15-18 hours a week. This person would assist with the upcoming renewals and grant writing in the future.

3. Part time therapist- we need a therapist to fill the most requested time slots for therapy.

4. Mentor- we are looking for someone to be a mentor in the social outgoing program.

e) Approval of the Handbook. Don Ramsey made a motion to approve the handbook as written. The motion was seconded by Sheilah Krasnickas and passed unanimously.

h) It is being looked at to purchase a building to save money long term. 13 Berkshire Rd. was sold, but 15 Berkshire Rd. is still on the market. This building needs a lot of work so expenses can be high.

1. Kevin's Community Center just bought property in Newtown. A motion was made and majority passed unanimously to explore possible building options with Kevin's Community Center and other possible options. There are still many questions to be answered but the beginning process has started to see what other options we have.

f) The waitlist was broken into two parts. The true waitlist, which has 3 people on it and the waitlist that have been offered a time slot, but with busy schedules they have requested a specific time that is not available. This list has 17 people on it.

4. Finance and Treasurer's Report

a) Funding from the Government has allowed us to make Newtown Care's money whole again.

b) The Audit is finalized, a few grammatical errors to fix. The tax return will be followed up with shortly.

c) The United Way Grant is due tomorrow (2/5/15)

d) The December statement was sent out. The third quarter statement will be complete in April 2015.

5. Personnel Committee

No Report

6. Fundraising Committee

a) Road Race: we are looking for a sponsor for the 2015 race.

b) Holiday Festival: Next year will be the 30th year hosting this event. We need to have more volunteers next year. We are planning something for the special event, but still in the beginning of the discussion.

c) We are looking for a guest speaker for the annual meeting.

7. Strategic Planning

No Report

8. PQI

No Report

9. Nominating

a) Congratulations to our two newest board members, Gavin Arneth and Jim Wallace. The board voted and passed unanimously for the new members of the board.

10. Old Business

No report

11. New Business

No Report

12. Adjournment

The meeting was adjourned at 7:39 pm.

Steve Meeker made a motion to adjourn. The motion was seconded by David Moseman and passed unanimously.

The next meeting will be held at the Newtown Youth and Family Services Agency on February 23, 2015 at 6:30pm.

Respectfully submitted by,

Ashley Mele, Secretary