

Newtown Youth and Family Services
Minutes of Board of Directors Meeting/Retreat
June 27th 2016 – 4:00PM
15 Berkshire Rd, Sandy Hook, CT

Members Present: Jesse Rosenschein, Rick Child, David Moseman, Gavin Arneth, Sheilah Krasnickas, Karen White, Rosalie Newman, Jim Wallace, Kathy McCleary, Don Ramsey, Dean Pinto, Mackenzie Page and Sue Giglio.

Members Not Present: Tom Murtha, Ashely Mele, Kristin Connors, Mel Kawakami, and Ofc. Will Champan

Staff Members Present: Candice Bohr

Guest: Michael Davidson

Call to Order

The meeting was called to order at 4:07 PM by Jesse Rosenschein. Board Welcomed Board Consultant Michael Davidson. Michael led the retreat.

What is your vision for the future of NYFS?

- Financial stability
- Increase contributed revenue

- Expanding services to other age groups
- Increased school programming
- Identifying community needs

- Create a clear public image and increase community awareness
- Become the central local agency for mental health services

Board governance areas that need to be clarified

- Board relationship with staff
- Committee structure and management
- The role of board members in providing volunteers services or expertise
- Board objectives
- Board and board/staff communication systems

How do board members fulfill their fiduciary duty consider the interests of the different stakeholders in the achievement of the mission.

- Board members need to engage in opportunities to meet with stakeholders to understand their interests
 - The stakeholders:
 - Funders
 - The community
 - Clients
 - Government
 - Staff and volunteers

What are the fiduciary responsibilities of the board?

Legislative

- Setting policies and strategic direction
- Providing financial oversight and management
- Develop and maintain a cohesive and committed Board of directors
- Select, support, partner with and evaluate the Executive Director

Support

- Personal contributions and expertise
- Insuring adequate resources

Challenges for NYFS that define the current priority work of the board committees

- Unrestricted revenue from individuals and corporations and enhancing partnerships and collaborations
(Resource Development Committee)
- Developing and implementing a facilities plan
(Facilities Task Force)
- Defining and monitoring program outcomes
(PQI/Program Committee)
- Developing financial models for sustainability and growth
(Finance Committee)
- Board Recruitment
(Governance/Nominating Committee)

How should the work of the Committees be managed and coordinated?

- The Executive Committee should include leadership of all of the committees
- The Executive Committee will meet between the board meetings to plan the agenda based on issues raised by the committees for either decisions or input

Board meetings

- To allow for deeper engagement on the committee level, board meetings can be bi-monthly rather than monthly
- Reports that are for informational purposes should be sent in advance and generally not included on the meeting agenda
- Board meetings should include a brief report by staff or a client on the impact of the program
- There should be a brief executive session at the conclusion of each board meeting

What should be expected of board members?

- To attend and prepare for all board meetings
- To serve on at least one Committee and/or Task Force
- To make a “personally significant” annual contribution
- To support fundraising events and outreach
- To visit programs at least ____ times per year and to report observations at a board meeting
- Participate in an annual assessment of their engagement

Additional matters discussed and generally agreed

- Amend the By Laws to permit board participation of residents of other communities served
- Develop a charter for an emeritus/honorary board

Next steps

- A board team will develop an implementation plan

Board Announcement:

Jesse Rosenschein announced she will be resigning as Chairwoman and hopes to stay involved in a professional advisory capacity. Mel Kawakami resigned from the Board as he has retired from the Sandy Hook United Methodist Church. He has spoken to the InterFaith Council about filling his seat on the Board in the Fall. Kristen Connors resigned prior to Board meeting as she felt this was a good time during our restructuring.

A motion was made to nominate Thomas Murtha as interim Chairman and to have signatory power. Rick Child and Kathy McCleary first and seconded the motion and vote passed unanimously.

A budget for 2016/17 is in the process of being prepared and the BOD is awaiting additional information. It is anticipated that the budget will be approved at a Special July Meeting.

Meeting Adjourned at 7:35 PM Motion made by Jesse Rosenschein and Don Ramsey seconded.

Minutes respectfully submitted by:

Candice Bohr