

PREVENT CHILD ABUSE ILLINOIS
Minutes of Committee Meeting

Committee: Executive Committee
Chairperson: Becky Weber

Date: August 18, 2021

Members Present: Becky Weber, Valerie McDaniels, Jamie Brunsworth, Bari Kessler, Peggy Mayfield, Mark Mathews, Denise McCaffrey

Members Absent: None

1. **Financial** – The committee reviewed the June financials. Denise reported there was a mistake in the Grants Receivable total due to the fact that she did not notify KEB that 2 of our grant amounts had been revised. The Grant Receivable amount should be \$14,994 not \$38,346. The correction is reflected in the notes and charts. ● Denise reported the FY 22 DHS contracts are complete and in place. The MIECHV contract is \$25,000 and the DHS contract is \$90,000. The FY 22 DCFS contract was submitted for the full \$525,300. Our submitted budget was approved but the contract is still in process. The new 2-year IDPH contract for \$250,000 was submitted in July. We should have approval of that contract soon. ● Cashflow is good at the current time, and we have not borrowed against our line of credit. ● Denise stated we are scheduled to begin repayment of the PPP Loan we received in 2020. \$7,198 of the \$88,400 will be forgiven. We will use a 5-year amortization to pay back the remainder of the loan. The plan is to pay off the loan sooner than 5 years. ● Denise also reported that the FY21 audit is underway. The auditors are in the office this week and things are going smoothly.
2. **Committee updates** – Becky reported that Kristin recently sent an email asking board members to contact their legislators to support 2 bills currently moving through congress. Becky noted that we need to remind board members that they are supporting this legislation on behalf of PCA Illinois. ● Peggy reported that the Board Development committee would like to develop and send a form letter to corporations to recruit more business people to the board. This might help bring in funds and increase interest in the Finance committee and Treasurer position. The BD committee is also reviewing best practice for on-boarding new members to increase board engagement. We have 3 prospective members who do not meet our diversity needs but are willing to join existing board committees to support the agency. ● Jamie reported the Education and Program Advisory Committee reviewed the program dashboard and the new system for tracking trainings and webinars by county. She also stated staff completed the DEC TTT training and will begin offering that training via webinar. Staff are also identifying high risk communities to target in FY 22. ● Mark reported that there are no other updates from the Finance Committee however he again stated that we continue to have a revenue over expense balance which is remarkable considering the current pandemic. He commended admin staff for their efforts to stay under budget. ● Valerie reported since completing the By-Laws review the Long Range Planning Committee will now focus on reviewing all other agency policies and statements. Some policies will be assigned to specific board committees, and some will be reviewed by the LRP committee. The committee is also reviewing and updating the Re-chartering Action Plan from 2018, and continues to monitor the current strategic plan. ● Bari reported the Resource Development Committee will focus on creating a “culture of philanthropy” with the board. The committee will review the current board giving policy and create a giving tool kit to go with it. Bari met with Mark who shared several excellent fundraising ideas including contacting credit unions across the state, which Lane is working on. Lane is also working on a second virtual trivia night in October. Bari reported the Grant Subcommittee is on hold for now, until Lane has more experience within her job.
3. **Board Officer Investigation/Response Letter to Employee Complaint** – Becky informed Peggy and Jamie that the board officers responded to concerns brought forward by a staff member in March. The concerns were unfounded, but the officers did identify 6 areas where the agency can improve performance. Denise and the officers are working together to address those areas. Becky will discuss the situation with the full board during the Executive Committee recap at the Sept. 1 board meeting. Peggy asked if PCA Illinois has a policy on staff complaints and if we have insurance to cover problems if they arise. Denise reported there is a

policy in our Employee Handbook for reporting concerns to the board. She also stated we carry Directors and Officers (D&O) liability insurance.

4. **Treasurer Position and other Board Officer Positions** – Denise suggested that it is not too early for the Executive Committee to think about officer succession for next June. Denise reported that typically the Vice President takes on the role of Board President. And the Board Treasurer comes from the Finance Committee. There is no one available on the Finance Committee to move into the position at the current time. No suggestions were made. Denise will keep this on the agenda for the next meeting.
5. **New Board Member Recommendations** – As discussed earlier 3 women have shown interest in joining the board but do not fit the demographic we currently need. Denise will invite them to join a board committee.
6. **Board Assessment** – The committee briefly looked at the board assessment conducted in May. The results will be shared with the full board at the Sept. 1 board meeting.
7. **Employee Satisfaction Survey** – The committee briefly looked at the Employee Satisfaction Survey conducted in August. The results were very similar to last year and overall, very positive. The results will be shared with the full board at the Sept. 1 board meeting.
8. **PCA America Board Conference** – Denise reported that she and several members of the board attended the PCA America special conference for board members. Denise wanted to share several things that stood out to her including: PCA America does a 3-year Organizational Projection of Costs and Income; their Finance Committee is also their HR committee; the board president and the ED communicate on a weekly basis and both communicate with other board members frequently; board fundraising is stressed and encouraged. Peggy suggested maybe we should have a Communications Office position. Denise stated she thinks more frequent communication with board members could increase committee involvement.
9. **Annual Family FunFest** – Denise would like input from the Executive Committee and the full board on continuing the Family FunFest. The FunFest is a lot of work and will always be weather dependent. Discussing the future of the FunFest will be on the Sept. 1 board meeting agenda.
10. **Re-Chartering** – Denise reported that we are scheduled for our rechartering visit in June of 2022.
11. **Operational / Fundraising / Marketing Plan** – Denise asked for help in developing a plan for the agency. Peggy suggested reaching out to UIS to see if a student might take us on as a project. Denise will reach out to PCA America and other chapter for sample plans.
12. **27th Annual Conference (Virtual)** – Conference planning is in full swing. The plenaries and workshops are set. vFairs will provide the virtual platform. Board members will be invited to attend for free.
13. **September Regular Board Meeting Planning** – The Sept. 1st Board Meeting will be held via ZOOM. The meeting will be from 9:30 – 11:30. Denise, Tarra, and Becky will do a brief orientation as the educational component. The committee approved the draft agenda.
14. **Other** – Nothing at this time

Recommendations to Board:

- **To approve the Flex Plan reauthorization.**
- **To approve the line of credit renewal for FY 22.**

Next Scheduled Quarterly Meeting:

***Future Meetings: All meetings are held at 8:30 am.
Wednesday, November 17, 2021
Wednesday, February 16, 2022
Wednesday, May 18, 2022
Wednesday, August 17, 2022
Wednesday, November 16, 2022***