



**El Cajon Collaborative
Executive Team
Meeting Notes
April 9th, 2010**

Meeting Purpose: To engage in leadership, visioning and strategic directing for the El Cajon Collaborative.

Meeting Goals: Share updates from functional teams, discuss Little House, discuss ideas about Partnership, and hear updates from the Coordinator.

Handouts: January meeting notes, financial status report, draft FY 10-11 budget, draft MOU with LH Avocado, Inc., updated ECC Leadership Team roster and Jan-Mar 2010 Coordinator's Report.

I. Welcome & Introductions

We welcomed Dilkhwaz Ahmed, Executive Director for License to Freedom a new Partner in the Collaborative and a tenant at Little House.

II. Review January Meeting Notes

The meeting minutes from January were reviewed and no changes were recommended.

III. Updates:

- a. Core Team..... Rosa Ana Lozada
Rosa Ana shared that Core Team now does a roundtable check-in around program changes in the region which has helped keep everyone connected to significant events in the East Region programming available to families. Strategic planning will return as a focus for the Core Team, which hopes to have a needs assessment completed this year. A request was made for a specific agenda time for this topic at Core Team, in case others would like to participate. (NOTE: The beginning of each Core Team meeting will be the Strategic Planning.)
- b. Finance Team Barbara Ryan
Barbara discussed changes to the Collaborative budget and the Executive Team review the Proposed Budget for FY 2010-2011 as well as LH Avocado, Inc.'s (LHA) budget. The proposed budget includes costs for Little House and there is now a line item that designates support directly from LHA to the Collaborative. As the loan is paid off and renters are stabilized, this amount will help support the costs of Little House as well as the Collaborative operations. It was discussed and agreed that the Collaborative should still display rent costs as a portion of the budget, despite the fact that it will be coming back in the form of LHA support. The budget was agreed upon and will be the basis for the FINAL budget for FY 2010-2011.
- c. Personnel Team.....Suzanne Moser
Suzanne noted that the Personnel Team is reviewing the Coordinator's tasks to bring priorities in line with the job description. A formal recommendation for potential changes to the job description should be available at the July meeting.
- d. Council.....Pamela Toohey
Pamela shared the good attendance at Council (nearly 40-50 at the last few meetings). She highlighted improvements including a Power Point presentation for doing organizational announcements and resource sharing. A question about needs that have not been met was raised and teen mentoring programs for individuals in probation (or struggling to avoid legal penalties) was discussed. It was agreed that a program may be needed in this area.

Vision: Through our collaboration, El Cajon's children, youth and families are safe, empowered and thriving.

Mission: The El Cajon Collaborative builds relationships, leverages resources and promotes best practices to enhance the quality of life for children, youth and families in our community.

IV. Update on Little House/LH Avocado, Inc.

LH Avocado, Inc. was able to get the loan at Little House renewed at a lower monthly payment and will be annually reviewing the loan with the hopes of getting it paid off as soon as possible. The current rental rate at Little House is \$2.72/sq foot, which includes about \$1.25/sq foot of amenities (utilities, phone, internet, conference room usage, etc.).

An MOU with LH Avocado, Inc. was approved to establish a formal document that declares LH Avocado, Inc. as a fiscal agent for the Collaborative. Minor changes were recommended and the time frame for the MOU was extended to be renewed every two years, but the MOU was otherwise approved by consensus.

Finally, further discussion about Little House ensued and revisited the contributions made by Partners and funds raised to help pay down the mortgage. The issue of voluntary contributions by Partners was requested to be reviewed by Core and Finance Teams. In addition, online fundraising and small donor fundraising was discussed. It was recommended that a target amount for Collaborative fundraising be established for the next FY. A recommendation will be discussed by Finance and Core and brought back to Executive Team in July.

V. Ideas about Partnership

As the Core Team prepares to do an annual review of the Guidelines, Lea asked Executive Team questions about levels of involvement and outreaching to new Partners. The consensus was that 4 meetings was about the right amount and that there will always be as-needed changes. The commitment to Executive Team has varied, but an annual meeting of all Partners was discussed depending on the number of "official Partner" organizations the Collaborative has.

VI. Coordinator's Report

Lea debuted a "Coordinator's Report" a summary of current quantifiable work and information about Collaborative happenings. As part of the discussion it was discussed that the Executive Team develop outcomes for the Coordinator, which could be a part of the Strategic Plan. Counting leveraged resources was also shared as a way of quantifying the work of the Collaborative.

VII. Next Meeting Date

Next Meeting: Friday, July 9th, 2010 at Little House, 9-11AM