



LH Avocado, Inc. Board of Directors Minutes

June 5, 2017 / 3:00 p.m.

Little House 131 Avocado Ave. El Cajon, CA 92020

Agenda Items	Action
<p><b>I. Welcome and Introductions:</b> Meeting called to order at 3:05 p.m. <b>Attendees:</b> Dana Stevens (President), Mary Case (Vice-President), Laura Tancredi-Baese, Laura Beadles (Secretary), Sharon Dobbins, Dilkhwaz Ahmed, Barbara Ryan (Treasurer), Carol Lewis (Staff) <b>Absent:</b> Sara Ramirez, Verna Griffin-Tabor, Jane Alfano</p>	
<p><b>II. Approval of March Meeting Minutes</b> Motion to approve as written by Laura T., Laura B. 2<sup>nd</sup>, Motion carried 7-0</p>	
<p><b>III. Finance Report</b> <b>A. Finance Report-</b> Barbara presented the April Finance Report. Motion to accept the recommendation of the Finance Committee to approve the April 2017 Finance Report—Barbara motion, Laura T. 2<sup>nd</sup>, Motion carried 7-0 <b>B. Annual Budget-</b> Barbara presented the Annual Budget for FY 2017/18. The Finance Committee reviewed finances over the past two months and recommended to reduce the ECC support by LHA to \$12,000 from \$20,000. This helps balance the LHA budget and puts responsibility on ECC to obtain grant funding to make up the difference. No other questions. Motion to accept the recommendation of the Finance Committee to approve the FY 2017/18 Annual Budget for ECC and LHA—Laura B. motion, Laura T. 2<sup>nd</sup>, Motion carried 7-0.</p>	Carol will have Linda move the negative amount to the Revenue line for the final year-end finance report.  Linda is combining the two budgets onto one spreadsheet and adding the percentage spent.
<p><b>IV. LH Avocado, Inc. Business</b> <b>A. Insurance Renewal</b>—Carol presented the insurance quote for 2017-18. Both the Board &amp; Officers and Commercial Property renewal had little change. The General Liability went down from \$1,248.00 to \$909.00. The reduction was because they didn't have the correct square footage broken out between the renters and LHA. We have a new representative who caught the mistake. Motion to approve—Barbara motion, Sharon 2<sup>nd</sup>, Motion carried 7-0. <b>B. By-Laws Committee</b>—Laura B. presented a copy of Article 2, Section 1 of the By-Laws with a suggestion to change the wording to represent ECC's mission statement. This recommendation was only if we were making other changes. It was agreed that the wording expressed the purpose of LHA and could remain the same. We also reviewed the Org. charts for ECC and LHA. The only recommendation was to change the LHA to reflect that it serves as the ECC Executive Team and ECC's chart to show that they are a project of LHA. Laura B. made the motion to accept the organizational charts with the proposed changes, Mary 2<sup>nd</sup>. Motion carried 7-0. <b>C. Personnel Committee</b>—Mary is the chair of the committee. She shared that they are conducting a Performance Review at the end of June to align them</p>	Carol will advise the Insurance company to proceed with our 2017-18 insurance coverage.  Carol will add the wording to the Organizational Charts to reflect changes.

<p>with the fiscal year. Carol is submitting her self-review. The committee has met a few times to update the performance review form and review Carol's performance.</p> <p><b>D. Little House Maintenance</b>—Carol submitted a written report on the maintenance issues at Little House.</p> <ul style="list-style-type: none"> <li>a) <b>Tree Trimming</b>—The Finance Committee approved up to \$1,000 to remove the back tree, trim and thin the pine tree and remove the agave plant at the front entrance.</li> <li>b) <b>Faucet Replacement</b>—The Finance Committee approved up to \$125 to replace the faucet in the conference room.</li> <li>c) <b>Office Changes</b>—Carol reported that all of the office changes have been successfully changed including the relocation of Dilkhwaz's phone line. All of the offices were changed "as is." New leases have been signed and deposits have been aligned with new monthly rents.</li> <li>d) <b>Garage Clean-Up</b>—Home-Start staff and Dilkhwaz worked with Carol to clean and organize the garage. CSA still has their space to be cleaned. Many items were donated to families at our food distribution day and through Dilkhwaz. The 50 car seats are sorted and stored in the garage.</li> </ul>	<p>Carol will schedule the landscaping company. Carol will schedule the plumber.</p> <p>Carol will work with CSA staff to organize their section.</p>
<p><b>V. El Cajon Collaborative</b>—Carol submitted a written report of updates of ECC.</p> <p><b>A. Fund Development</b>—*See attachments</p> <ul style="list-style-type: none"> <li>a) <b>Grant Matrix</b>--Carol developed a Grant &amp; Donation matrix showing all of the grants and donations received while she has been employed. Mary suggested that she remove the Submitted column to simplify and divide the totals by year. Carol will make the suggested changes.</li> <li>b) <b>Sustainability Plan</b>—Carol presented a Sustainability Plan with grants and projects that she is developing for the future.</li> <li>c) <b>Commemorative Brick Fundraiser</b>—Carol created a work plan for the Brick Fundraiser and presented it to the board. There was a discussion of a date for the final celebration event. The decision was made for November 8<sup>th</sup> at 4:00 p.m., pending approval from the entire board. Carol will send out an email to the board for approval to include those who couldn't attend the meeting or had to leave early.</li> </ul> <p><b>B. Core Team</b>—Laura shared that the Core Team has been coming along while trying to identify its long range plans. There has already been discussion to make some changes in reporting.</p> <p><b>C. Work Group Updates</b>—Carol included the work group updates in her written report. Officers will review the report at a later time due to time restrictions. All work group activities are going well.</p>	<p>No action required.</p>
<p><b>VI. Announcements</b>—None.</p> <p><b>Next Meeting</b>—September 4<sup>th</sup> falls on Labor Day so the date has been moved to September 25<sup>th</sup> to allow Laura T. to return from her sabbatical. The time will be 3:00 p.m. at Little House. Carol will let the members know and send a calendar item. Finance Committee will meet the week before. The next meeting is our Annual Meeting so the agenda items will include Officers, Attendance and Board Development. A quorum will be needed to approve items.</p>	

There being no further business, the meeting was duly adjourned.

Approval:

Dated: \_\_\_\_\_

Dana Stevens, Board President

## 2016-2020 Overall Strategic Focus

### El Cajon Collaborative

#### Goals:

1. Increase pro-social activities for children and youth:
  - A. Objective: Increase access to safe & healthy recreational opportunities
  - B. Objective: Increase opportunities for meaningful youth leadership and civic engagement.
2. Increase community involvement in Collaborative partnerships:
  - A. Objective: Increase community engagement in self-sufficiency opportunities.
  - B. Objective: Increase community partnerships to support cultural inclusion.
  - C. Objective: Mobilize residents to proactively participate in community enhancement activities.
3. Enhance prevention strategies using the public health model:
  - A. Objective: Advance opportunities to create safe, healthy and livable neighborhoods (universal)
  - B. Objective: Improve community health & wellness through resident engagement (secondary)
  - C. Objective: Increase culturally appropriate healthcare services (targeted)
4. Increase advocacy efforts to support policies that:
  - A. Objective: Ensure safe, fair and affordable housing across the continuum of need;
  - B. Objective: Promote economic development to adequately ensure self-sufficiency;
  - C. Objective: Provide educational opportunities leading to career pathways;
  - D. Objective: Address community environments and norms to foster health.

<p><b>Mission:</b></p> <p>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.</p>
--