

FCCC Board Meeting Minutes **January 30, 2018** [postponed from Jan. 23]

Present: Raechel Coates, Ryan Kavanaugh, Sarah Schreffler, Jess Roney, Greg Wetmore

Regrets: Sarah May

Approval of Minutes

The Minutes from the previous Board meeting were approved.

Director's Report.

- Working on meeting with Michael Gary – he's very busy with admissions right now
 - **Ongoing action item** Discuss with FS disparity between benefits provided by FCCC and contributions from our partners
- Going to send Board an updated list of which teachers still need "thank you"
- Raechel talking about SmartLunches survey – sent it out yesterday
- Spoke to Smart Lunches rep about how to promote it more
 - About 20-25 families participating (Cuddle Cubs, Triangles, Quads)
- Emailed Peter about his contact at Law Works – speed things along – inquiring about about legality of offering a sliding pay scale for different constituents, depending on circumstances
- FCCC now has a social media presence – Facebook, Instagram, Twitter
 - Board cautions about what appropriate to post – not pictures of kids
 - Raechel in total agreement

By-Laws Review (ONGOING)

- Section 4.03: George wrote language for Fundraising committee – we will circulate via email to everyone
 - **ACTION ITEM:** Board will review and discuss at next meeting (George will also circulate via email)
- **ACTION ITEM:** Next meeting discuss writing process documents/"charters" for particular committees
 - In November Ryan said he will look at Finance; George said has examples to send Jess and Greg for Trustee Committee
 - These will lay out processes for committees?

Committee Reports

Fundraising

- Auction planning taking off – contract signed and we're locked in with Pennsylvania Academy of Fine Arts – May 18, 5:30-8:30
 - Committee active
- Committee just met last Thursday – working on a Save The Date
- George mentioned an app, BidPal, that allows you to put up items online two weeks or so early, allowing people who can't attend the auction in person to browse and still bid on things through the app

- Board mentioned other apps – perhaps worth investigating as a way to alert and engage people- figure out overhead
 - Bidding For Good
 - Bid Pal
 - **ACTION ITEMS** George will look more into the bidding apps
- Sara S. working with vendors to see what she can get in donations
- **ACTION ITEMS** (ongoing from November): Delegate to Fundraising Committee
 - The Board recommends face-to-face meeting with stakeholders at Friends Center to discuss disparity between benefits provided by FCCC and contributions from our partners
 - Fundraising Committee will work with Raechel to inventory past fundraising appeals – **in process**
 - Think about how we might come under the care of a meeting – Philadelphia Central Meeting would be the most logical
 - Greg sent an email to Bruce Pritchard to start discussing this – what it would mean, what advantages etc., and waiting for response – **in process**

Finance

- Written report sent via email
- We're right where we should be in the year – for all big ticket items, we're within 3% of where we should be.
- We're at 99% of our revenue – pretty good considering that in first couple months we're not at full capacity
- On expense side, we're at 99% of capacity, right on track
- In line with where we should be with 401Ks
 - We have 17 participants on our staff (about half)
- Accountant
 - Ryan reached out to our accountant – Susan takes care of most stuff – keeps cost down and so accountant doesn't do much in advice
 - He is concerned that if the city were to look closely at our bank accounts that they would question whether or not we are a non-profit
 - Mitigate risk by including in our Minutes clear discussion of what we're doing with that money
 - Ryan thinks worth thinking about using our accountant more in an advisory capacity – consider having annual or semi-annual review
 - **ACTION ITEM**: Ryan will discuss with Susan possibility of starting an annual review – think about what she does with other clients
 - Talked with accountant about what to do with our nest egg (not getting more than 1-1.5% return on that, can do more) – Ryan looking into some contacts he suggested to start thinking about how to better leverage that nest egg

Trustee

- No report
- **ACTION ITEM**: Draft a letter to put in cubbies to get parents involved – solicit areas of expertise that would be helpful: fundraising, finance,
 - Parent energy – community building – acknowledge

Next meeting: February, 27.

Future meetings: Mar. 27, Apr. 24, May 22, Jun. 26

Committee Assignments 2017-18

Finance: Ryan, Sara S.

Trustee: Jess, Greg

Fundraising: George, Sarah M.