

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Meeting:** United Way Board of Directors              | **Date:** 6-21-2023 | ***Location*:** United Way Board Room | **Start Time:** 3:57p.m. | **End Time:** 4:38p.m. |
| **Presiding:** Joe M. Kinsella, 2023 Board President       |
| **Attendance:** Justin Adamski, Craig Aittama, Alexis Bushman, London Cooper, Paula Erickson, Vanessa Garcia-Preciado, Paul Gwidt, Andrew Halverson, Cory Hirsbrunner, Joe M. Kinsella, Michelle Przybylski, Suzanne Rathe, Bob Smith, Steven Thompson, Elisha Williams, Heather Wynne, Fred Hebblewhite, Shelly Hanson, Mae Nachman, Laura Pfeil, Hannah Klein, Stephanie James**Absent:** Kim Angell, Webster Francois, Jessica Hoerter, Todd Huspeni, Steve Kunst, Terri Marki, Alex Okray, Tina Peters, Ariel Welling, Sue Wille, Russ Wysocki |

|  |  |  |
| --- | --- | --- |
| **Agenda Item** | 0BDiscussion | **Action Taken/Action Required** |
| Call to Order | 2023 Board President, Joe M. Kinsella, called the meeting to order at 3:57 p.m. | Quorum Established |
| Consent Agenda | **Board of Directors Minutes of 4/19/2023**1.) Motion to approve Board of Directors Minutes of 4/19/2023.**Executive Committee Minutes of 5/17/2023**2.) Motion to approve Executive Committee Minutes of 5/17/2023. | 1.) Bushman/Halverson/Carried Unanimously2.) Cooper/Erickson/Carried Unanimously |
| Community Impact | Mae Nachman presented.**Life Report**Mae Nachman informed the Board that we are near the finish line. Invitations have been mailed for the Life Report Forum. The event will take place on July 11th at Sentry Theater. Registration begins at 7:30 a.m. The event starts at 8:00 a.m. and will run until 9:00 a.m. A networking Q&A will follow. We are looking forward to presenting it to the community. **PC Conduit Platform**The PC Conduit Platform will also be introduced at the event on July 11th. This will house the Life Report and a host of other reports including local, state, and federal data. This will give free and easy access to anyone in the community. Mae thanked Hannah Klein for all her hard work. **Childcare SLFRF Request/Project Growth grant through WI\_DCF**Mae is excited to announce to the Board that the grant submitted for $75,000 in funding for Strategic Planning was approved for the full amount. It’s a start and will help supplement funds for staffing. The first meeting will take place at the end of June. **Community Needs Fund (CNF)**Mae informed the Board that a new Community Needs Fund was established for dollar requests of $2000 or less. This fund will support various needs in the community such as homeless laundry service and eyeglass needs in the schools. This will not be advertised and is not for individuals. There will be an application process for organizations. It will be based on a case-by-case need. Any request over $500 must go to the Vision Council for approval. There is no other program serving this need in our community. It will be opened initially by transferring $10,000 from a gift provided for special use outside of campaign by an anonymous donor. |  |
| Resource Development | Heather Wynne presented.**Campaign Leadership Committee Minutes of 6/8/2023*** The first campaign kickoff began at Wysocki with food truck events on June 14th & 15th.
* The official Kickoff will be held August 10th at the amphitheater on the river.
* The Campaign Leadership Committee has reviewed CEO materials and calls have been set up.
* The Committee discussed locations for the thermometers and plans to get them out in July.
* The 2023 Campaign Goal has been set at $3,150,000.

Laura Pfeil reminded the Board to complete their Thank you cards for 2022 and asked if anyone is willing to take additional cards to please let her know.3.) Motion to approve Campaign Leadership Committee Minutes of 6/8/2023. | 3.) Halverson/Smith/Carried Unanimously |
| Finance Committee | Shelly Hanson presented.**2023 January- May Budget Vs Actual Balance Sheet*** The Profit & Loss statement shows a total income of $70,000 above budget.
* Total expenses over budget by $11,000 due to new depreciation schedule for building, furniture, and equipment as well as property tax for 2022.
* Under budget by $1300 for May.
* Overall, we are above budget for Net Income (loss) by $123,959.

4.) Motion to approve 2023 January-May Financials.**2022 Audit**The Board reviewed the Audit Report Letter (distributed before the meeting).Shelly shared Sue Wille’s comments on the 2022 audited financials and 990 form to the Board as follows:*The audit report indicates our financials fairly represent, in all material respects, our financial position. There were no findings of misrepresentation, or disagreements on procedures between management and audit personnel. The separately issued letters on internal control and audit findings are the "standard” language as required by auditing standards. I would highlight Notes 9 & 12 of the audit report.  While the monies "borrowed" from our reserve to fund the building are not technically a loan for our external financial statement purposes (the audit report and 990), note #9 clearly indicates the $720,000 not available for general expenditures as required to repay the investment account. Note 12 gives the specifics on the $720,000 commitment.*5.) Motion to approve the 2022 Audit.**Form 990**The Board reviewed Form 990 (distributed before the meeting).Shelly informed the Board that Gary Pucci reviewed it and it’s ready to be filed upon Board approval.6.) Motion to approve Form 990.**2023 Reserve Policy*** Unrestricted Fund Balance: $ 4.3 million
* Target Reserve calculation: $ 1.34 million
* Unrestricted Reserve difference: $ 2.9 million
* Actual Unrestricted Reserve difference: $ 2.2 million ($720,000 payback)

Shelly mentioned that Sue Wille recommended adding the insurance deductible going forward.7.) Motion to approve the 2023 Reserve Policy.**Finance Committee Meeting Minutes of 6/21/2023**8.) Motion to approve Finance Committee Minutes of 6/21/2023.**Employee Retention Credit**Shelly informed the Board that the United Way meets the qualifications to apply for the Employee Retention Credit. Upon Shelly’s completion of the Retention Credit Worksheet, it appears that United Way will get back a $191,000 credit. The Board thanked Shelly for taking the initiative on this. | 4.) Aittama/Adamski/Carried Unanimously5.) Hirsbrunner/Bushman/Carried Unanimously6.) Cooper/Williams/Carried Unanimously7.) Smith/Aittama/Carried Unanimously8.) Przybylski/Cooper/Carried Unanimously |
| Staff Reports | Fred announced that Stephany Nellessen Zeyadeh had her baby boy, one month early, on June 8th. Mae has had to take over Stephany’s responsibilities a little earlier than expected. Kelly Caughlan, Resource Development/ Endowment Manager, officially started on June 12th. Fred recognized the hard work of the staff but especially Shelly and Mae. |  |
| Other Business | **United Way Worldwide Membership Certification**Justin Adamski asked if DEI Training will be done this year. Fred informed the Board that they do plan to invite Sam Dinga to administer DEI Training this year.9.) Motion to approve the United Way Worldwide Membership Certification.The Board members had an open discussion regarding childcare in Portage County. | 9.) Adamski/Halverson/Carried Unanimously |
| Next Board Meeting | Wednesday, September 20, 2023, at 4:00 p.m.  |  |
| Adjourn | Joe M. Kinsella motioned to adjourn at 4:38 p.m. |  |