

CARDV Board Meeting  
Advocacy Center  
2208 SW Third Street, Corvallis  
**Minutes**

**June 23, 2020**

**Meeting called to order at 5:31**

**Board Members Present:** Mary Bentley, Kate Caldwell, Kathy Feser, Jim Luebke, John Marchel, James Schupp, Rebecca Camden, Cari Maes, Amanda Grolemond, , Dani Davis, Kayla Steindorf, Farzana Molvi

**Board Members Absent:** Lisa Chiles, Elizabeth Huddleston

**Staff Present:** Heidi Henry, Ketty Herb-Kalberer

**Guest Presentation:** Chris Quaka from BCF, shared information on community investing.

- BCF helps set up endowments that are invested. The investment income then helps pay for local uses.
- If CARDV chose to invest with BCF, CARDV could choose an Agency fund – an endowment fund locks in the principal forever or quasi-endowment fund that has more flexibility.
- Chris asked “What is your long term plan?”
  - We need an operational reserve (at least 90 days)
  - We also need capital for buildings etc
  - Do we have leftovers and how to we invest this money?
- Rebecca asked if there is a minimum. It is \$15,000.
- Chris will send in more information.
- Chris helped CARDV broker some emergency grants.

**Review/Approval of Minutes:** A motion to accept the May minutes was made and seconded. Motion approved unanimously.

**Finance committee: Rebecca Camden and Ketty Heb-Kalbere**

Ketty walked the board through the financial documents. Important points about next year’s budget are:

- The report assumes CARDV is fully staffed.
- It also assumes some employees do not participate in 401k and that former employees roll funds out.
- 78% of grants are confirmed (although COVID might make changes). If grants doesn’t come in, it will effect staffing.
- Donations may go down after COVID.
- We have a \$203K budget deficit (approximately \$160K is cash, the rest depreciation expense which is non-cash0.
- Mock Rock and the 5K race are in the budget.
- PPP will impact unrestricted funds and will help in next year.

A motion to accept the FY21 proposed budget was made and seconded. Motion approved unanimously.

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**Interim Executive Directors Report: Heidi Henry**

Heidi presented her report. Some of the things that she emphasized were:

- Heidi is working on a grant to cover new laptops. CARDV business needs to be conducted on CARDV laptops.
- She is highlighting the need for mental health counseling and is working on a grant for this.
- Karin is working with the managers on their skills and on current policies including confidentiality.
- Heidi is working on balancing on-call time versus scheduled time.
- Heidi is also working on staff diversity.
- Rebecca and Kayla will work with Heidi on updating CARDV's policies.
- New phones, the new website, and the new logo are all coming together.

**Committee Reports**

**Executive Committee: Kate Caldwell**

- See the report

**Breakfast: Lisa Chiles/Rebecca Camden**

- The breakfast will be online this year.

**Run Committee: Kathy Feser**

- The online run has dates set. Ireland is reaching out for promotional videos. Amanda asked for more information.

**Board Development: John Marchel**

- A motion to accept Candy Pierson-Charlton as a new board member was made and seconded. Motion approved unanimously.

**Personnel Committee: Mary Bentley**

**Resource Development Committee: Rebecca Camden**

**MCEV: John Marchel**

**Linn County:**

**Additional Issues:**

The managers requested that they attend the board meetings. The discussion revolved around:

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- how to support the staff
- how to increase relationships between the staff and the board
- what the policy should be and how to communicate this to all involved
- how often to have staff present to the board
- when to go into executive session
- how to restart the board's strategic plan

Remember to add your hours to Volgistics.

**Meeting Adjourned at 6:24 pm**



7/28/20

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**Board Secretary, Signed after Board Approval of Minutes**

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**Date Approved**

**CARDV Board Meetings 2019: Every fourth Tuesday at the Advocacy Center, 2208 SW 3<sup>rd</sup>, unless otherwise noted**

**1/28, 2/25, 3/31, 4/28, 5/26, 6/23, 7/28, 8/25, 9/22, 10/27, 11/17(tentative), 12/15(tentative)**

**CARDV Board Attendance**

**2020**

<b>Name</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
Mary Bentley Previous Chair	✓	✓	✓	✓	✓	✓						
Kate Caldwell Chair	✓	✓	✓	✓	✓	✓						
Rebecca Camden Treasurer	x	✓	✓	✓	✓	✓						
Lisa Chiles	✓	✓	✓	✓	✓	x						
Dani Davis	✓	x	✓	✓	x	✓						

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Kathy Feser Secretary	✓	✓	✓	✓	✓	✓						
Amanda Grolemond	✓	x	✓	x	✓	✓						
Elizabeth Huddleston	x	✓	✓	x	x	x						
Jim Luebke	✓	✓	✓	✓	✓	✓						
Cari Maes	✓	x	✓	✓	✓	✓						
John Marchel In-coming Chair	✓	✓	✓	✓	✓	✓						
Farzana Molvi	x	x	x	x	x	✓						
James Schupp	✓	✓	✓	✓	✓	✓						
Kayla Steindorf						✓						