

**COMMUNITY ACTION ASSOCIATION OF PENNSYLVANIA
BOARD OF DIRECTORS' MEETING**

CONFERENCE CALL

January 15, 2020

MINUTES

Board Members Present: Rick Beaton, Erin Lukoss, Gale Zalar, Megan Shreve, Jen Wintermyer, Wendy Melius, , John Litz, David Mrozowski, Bob Raible, Sue Auman, Mitch Little

Board Members Absent: Darlene Bigler, Larry Berringer and Dennis Phelps,

Staff in Attendance: Susan Moore, Courtney Miller and Dan Leppo

President Beaton called the meeting to order at 10:02 a.m. Roll call was taken, and a quorum was established.

MINUTES

Mr. Beaton asked for any corrections or changes to the October 19, 2019 Minutes. There being none, he requested a motion to approve.

Motion 1.15.20a: The October 19, 2019 Minutes were approved as presented. Moved by Bob Raible, seconded by Erin Lucas. The motion passed unanimously.

PRESIDENT'S REMARKS – Rick Beaton

Rick Beaton reported that the Partnership's Leadership conference in Puerto Rico was successful despite the daily earthquakes experienced by the Island. He stated that one of the key items that came out of the conference was an update on the 2020 census and how critical it is for each state to achieve a complete count. He also said that the federal government is spending \$500 million on an advertising campaign and another \$2.7 million on census jobs. Jen Wintermyer, who is CAAP's census representative at the state level, reiterated the importance of a complete count and said that a variety of templates can be found on the state's website at PA.Gov/census. These can be used when doing community-level work to promote the census.

CEO'S REPORT – Susan Moore

Susan Moore, CEO, referring to her written report, discussed the **October Conference** stating that all the videos are up on the CAAP website. She also reviewed the Evaluations:

Overall Conference Evaluations

16 paper surveys were returned to us and 17 app users completed evaluations

1. What motivated you to attend the Annual Conference the most? Please rank in order of most influential to least influential with 1 being the most influential and 5 being the least influential.

Workshop Subject Matter	22.18%
Keynote Speakers	19.84%
Networking Opportunities	19.07%
Workshop Speakers	19.46%
Location of Conference	24.12%

2. Please rate your overall experience with each of the following:

Online Registration	90.00%
On-site Conference Check-In	97.60%
Conference App	91.20%
CAAP Staff Helpful	98.06%
CAAP Staff Courteous	98.71%
Program Booklet	91.03%
SSA Ceremony	94.07%
SSA Booklet	91.85%
Exhibitors	72.17%
Hotel Sleeping Room	81.67%
Hotel Staff	80.69%
Hotel Food	66.47%

3. Please let us know any additional suggestions and comments on this year's conference.

Hotel Food

I thought the food was not as good this year.

Food wasn't great and seemed very limited.

It seemed as though Wednesday's dinner was just Wednesday's lunch with carrots and a different sauce.

Hotel Facilities

Conference rooms were nice.

Meeting rooms were cramped and cold.

Space for poverty 2 gen workshops too small.

Meeting rooms seemed small and crammed no matter how big the session was.

[Meeting rooms] cold.

Meeting rooms] cold on last day.

Workshop rooms felt cramped. Hotel seems to need a lot of maintenance.

Hotel Staff

Hotel staff were okay, not exceptional.

Check in/check out staff (ERO) very friendly & helpful.

Jeff and Cathy in Dog & Pony Pub were wonderful.

Registration/CAAP Staff

Everything is awesome. My first name was misspelled. The CAAP staff member reprinted my name on my name badge. This is the first time I attended a CAAP conference. Two years ago, I attended the CAAP/PANO joint conference. I was awarded the self-sufficiency award.

Conference Location

Location of venue was convenient.

Keynote Speakers

Keynotes were great and motivating!

The speaker during lunch on Wednesday was offensive with his swearing! He could have toned it down!

Workshops

I attended the financial workshop and would have liked to have attended all of Rick Pins workshops, thus I was unable to attend "Hiring and Firing best practices", "Conducting legally sound background checks". If possible, I request that he returns. Also request Alan Jennings provide a workshop on fundraising.

Loved the workshops - very informative.

The workshop subject matters were not very inclusive of people of all levels in the organization. There were several times when there wasn't a single subject that was relevant to my position or to our Americorps VISTAs who are required to be here.

Maybe have a little more space in the rooms for the sessions. Some were a bit cramped.

Requested Topics/Matters

Leadership Training

More networking time! [However, please note that this same responder in Question 1 ranked networking as 2nd lowest motivation to attend.]

Would love to see more content on employment and training.

I would like to see the opportunity to do different sessions. Good sessions, scheduled at the same time.

Offer sessions multiple times.

Recordings of the sessions.

SSA Ceremony

[a star on the SSA ceremony]

The SSA ceremony was infinitely better than last year's banquet.

Thanks

Thank you for all the effort that goes into making this training a success.

Nice job.

The conference was 5!

In response to a request from Dennis Phelps at the last meeting, Susan went on to review the shoots and income **LensCAAP** has realized since its inception in mid-March 2019.

Completed Projects

ALICE – United Way - \$10,000

Proposal Prepared – 3/26/19
Proposal Signed – 3/28/19
Filming Dates – 4/17/19 (?)
Project Complete – 7/24/19

Bucks County Opportunity Council - \$10,000

Proposal Prepared – 5/29/19
Proposal Signed – 6/3/19
Filming Dates – 8/6/19 – 8/8/19
Project Complete - 11/14/19

Virginia Community Action Partnership - \$3,000

Proposal Prepared – 4/16/19
Proposal Signed – 4/29/19
Filming Dates – 5/23/19
Project Complete - 7/9/19

CAAP Symposium – \$5,000

Filming Dates – 5/6/19 – 5/8/19
Project Complete - 5/24/19

CAAP Fall 2018 Conference – \$5,000

Filming Dates – 10/8/19 – 10/10/19
Project Complete - 11/12/19

National Partnership Conference (Chicago) - \$6,000

Proposal Prepared – 4/23/19
Proposal Signed – 6/28/19
Filming Dates – 8/26/19 – 8/30/19
Project Complete - 10/8/19

Current Projects

Central Susquehanna Opportunities - \$4,500

Proposal Prepared – 8/20/19
Proposal Signed – 8/20/19
Filming Dates – 9/26/19
Project Complete - January 2020

Langan Financial/Legacy Business Advisors - \$3500

Proposal Prepared – 6/12/19
Proposal Signed – 6/12/19
Filming Dates – 10/18/19
Project Complete - January 2020

STEPS Inc. - \$12,000

Proposal Prepared – 7/25/19

Proposal Signed –
Filming Dates – 11/4/19 – 11/8/19
Project Complete - TBD 2020

Census 2020/National Partnership - \$6,500

Proposal Prepared –
Proposal Signed – 12/5/19
Filming Dates – 12/10/19 – 12/11/19
Project Complete - January 2020

Future Projects

United Way of Northern New Jersey - \$5,000

Proposal Prepared – 10/22/19
Proposal Signed – 10/21/19 (?)
Filming Dates – March 2020
Project Complete - Deadline April 30, 2020

SERCAP Storytelling Videos - \$8,500

Proposal Prepared – 9/4/19
Proposal Signed – 9/23/19
Filming Dates – April 2020
Project Complete - TBA no deadline

New River Community Action - \$5,000

Proposal Prepared – 7/29/19
Proposal Signed – 12/16/19
Filming Dates – Spring 2020
Project Complete - TBA

Projects Under Discussion

Gamut Theatre - \$300
CAFCA Presidential Forum - \$5,000
SERCAP Documentary - \$30,000
Leadership Harrisburg - \$1,875
Pennsylvania Colon Cancer - \$12,000
David Bradley/NCAF - \$8,500

Income, so far, is \$85,000.

Susan updated the Board on the **VISTA program**, reminding the members that when the last of the current VISTA's complete their service in September, CAAP will no longer continue to be the "umbrella" intermediary. There have been many federal-level changes in the program that may weaken it. Additionally, if all agency slots are not filled CAAP loses a significant amount of money. In the current

VISTA year, two approved and projected slots were not filled which translated to a nearly \$20,000 loss for CAAP. Deb Fontaine, who was planning to retire in January, will stay on part time through September to continue monitoring and oversight of the program until the last VISTA graduates.

Susan discussed the **staffing** in CAAP and LensCAAP. CAAP staffing has undergone significant changes in the past 6 months. Steven Martinez, who split his time as the Communications Director for CAAP and the Project Director for LensCAAP, left in August. Joe Copenhaver was hired to replace him as the full-time Project Director for LensCAAP. Tiffany Frank, who was CAAP's VISTA leader and whose service ended in November, accepted a position with CAAP to take over the ROMA training and facilitation functions as well as many of the Development responsibilities. She would also continue as the VISTA Coordinator until the program ends in September.

Dan Leppo, Development and Deputy Director was to take on the critical pieces of the Communications position. However, Tiffany opted to accept another position and Dan and Susan Moore, CEO are sharing the responsibilities of the Communications and Development positions at least until the end of the fiscal year in June. Deb Fontaine, who was to retire in January, is staying on part-time until September as the VISTA Coordinator for the state program.

Sue Northey, Finance Manager, resigned in November. Courtney Miller was hired to fill the position.

Susan discussed the year two **CAAP/DCED contract** workplan which was attached to the Activity report for the Board members review. She stated she was unsure when the contract dollars would be available but said, if necessary, CAAP would access its line up credit until DCED dollars are able to be drawn down.

She ended her oral report by talking about the high cost lenders' legislative proposal which would significantly increase both fees and interest on commercial loans. CAAP, along with other interested organizations, is working with Community Legal Services to try to head this off.

<p>Motion 1.15.20b: The CEO Report was accepted as presented. Moved by Megan Shreve, seconded by Jen Wintermyer. The motion passed unanimously.</p>
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TREASURER'S REPORT – Sue Auman

At the request of Sue Auman, Courtney Miller reviewed the November 30, 2019 CAAP Financial Statements. Included in the Statement of Financial Position, Ms. Miller indicated we have \$36,063 in our checking accounts and \$6 in our money market account. Since the last board meeting, our Vanguard investment account has appreciated in value by \$19,366. CAAP's investment in CAAP Social Enterprises as of 11-30-19 totals \$167,900.

Our current ratio, which is used to predict an organization's ability to pay its short-term debt and payables with its short-term assets, continues to be strong. CAAP has \$772,461 in short-term assets when including the Vanguard investment account, and \$184,040 in short-term assets when excluding the investment account. Our current liabilities total \$201,096, which includes accounts payable, accrued payroll taxes, accrued audit expense, and deferred revenue. The current ratio with investments included is 3.84 and the current ratio with investments excluded is 0.92. The higher the current ratio, the more capable the organization is of paying its short-term obligations.

Our 11-30-19 accounts receivable balance of \$11,400 is for the 2019-2020 CAAP Membership Dues that are due from four members. This entire amount was collected in December 2019. Grants Receivable, totaling \$87,207, consists of \$77,965 due CAAP from the DCED Services Contract and \$9,242 from the RPIC grant.

Ms. Miller addressed specific line items of the Statement of Revenues and Expenditures where actual amounts varied significantly from budgeted amounts. We experienced favorable market conditions, which resulted in our unrealized gain on investments being higher than expected. Salaries and benefits are under budget due to a staff change in August. The budget included 65% of the former Communication Director's salary and benefits. His replacement's position, the LensCAAP Creative Director, is 100% allocated to LensCAAP and 0% allocated to CAAP. We incurred RPIC regional costs under travel, meetings, and program supplies, which exceeded our budgeted amounts. Lastly, our bank fees included \$180 interest paid on our line of credit, a \$550 fee paid for the 2019 federal tax return extension, and credit card processing fees.

CAAP ended its first five months of operations this fiscal year with a \$108,646 excess of revenues over expenditures. Much of this increase is due to the inclusion of the CAAP Conference revenue.

<p>Motion 1.15.20c: The Board accepted the November 2019 Financial Statement as presented. Moved by David Mrozowski, seconded by Sue Auman. The motion passed unanimously.</p>

DISCUSSION

At the last Board meeting, Susan talked with the members about how CAAP provides education and training, stating that it is done largely through the annual Symposium and the annual Conference, as

well as governance training and individual ROMA trainings for staff and Boards. Based on the evaluations she had received after the Symposium, just a handful, and the low registration at the CAAP conference, just 123, she was considering whether we needed to come up with a different way of offering training. She talked about possibly doing away with both the Symposium and Conference and instead offer one day deep dives into single topics every other month. The trainings could move around the state. The targeted offerings would not appeal to every agency; but, for agencies interested in that topic, they would be an in-depth and hands-on examination of the subject. Agencies could pick and choose what trainings interested them and attend only those. There would also be a separate event each year for the self-sufficiency awards ceremony and where CAAP elections would occur every other year.

She further suggested that CAAP develop a consulting roster comprised of our own people from across the state with expertise in finance, human resources, development, leadership, governance, etc. when an agency needs assistance in one or more of these areas, CAAP can provide them with a list of relevant consultants.

Following the meeting, Susan put together a paper outlining the pros and cons of the current training opportunities as well as a proposal on the proposed targeted bimonthly or quarterly training. This was delivered to the Regional Reps who were asked to discuss it with the members in their regions so members could determine how they prefer to see training delivered. The Regional Reps were asked to report on their discussions at the January meeting.

John Litz reported that the general consensus of his group is to move ahead in planning for regional trainings that offer deeper dives into subject areas of interest to community action agencies while still maintaining at least one annual event where the larger statewide community action network comes together for networking and learning opportunities. Regional trainings can vary in length from 1 to 2 days.

Some topic areas suggested for regional trainings include social determinants of health and opportunities for CAA's, 2 Gen and whole family approaches to providing services, workforce development - what is happening and what role do CAA's have in this, use of social media - what is

working well, program presentations by CAA's, collective impact model, community level work, trainings for board members, best practices in development work, collaborative opportunities for CAA's to work together, and use of technology platforms to make trainings more accessible to CAA's.

There was also agreement that assembling a CA consultation group that can offer consultation and technical assistance to a CAA is worthwhile and would fill a need.

The other regions did not report at this time.

A question was raised as to when the remaining first quarter CSBG money can be expected. Susan said she would check with DCED for an update.

There being no further discussion, the meeting was adjourned at 10:53 a.m.

Submitted by Darlene Bigler, Secretary