



## Board of Directors

24 Vernon Street | Keene, NH 03431

Thursday 4.27.23 5:30 pm -6:30 pm

In Person - MPS Executive Director's Office

### Minutes

Date 4/27/2023

Call to Order at 5:32 pm

Quorum present

Chair Tara Abbott\_x\_, Chair Eli Rivera\_x\_, Treasurer Mandy White\_\_\_, Co-treasurer Stephanie Ritchie\_\_\_  
Member Ambassador Daria Levy\_\_\_, Donald Farquhar\_x\_\_\_, Meghan Rouleau\_x\_\_\_, Diane Croteau\_x\_\_\_,  
Kevin Tighe\_x\_\_\_, Devan Blake\_x\_\_\_, Jennifer Friedmann\_\_\_, Chris Minkler\_x\_\_\_

**Welcome** Christine welcomed everyone to the meeting and introduced Julie Minkler who is interested in becoming a board member.

**Set time for adjournment** 6:30 pm

#### **Approval of minutes**

Devan made a **motion** to approve March BOD meeting minutes. Motion was 2<sup>nd</sup> by Chris Minkler. All were in favor, zero abstained.

#### **Approval of financial report**

After a review and discussion of the P&L report, Kevin made a **motion** to accept the financial reports. Diane 2<sup>nd</sup> the motion. All were in favor, zero abstained.

#### **Committee Reports**

**Governance:** Tara explained the governance committee meets the third Thursday of each month for a working lunch. The meetings have consisted of reviewing bylaws, policy and procedure and the strategic plan.

**Operations:** Christine explained the the operations, program and communication and growth/stability are currently in a holding pattern. We want to be very intentional about what committees we start up as we do not want to overload everyone. Also, we are hopeful to get more feedback from Laurette Edelman around the names of these committes. Christine proposed the following:

Governance committee is a stand alone

Internal: a subcommittee would be Finance, internal communications, safety committee

External: Fundraising, programs and communications, development

***Programs and Communications - tbd***

***Growth and Stability - tbd***

### **Executive Director Report**

- Christine ensured that all parties had copies of the WW lease and the Serenity Center release. Christine explained that WW is looking into breaking the lease. Fire Chief explained that he is aware of the house they want to purchase and move into and believes it will cost hundreds of thousands to put that house in compliance as a small group home. Christine asked if everyone could read the lease and see if there is any language that indicates MFS would be able to break lease. Kevin plans to share the lease with his good friend who is an expert in this field and will have that individual review.
- Julie Minkler and Fire Chief Farquhar both stated they would like to be added to the safety committee
- Christine provided an update on the Lantern Festival. To date, we have raised over \$8,000.00. Minkler provided a check for \$1,000.00 at the meeting putting us over the 8k threshold.
- Christine reminded board that we do need a permit to hold our Memorial Day BBQ in the parking lot. Christine will reach out to Melissa Callendar to remind her that she needs to start this process.
- Devan explained that her “fishing buddy” is the Police Chief of Troy, Mr. Ellis. Ellis has 24 hours of training to do in the community and would like to volunteer his time with us.
- Chief Farquhar donated \$100.00 to Friday’s lunch on the house for 4/28. Tara will be heading this effort on 4/28 and will make Greek Chop Suey with bread, salad and dessert. Kevin and Diane will also be joining Tara for the luncheon.
- Board all confirmed that they would like Monandockpsa.org emails to keep things separate from their work. Christine will talk with staff to get this set up for the new bod members.
- Devan has volunteered to make gift baskets of all of the donations that we have gotten. Devan asked for all donations to be stored in the ED office. She will grab them and start compiling the baskets. Devan does this professionally and has all of the necessary supplies. Thank you Devan!

## Upcoming Events

- May 20, 2023 5:30-8:30 Lantern Fundraiser
- Friday, May 12, 2023 - Mother's Day Brunch
- Friday, May 12, 2023 - Trip to the YMCA
- Tuesday, May 16, 2023 - Trip to Twinkle Town
- Tuesday, May 16, 2023 - Community Meeting
- Thursday, May 18, 2023 - Center Closed
- May 22, 2023 - May 26, 2023 - Spirit Week Friday
- May 26, 2023 - Memorial Day BBQ Monday – Melissa to get permit from city
- May 29, 2023 - Center Closed

## Old Business

- April 11, 2023 Grand re-opening
  - Christine Confirmed that we had over 120 participants show up for this event. Our last grand opening was 76 participants.
  - It was a huge success.
  - We fell short on getting addresses/emails/phone numbers from everyone who walked in the door. Christine tasked Melissa Callendar with identifying the names/addresses/contact info on the entire list.
- Status of Safety Committee
  - Will Gomarlo provided a safety committee update
  - Safety book will be at the welcome desk at all times.
  - Fire Chief will give a training to staff on how to use the two defibrillators we have
  - Christine purchased pepper spray for every single employee to help them feel a bit more protected and safe.

## New Business

- Potential new board members: Greenwald, Scott Masters, Sara Alderfer, Ham Richardson, Julie Minkler
  - Christine is reaching out to all new board members and will invite each member to come for a luncheon at the center.

- Christine explained that we have been interviewing Sara Pelkey, she is incredible and comes highly recommended by several people. Christine plans on making an offer after checking references.
- Tara mentioned there is a website for free Narcan/condoms etc..Tara will get the website to us.
- Establish a monthly meeting time for finance committee (Mandy and Stephanie, Kevin Tighe)
- Governance committee members (Tara, Eli and Devan) meeting is the 2<sup>nd</sup> Thursday of each month
- Nomination and election of Vice-Chair
- CDFA Grant submission for \$1,000,000.00 expect to get notification end of May
- MFS/WW update

**Next Safety Report:** August 2023. Please note, Don Farquhar and Julie Minkler volunteered to be on Safety committee is comprised of Samantha Spielberg, Matt Johnson, Stacy Wilbur, Will Gomarlo, Julie Minkler, Don Farquhar

Next Strategic Plan Review – Wednesday, July 10, 2023 with Senior Staff and Laurette Edelman. Christine will send minutes to board after meeting.

- Tara and Eli asked for a vote to be made allowing the board to meet once per quarter. This is because the requirements of the volunteer role have drastically increased and the demand is high. We are now requiring each board member to join an adhoc committee that meets once per moth. Each committee will report into the ED and the governance committee.

Diane made a **motion** to move the monthly board meeting to a quarterly meeting. Meghan 2<sup>nd</sup> the motion. All were in favor, zero abstained from this motion.

***Next board meeting is scheduled for Thursday, August 17<sup>th</sup> from 5:30 – 7:30 pm. Dinner will be served.***