

**Yarnell Regional Community Center
Board of Directors Meeting
February 13, 2018**

Board Members Present: Phyllis Billeter, Leah Tidey, Michelle Jacobson, Kurt Florman.

Board Members Absent: Rebecca Wilks, Steve Spence

Staff Present: Kim Lytle, Nina BourBeau

SAA's Present - Joyce Dennison (Kirkland Junction), Jerrie Lea Hopf (North Ranch), Margaret Page (Congress)

SAA's Absent - Barbara Coleman, Mac and Glenda McBrayer (Wilhoit)

Guests - Frances Lechner for Club Yarnell

Meeting was called to order at 3pm by Michelle Jacobsen, President

Minutes of January 9, 2018 - Motion to approve by Phyllis, second by Kurt.

Reports

Treasurer's Report - Minimum wage increase in January was not reflected in salaries for the month of January. Kim combined the two bank accounts for easier accounting. The Auditor visited on 2/12, needed a bank balance from Chase. Balanced the 2016 accounts. No questions, just a spot check and she is happy with results. Nina to send the other reports to auditor. Nina is not sure if the auditor is going to audit 2017 books.

Executive Director Report - Hard copy report is attached to minutes in folder. Additional notes taken:

3. Gold Seal of Transparency - We have the 2nd highest rating an organization can have. This is for the GuideStar Charity rating website.

4. Kid Zone at Yarnell Daze - Shelly Bacon to be Chair for this.

6. Yavapai Title funding opportunity - employees can have deductions taken from their payroll to 6 different MOW programs and YRCC is one of those six.

Need to repair the swamp coolers before summer. A simple job and no need to put out for bid.

Received a \$100 monthly auto donation from an individual.

Committee Reports

Fundraising: Phyllis - Country Fair set for Sept 15, has had two meetings. A question was location, should we hold at YRCC. Consensus was no, not large enough. Will be held at the old PV School (same as 2017). This Signature Event will always be the 3rd Saturday of September. Maughn Calf Sale is the 4th Saturday of September. Get Country Fair and MOW banners and magnets made by Yarnell Daze, May 19. The Country Fair budget is \$2000 for 2018. Several fixed events already in place, and people to run them (gold pan, fortune teller, Tipi, jail, talent contest activity field, for example). Mary Westwood is looking for old metal for a music machine. Proposed events include 4H, Petey's, AZ Parks Trail, Library, Historical Society, food trucks, photographer, vendors, for example). Phyllis to update the Yellow Sheet. Joyce to give Phyllis information on Walnut Grove archeologist and use new owner, Joe, from Arrowhead.

Webinar - Phyllis missed the sign-up for the AZ Charitable Organization but will discuss at the Annual Meeting.

Software Update - Frances. Lists of members, Club Yarnell attendees all to be combined. Nina to get all lists beginning from 2012 to Frances. She will send to the software people who will organize the lists which then can be divided by categories. If we use the software and it does not generate money to the YRCC the software company will refund our cost. The software contains templates, thank-you, event management, publicity, newsletter, and others.

Executive: Michelle - We like the YRCC website as it is and Kurt is doing a fabulous job. We do not want to go back to a web master. We can use William Jones as a volunteer to assess our website and offer changes, suggestions, corrections, etc. Have him look at the site and play around with the program and make suggestions. Kurt to meet with William. We still need to have a back-up person to Kurt in addition.

Outreach: SAA's - Joyce - Would like a free library at Walnut Grove, take/leave magazines/books. There is a developing food bank program at WG, Jan is taking

food out. Arrowhead Restaurant wants to be a part of the community - they will advertise, hold events at Arrowhead, promote the YRCC. We should invite to the Annual Meeting. Margaret - musician jam session with older people that can't drive would be nice. Possibly a Club Yarnell event. She would also like to give a Reiki demonstration for Club Yarnell. Have a once a month drumming. She is helping a Congress man as a referral from Kim. A VA social worker called Kim about a man who needed help driving to appointments and the market. Kim called Margaret who is now assisting this person. Anita is to check on him once a week as he is on the MOW program. Jerrie Lea - would like a realtor box for newsletters. All SAA's would like a realtor box and will find on their own. She is going to contact a new person at North Ranch to be a second SS from North Ranch. Michelle - would like to have two SAA's from each area. Need an SAA from Skull Valley.

Club Yarnell: Frances reported that they are now scheduling two months out. Collaborating with the Library so not to duplicate events or have competing events on same days but to have coordinating events to benefit both organizations.

Potter House/"Off-Center" - No discussion.

Development Coordinator

Michelle - Joan updated our information on GuideStar Charity rating website which had not been done since 2012. We now have a Gold Star Transparency Rating with them. This is the 2nd highest rating an organization can have. Only Platinum is a higher rating. Updated our information on the ACF-YC website and attended mandatory training. She is writing a grant to them for submittal on March 3 to fund Assistant Manager position at the Thrift Store. Contact was made with Colliers International who are looking for a pro-bono architect to help with the Off Center. If we can identify a health care partner organization we can seek funds in May from the Northern Arizona HealthCare Foundation to have more health care services provided at the Center.

OLD BUSINESS

Fundraising Software: Frances and Kim had a demo of this software. It is versatile and extensive. \$2400 annually. Purchased and Phyllis and Frances are getting started. See above under Fundraising.

Newsletter Subsidizing: Received \$120 (covers 2 months) from Yavapai Hospice

Collecting Stories: No discussion

NEW BUSINESS

ED Search Committee: First meeting February 13, 2018 at 2:30 pm. Committee is Frances Lechner (Chair), Michelle Jacobson, Joyce Dennison, Steve Spence, Leah Tidey. Timeline set, responsibilities assigned. Moved deadline to March 16 to allow new hire to shadow Kim for the entire month of May.

Agenda/timeline/responsibilities included in Minutes.

Volunteer Appreciation Lunch (March) - No discussion

Annual Meeting - To be held February 20, 2018 at the YRCC at 5:30pm. Leah to do agenda, Kim to do proxy forms. Be at the Center by 5pm.

Community Calendar -no discussion.

Motion to adjourn by Kurt, second by Phyllis. 4:30pm.

Next meeting Tuesday March 13 at 3pm.