

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

**Board Members Present:** Phyllis Billeter, Leah Tidey, Michelle Jacobson, Joyce Dennison, Frances Lechner.

**Board Members Absent:** Rebecca Wilks, Steve Spence

**Staff Present:** Kim Lytle, Nina BourBeau

**SAA's Present** - Jerrie Lea Hopf (North Ranch), Barbara Coleman, Mac and Glenda McBrayer (Wilhoit)

**SAA's Absent** - Margaret Page (Congress)

**Guests** - Donna Twigg, Pam Lusk

Meeting was called to order at 2:30pm by Michelle Jacobsen, President

**Minutes of February 18, 2018** - Motion to approve by Joyce, second by Leah.

## **Reports**

**Treasurer's Report** - Nina is waiting to hear from the Auditor; she will reach out again. Frances asked if all present understood the Treasurer's report in the format it existed. There is some confusion, so she will reorganize. She wants to work on the numbers and do some fundraising for new expenses coming up connected to the hiring of the new Executive Director. Also going to investigate insurance to see if we are getting the best deal. Kim noted that budgeted amounts and actual fluctuate based on 4 week vs. 5 week months.

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

March EBay sales looking good. Michelle reminded all present that when high end items are donated they need to be given to thrift store personnel directly. We need more furniture and other high end stuff. Perhaps we can find a volunteer that would scan newspapers and attend estate sales.

Volunteer Handbook - Rebecca to edit. After 1<sup>st</sup> round edit provide handbook to Board and SAA's for review before finalization.

Programs & Services: Social Activities Update - Last update was 2013. Frances will update and include with Club Yarnell and a copy will also go to the Procedure Manual.

Monitoring Update - NACOG found four small issues to fix.

North Ranch Update - Monday, March 26 about 60 people are coming for lunch. They will pay \$10 per meal and will dine after regular lunch crowd.

Volunteer Appreciation Breakfast - Saturday, March 31 at 8am. Servers to be at YRCC by 7am. Friday at 3pm to set up tables and prepare dining room.

Food Handler's Class - April 3 at 10am at the Historic School in Peoples Valley.

Septic System at the YRCC needs to be pumped out. Cost is about \$400.

## **Committee Reports**

**Fundraising:** Phyllis - Country Fair - Mary Westwood has received the pieces she needs to make the kids' musical instrument. Joyce gave Phyllis the number of an archeologist that wants to be included in the Country Fair.

Progress is being made in filling out paperwork for the AZ tax credit. She will contact Kurt to add a link to the YRCC website when active. Estimate to be finished is three months.

Birthday Night - Because of music copyrights there is no more music at the Family Diner. Possibly move to the YRCC and have food truck outside? Have musicians research "public domain" songs they can sing. Come under Club Yarnell umbrella insurance and do all at the YRCC? Start in June. Leah to talk with Denise, Family Diner before any action is taken. Maybe do dinner at the Diner and dance at the YRCC?

**Executive:** Michelle - Board Training Plan on hold for now. Maybe a mini-retreat.

Web Volunteer - Playing phone tag with William. Kurt is open to helping Michelle learn the website.

Del Webb - Donating 30 tickets to March 25 show - Zurich Chamber Orchestra 7:30pm. Tickets will be dispersed on a 1<sup>st</sup> come/1<sup>st</sup> serve basis. Frances suggested offering to YRCC volunteers and then open up to others using a sign-up sheet over the next week. Meet at the YRCC and carpool.

**Outreach: SAA's** - Jerrie Lea - has brochure boxes on the way for newsletters. Glenda - contacted a woman in Wilhoit who had contacted Kim and wants to help in some way. Kim to follow-up with her on possibilities. Glenda also spoke to the water company regarding the woman who can't pay her bills. Left NACOG contact info.

Need an SAA from Skull Valley and Kirkland.

**Club Yarnell:** Frances reported 14 people showed for the "Healing with Horses" event. Reminder March 29 collaboration with the Library, "Munch and Learn". Upcoming comedy event April 21. May - geology event.

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

## **Development Coordinator**

Michelle - ACF-YC grant written and submitted. \$14,470 for \$34,470 expenses. Thrift store related. Calls and emails about the website, updating the new board list onto the ACF website and GuideStar website.

## **OLD BUSINESS**

**Fundraising Software:** no discussion.

**Newsletter Subsidizing:** Received \$120 (covers 2 months) from Good Samaritan Yavapai Hospice. Two new donors are interested.

**Collecting Stories:** MOW, how people are impacted by our programs. Post in Daily Courier, Wickenburg Sun. Kim to do.

## **NEW BUSINESS**

**ED Search Committee:** Frances - six applications, two or three more might come. Resumes across the board. End of March to begin interviews. Two candidates are flying in at their own expense. March 16 is the deadline for applications. Search Committee will be the first level of interviews and the second round will include a staff member and/or volunteer.

**Volunteer Appreciation Lunch :** Discussed with ED report. March 31<sup>st</sup> at 8am.

**Proxy voting & Bylaws review** - no changes at this time.

**Memorial Board idea: tree of life:** - dedicated to people who have passed that were a part of the YRCC; whether worker or client. A leaf on the tree to recognize them. Possibly get info from family member. Need someone to chair and gather ideas. Needs to be a design that can be continued. Glenda to contact company that makes plaques. Kim to begin & talk to others and get ideas.

**Volunteer Handbook** - discussed under ED Report.

**Procedure Manual** - Rebecca to edit. Digital version to be sent to her.

Motion to adjourn by Frances, second by Phyllis. 4:00pm.

Next meeting Tuesday April 10 at 2:30pm.