

**Jennings County Youth Foundation
Regular Board Meeting
April 17, 2019**

Regular Meeting: The Jennings County Youth Foundation held its regular meeting in the Jennings County Youth Foundation office of the Jennings County Education Center, 100 S. Webster Street, North Vernon, IN 47265. The meeting began at 6:00 p.m.

Board Members present were Kelly Hatton, Barb Galliher, Casey Ernstes, Cindy Summerfield, and Vicky Lacey.

Agenda

- Purpose
 - The President opened the meeting by reviewing unfinished business.

Unfinished Business

- The board reviewed the minutes from the meeting on March 20, 2019. Kelly and Casey decided that the March newsletter would focus on the announcement of the Boys and Girls Club and the Casino Night Fundraiser. This was sent to everyone and posted on our website and Facebook. Barb and Cindy are continuing to work on the 990. The deadline is May 15. Angi and Cindy have been collecting quotes for shirts. The design has been made and we just need to get them ordered. The brochures, letterhead, and return labels have been ordered and received. We are still waiting to hear back from corporate to do the handprint fundraiser. Barb is contacting other businesses to do it as well. Casey will write a letter to take to the businesses. Barb is going to follow up with Vera Bradley and we need to contact the auction about purses still. Kelly sent the Casey the publicity checklist. Angi suggested that we don't build a storage building since we are going to have a place in the Boys and Girls Club. We are going to look into getting a storage unit for now. Currently we have two locations for the Summer Food Program (CSL and NVE), but we still need a 3rd. We have been contacting several people. Casey sent out a RSVP Google Form for the volunteer thank you dinner.

Reports

- Treasurer's Report
 - Information about all our accounts was provided.
 - i) Main \$52.71
 - ii) Summer Food \$12,834.80
 - iii) Gaming \$671.98
 - iv) Affordable Christmas/Kids Camp \$15,669.98
 - v) Savings \$25.11
 - vi) Savings Main \$25.10
- Donations in 2019
 - \$12,129.68

- We need to make sure that we are updating Quickbooks right when we get donations so that we know the total at all times.
- Expenses in 2019
 - We are still working on some of our expenses so far this year.
 - \$170 on bikes for Affordable Christmas
 - \$50 gaming license

Committee Updates

- Handprint Fundraiser
 - We are still waiting to hear from Casey's about doing the handprint fundraiser. Casey contacted Staples about how much it will cost to get the handprints printed. It will cost \$89.70 for 1,000 copies on colored paper. We are going to approach other businesses to sell the handprints and display them. We will add the hashtag "#supportouryouth" to the handprints.
- Fundraisers
 - We decided that the fundraisers would not be advertised to support a specific cause other than the Casino Night. Instead, the money will go into the general fund and be used as seen fit by us.
- Summer Food Program
 - We are still in need of a third location for our Summer Food Program. The application is due on April 30th. CSL and latchkey at North Vernon Elementary are two of our locations. There could be a possibility of NVE shutting down for 2 weeks or moving to the middle school. If the location is moved, we will have to update the application. We are going to follow up with LaDonna Simpson and Lisa Vogel about the Summer Food Program. Barb told us that there are 4 churches out in the Graham Creek and Commiskey area are going to band together to provide the children with food for 4 weeks in the summer. Training is Tuesday, April 23 at 6PM for about an hour. We will document all the people that we train and they will sign that they received the training.
- Grants
 - Barb is going to share the list of grants with Casey. We need a spreadsheet that contains information about the grants: who, what it is for, when it is due, and who is writing the grant. Kelly is going to schedule a grant training internally. Casey will do an outside grant writing training. We are going to make a document with data and common information that is required for grants so that we all can write grants.
- Casino Night Fundraiser
 - We talked about adding more ways for people to purchase tickets. We already have it set up so that people can purchase tickets online. We are also going to allow people to contact us and purchase tickets over the phone or in person. We also discussed adding a corporate table. Kelly was going to look at the benefit limits at work before we decide how much to charge for the corporate table.
- Pack the Bus

- Barb is going to get ahold of Walmart and discuss doing a Pack the Bus fundraiser with them. We will park a bus at Walmart and let people fill it with school supplies. We are going to try and do it around the same time as the school supplies sale at Walmart.
- Summer Kids Camp
 - We need to know how much money we need for the camp. We also need to know where we got the money for kids camp last year. We currently have \$3,900 so we want to try and keep the expenses under \$4,000. Casey is going to look at the book and see what we are going to do for the camp.

Members Committee Update

- Volunteers
 - Kelly wants to create a volunteer profile to highlight our volunteers. We will talk with volunteers about how long they have worked with JCYF, what programs they have helped with, why they volunteer, etc. We want to learn more about our volunteers and recognize them. We discussed possibly recognizing them at the volunteer thank you dinner at the end of the year.
- Youth Advisory Committee
 - We are inviting the students that wrote essays about philanthropy and where in the newspaper to the youth advisory committee. Casey is going to reach out to these kids. One has accepted the offer. We are also contacting Key Club (the president has agreed to be on the committee already) and Student Council as well. We are looking for two representatives from each group.
- Tracking Hours
 - We need to make sure that we are using the Google Form to track hours.
- Thanking Donors
 - We currently have a system for thanking donors. Casey has been sending thank you letters and donation receipts to donors as she receives the donation. We need to all make sure that we keep this up.

Communications and Outreach Committee Updates

- School Flyers
 - Casey is creating a flyer for the school to inform the families about the upcoming programs. Our goal is to get it to the school by May 17th. Teresa approved this and we are still waiting on the numbers.
- Legal Announcement
 - We need to make sure that the legal announcement is in the paper two weeks before the program begins. We are going to try to put this in the paper around the same time as we send the flyer home with students. We will also talk to Bryce about writing an article that includes all the information about our programs and upcoming fundraiser events. Kelly is going to introduce Casey as our new communication person.
- Boys & Girls Club Survey

- We are looking for property for the Boys and Girls Club. We have several locations printed off to discuss. Casey is going to send out the research form to surrounding Boys & Girls Clubs. We cannot do the spring Community Block Grant. We need time to get everything ready. We are going to apply in the fall. ARA is going to put a timeline together for us so that we have everything ready to apply in the fall. We are creating an advisory council to help with the Boys and Girls Club. The council so far is Trent Wisner- City Council, Matt Sporleder- County Commissioner, Shawn Gerkin- Clerk Treasurer, Teresa Brown- JCSC, Tyler Stock- Coldwell Banker, Tom Taylor- Local Business Owner & member of JCYF Strategic Planning Committee, Jerry Lamb- City Council, and Barb Shaw- Community Foundation. We need to think making a board comprised of design, legal, funding, and accounting. We need to make sure that we have an outside source that handles the money. Kelly is going to get more information about the Boys & Girls Club fund so that we can transfer the money over to the fund.

New Business

- 990
 - The books are balanced through February. We are waiting on the bank statement to do March. We are going to arrange an audit before we do the 990. Stacey King put us in contact with a CPA in Columbus. We are hoping that he will do this audit for free. We need to figure out who he is and how much the audit will cost. The paperwork is ready to do the 990. Stacey King and her mother's business are going to do the 990. Barb told Royalty not to do the 990. The guy is going to come and audit the books from 2014 to 2018, redo the 2017 990, and file the 2018 990. We need to get a statement of work from this guy.
- Quickbooks
 - Kelly wants to make sure that we add the class on the Quickbooks so that we can run reports. We need to make sure that we are tagging items. We need to be able to run a report so we can see how many people donate, who it was from, what we spent the money on, etc.
- Storage
 - We are going to use the Affordable Christmas money to purchase a storage unit to keep our Affordable Christmas items in. Cindy was going to ask about the storage units near Crystal Glades. We want to keep the price of the unit under \$50. We discussed waiting until school ends to move the items so that Casey can inventory the items as we move them to the storage unit.
- Donations
 - Casey created a Google Form donation receipt. When we get donations, we need to make sure that we are putting the donation into the Google Form right when we get the donation. Kelly suggested that I change the form slightly. Make a section for the source that includes board member, businesses, in-kind (not cash), individuals, and organizations (churches, groups, etc.), grants, program income, and fundraising income. We can also fill out a paper version and put it in the bottom tray and Casey will put it in the computer.

- Insurance
 - Kelly printed our insurance and wants someone to look through it and see how much we were supposed to pay, how much we actually paid, and how much it says we paid in Quickbooks. We also need someone to see if our current policy covers the Boys and Girls Club. Barb is going to have an insurance agency to look at it and give us suggestions.
- BGC Liason
 - Andre Arrlington is coming in Monday at 5 PM to meet with us. He is also attending the City Council meeting at 6 PM at the old library. He will be there to answer any questions. He will take a tour of Jennings County to weigh in on the location of our Boys and Girls Club. We need to ask him if there will be a membership due that we will owe the Boys & Girls Club.

Action Items

- Decide what to put in April newsletter and send out in April
- Figure out expenses and donations for the year
- Barb will follow up with CPA and get the name and cost for audit
- Cindy will follow up with Angi on the shirts
- Add a search bar at the top of website
- All member will find purses and donations for Casino Night
- Cindy is going to look for storage unit under \$50
- Find a 3rd location for the Summer Food Program
- Barb will follow up with LaDonna and Lisa about Summer Food Program
- Print the handprints when we have locations
- Add section to Donation Google Form for source
- Kelly will introduce Casey to Bryce
- Schedule a grant training session
- Kelly is going to talk to the Community Foundation about the Boys & Girls Club fund

The Board Members of Jennings County Youth Foundation did not discuss any subject matter other than that specified in the Public Notice.

BOARD MEMBERS

Kelly Hatton- President

Tina Kuzdal

Angi Grider- Vice-President

Casey Ernstes

Barb Galliher- Secretary

Vicky Lacey

Cindy Summerfield- Treasurer