

Board of Directors Meeting

January 18, 2017

4:00pm-5:30pm

- **In attendance:**

Shawn Harrison, officer
Janet Zeller, member
Kurt Spataro, member
Mica Bennett, member
George Cook, member
Blake Young, member
Maxine Clark, member
Mary Hogarty (phone), member
Paul Cultrera (in air, his votes by proxy thru Janet), member
Brian Sehnert (phone), member
Melanie Choy, SBF staff, note taker

- **Budget Discussion**

George: throughout the year we meet as a finance committee. We met more last year than usual, adjustments made during year, they've (Shawn and Janet) been good at managing budget and revenue throughout the year. Gross revenue within percentage on both expense and revenue side; will be improving operational efficiencies, not a big increase, not a big deviation from past years.

Shawn: we made certain investments as a board and they made a difference in the 2016 year, when you compare 2016 to 2015, investment in a Fund Development manager really helped with event underwriting; youth and adult education investments increased with classes and revenue: 111 classes last year alone brought about 1900 adults. Good investments paid off. Some areas flat, like farm sales. Grants increased but not as much as hoped. When we make investments as a board, in staff in particular, its proven beneficial when done strategically. Expenses growing with investments in ranch, fund development.

Blake: what's the connection between class attendees and asking for donations? Suggest you should add that follow up for a donation.

Shawn: increase investments in site development. In 2016 received commitments - county was 32K went to 60K; city of rc 250K+ for planning design for new entrance; plus verbal commitment to work on farm stand; investment in operations manager paid off.

Budget is asking you to continue with education program, development of ranch, Fund Development staff.

The 'A' budget: we want to be there soon, but we are not there yet. We are asking the board to approve budget 'B' and then if we realize new opportunities we will work towards budget 'A.' In the 'B' version we have some staff reductions, which we would not have done if we were more flush.

Our expenses in 2016 were higher than our projected 2017 expenses.

Blake: come back and consider bringing back staff

Janet: labor costs increased due to cost of living increases, change of responsibilities

Blake: need to add cost of living increases to keep staff morale up

Reduction in staff impacts Operations Manager position. Shawn will take some of that work back for now, hoping Operations Manager will take on different volunteer and program management position; made another hire on program side that will offload more from Shawn.

Blake: operations has got to be taken off of Shawn's plate

Shawn: someone needs to manage some of those site development details. By the time those things are ready to roll someone needs to be in place

Mica: if we work toward budget 'A' is that for this year? Are there benchmarks to hit to move to budget A?

Blake: we could make a motion to approve B, but in light of revenue change come back to board with request move to Budget A

Brian: question - facility improvements, you said you would have more improvements this year than the previous year. correct? [yes more capital expenses, not all are facility improvements]

County and City investments are not in our budget but if we are managing it means using Shawn's time.

Looking at projected budget 6500 6600 - what kind of improvements are you thinking of doing in terms of office/bldg.

Shawn: Capitol improvements this year are a tractor, 2nd van (kickstarter), irrigation for back 20, seeder for cover crops, driveway repaved, caretaker and schoolhouse roofs (\$30K), cooler unit addition - all adds up to just over 100K (see financial plan summary sheet) Most funds are already allocated. City is paying for planning and design work of a new entrance; we will repave in the meantime.

MOTION 1:

Mica moves to pass budget plan b, and if revenue exceeds plan b SH and JZ are authorized to come back to board to do additional investments listed in plan A. Second by Brian

AYES:

Kurt
Mica
George
Blake

Maxine C.
Mary (phone)
Brian (phone)
Sara (email)
Maxine Barish Wreden

NAYS: 0

ABSTAIN: Janet Zeller

Financial Plan approved

MOTION 2

George nominates Jared Dong to board of directors
Blake seconds

AYES:	Blake	Maxine BW (email)
Janet	Maxine	Paul (by proxy)
Kurt	Mary (phone)	
Mica	Brian (phone)	NAYS: 0
George	Sara (email)	

MOTION 3

Blake nominates Kevin Barri to Board of Directors
George seconds.

AYES:	Blake	Maxine BW (email)
Janet	Maxine	Paul (by proxy)
Kurt	Mary (phone)	NAYS: 0
Mica	Brian (phone)	
George	Sara (email)	

MOTION 4:

Paul (through proxy Janet) nominates Terese Esperas to Board of Directors
Maxine seconds.

AYES:	Blake	Maxine BW (email)
Janet	Maxine	Paul (by proxy)
Kurt	Mary (phone)	
Mica	Brian (phone)	NAYS: 0
George	Sara (email)	

Final Comments:

- Members who are cycling off will get individual circled back and taken care of at next meeting
- **ACTION:** ATTEND NEXT BOARD MEETING February 8- official 2017 board meeting 5:30 to 8pm, Jennifer Alpert, Lester Consulting 30 minutes of business, 2 hours of training, food as well
- **ACTION:** Check your bio on the website, if you don't have a personal statement send it to Rebecca.

ADJOURN