

CHOICE AND CONSEQUENCE BOARD OF DIRECTORS MEETING MINUTES

Nov 17, 2004

6:00 p.m. – 9:00 p.m.

Gordon & Emi McElroy's House

13004 25th Ave. S.E.

Everett, WA. 98208

The Choice and Consequence Board of Directors met on Wednesday, November 17th, 2004. The following members were present / absent:

Present

Colleen Williams

Tim Blair

Deborah Parker

Rima Blackwell

Barbara Otonicar via Conference call

Kathy Ketchum

Gordy McElroy

Absent

Rebecca Rose

1. Old Business:

A. Review Previous Meeting Minutes:

The meeting started with a review of the previous meeting minutes. The Board reviewed and voted to accept the minutes without changes.

B. Executive Director and Health Educator job descriptions:

The Board reviewed and voted to adopt job descriptions.

C. Corporate Bylaws:

A discussion of the proposed Bylaw changes resulted in changes being made as follows:

“Inc. and ®” were removed from the document to comply with State law.

Article I, Section 1.02., last sentence was changed to read “to youth and adults of diverse backgrounds.”

Article III, Section 3.03., added “The Board requests a 30 day notice.”

Article III, Section 3.04., first sentence changed to “four (4)” regular meetings a year.

Article IV, Section 4.02., deleted “but shall not exceed two (2) years.”

Article IV, section 4.03., added “The Board requests a 30 day notice.”

Article IV, section 4.08., deleted “two full-time (40 hours/per week).”

The board reviewed the amendments to the Bylaws and voted to certify and adopt the changes. The Executive Director was authorized to submit the revised bylaws to the Secretary of State and the Internal Revenue Service.

2. New Business:

A. Resignation of Current Board Members:

Since our previous meeting several board members resigned. The board acknowledged the following resignations:

Jack Wilson
Marielle Harrington
Mandi George

B. Appointments of new members and position assignments and changes:

Gordon nominated Deborah Parker for Treasurer and Rima seconded.
Gordon Nominated Rima Blackwell for President and Deborah seconded.
Rima nominated Tim Blair for Vice President and Gordon seconded.
Rima nominated Gordon for Secretary and Tim seconded.
Barbara Otonicar has relocated but remains on the Board as an Officer and human resources consultant via conference calls.

C. New Member Proposals:

The Executive Director was authorized to pursue the possibility of inviting Mark Lee to join the board. Mr. Lee is a certified substance abuse prevention/intervention specialist and would benefit the board in many ways.

D. Signature Authorizations:

Gordon brought up the necessity to secure new signature authorization forms for the newly elected Board members at the Bank of America. The Executive Director was authorized to complete this task.

E. Grant Proposal Status:

A grant proposal made to the Glaser Foundation remains under consideration. The Foundation requested more information about C & C approximately ten weeks ago. Ms. Williams complied by sending articles, a brochure, and letters from teachers and youth supporting the organization.

F. Letter Evaluation:

The board reviewed the letter evaluation proposal provided by the Health Promotion Consulting firm and prepared by its President, Mandi George. The fee of \$2860 was considered. The board agreed the categorization and summary of over 9,000 letters was necessary to increase the chance of receiving grants. Ms. Williams was instructed to obtain two more bids and to engage the lowest bidder. The date due for the summary will be the end of December.

G. 2% funding: Ms. Williams reported that Julie Bartlett at the Snohomish County Drug and Alcohol office recommended that a summary of the letters be completed for inclusion in the grant request. The grant proposal will be submitted for \$10,000 to engage an evaluation firm to design and implement a longitudinal research study.

H. Staffing Levels:

The board agreed that three full time Health Educators and the possibility of contract educator be added as soon as sufficient funding is secured. This level will be required to deliver 300 presentation days a year.

3. Treasurers Report/Budget:

- A. The board reviewed the pricing policy for the 2005-06 school year business plans and agreed that gradual price increases are in order. Gradual increases over a period of two years should be allowed for supporter adjustment and planning.
- B. Ms. Williams provided the Board with a break even calculation form. The Price for services within two years would need to be \$1200 per day for 300 presentation days to cover the direct costs for providing the service and the cost for an executive director, three fulltime health educators, health insurance and vehicles.

4. Marketing and Fundraising Plan:

A. Seattle Storm Fund Raiser:

Rima introduced the idea of asking the Seattle Storm Women's basketball team to sponsor a basketball camp fundraiser. The proceeds would go to C&C to help schools pay for presentations they would otherwise not be able to afford. Ms. Williams was authorized to contact the team.

B. DVD mailer:

Ms. Williams was instructed to obtain three bids for the development of a marketing DVD. Several of the board members offered ideas such as having it include portions of a presentation and possible interviews with C & C supporters in the community.

C. Tulalip Casino Table Fundraiser:

Deborah opened the possibility of C & C applying for a grant from the Tulalip Tribal Casino. The state requires the Casino to make grants to nonprofit organizations in the community. Ms. Williams was authorized and instructed to submit a grant proposal to the tribe by December 15, 2004.

5. Youth Board Application:

The board had time to review the Youth board application. With the proposed changes to the document, Tim motioned to accept and Rima seconded. Ms. Williams was instructed to make the changes and send out to the board for review. The application will be placed on the web site and sent out to local schools.

6. Meeting dates for 2005:

The following dates were submitted for approval:

Wednesday, February 16, 2005	6:00-9:00 pm
Wednesday, May 25, 2005	6:00-9:00 pm
Wednesday, August 31, 2005	6:00-9:00 pm
Wednesday, November 16, 2005	6:00-9:00 pm

The meeting place for 2005 is Providence Everett Medical Center, Colby Campus, 1330 Rockefeller, Mount Adams Room. (First floor across from the pharmacy)

7. Meeting Adjourned:

The fourth quarter meeting for C & C adjourned at 9:00 pm.