

(Action items are in red font.)

## CHOICE AND CONSEQUENCE BOARD OF DIRECTORS MEETING MINUTES

December 18, 2003

5:00 p.m. – 8:00 p.m.

Clint and Mandi George's House

1048 NE 91<sup>st</sup> Street

Seattle, WA.

1. The Choice and Consequences Board of Directors met on Thursday, December 18<sup>th</sup>, 2003. The following members were present/absent:

### **Present**

Colleen Williams

Jack Willson

Rebecca Rose

Mandi George

Rima Blackwell

Barbara Otonicar

Kathy Ketchum

### **Absent**

Stacy Butchart

Marielle Harrington

2. **Christmas Dinner:** The meeting started with each board member dishing up a wonderful pot luck Christmas Dinner. Everyone ate dinner and discussed their holiday plans. The youth advisory invitees were unable to attend the meeting due to illness and holiday schedules. **Colleen will contact youth after the New Year to set a new meeting date for them.**

3. **Treasurers' Report:** **Colleen informed the group that she would send out the Treasurers' report for the 4<sup>th</sup> quarter to the board.** Colleen asked the board if they would revise the policy for the purchasing approval. Currently, the policy states that she has to get a signature for anything over \$50.00. This has proved to be too labor intensive and the board revised the amount to \$500.00. For any item over \$500.00 there will be a requirement for 2 or 3 bids for cost comparison and a second signature.

4. **Employee Handbook Review & Vote:** **Barbara and Colleen informed the board that the Employee Handbook had not been finished yet but that they would have it finished by the next board meeting. The general manager's and presenter job descriptions were also tabled until the next board meeting.**

5. **Budget Submission for Three-Year Project, Review & Vote:** The board reviewed the budget proposal for any line items that Colleen may have missed or needed to be increased. After reviewing the budget proposal the board agreed that the following changes needed to be made to the budget proposal:

- A. **A line item for business insurance needed to be included. Colleen suggested that she call around and get some quotes for the business insurance and have the board vote on a selection.**
- B. **The marketing budget needed to be increased to \$10,000.00**
- C. **Travel budget needs to be at market value of .375 per mile to reflect the 2004 rate.**

**D. The numbers on the budget proposal need to be reworked for accuracy. Colleen will resubmit to the board for a vote by email when these items have been resolved.**

**6. Policy for Free & Reduced Price Presentations, Review & Vote:** Mandi commented that she has been researching what other similar organizations that are non-profit do when they are faced with the request of free services. Additionally, Barb suggested that Colleen consult with a lawyer to make sure we can legally do quid pro quo presentations and that none be done until a lawyer can advise on the proper procedures for doing so. Colleen informed the group that at this point C&C could not afford to give any free presentations away. As of January 1, 2004, with the addition of Providence Everett Medical Center's (PEMC) donation of The Real Inside Story, the three presenters will be regular part time employees and will be paid \$30 per hour for presentations. Until grants are received, or other donations, a fee for service must be charged to cover the direct costs of operating. No grants have been received but Colleen continues work on grant writing. The board discussed the urgency of making sure that we work together as a team to keep CC viable and this was only going to happen if we could cover our direct costs for giving presentations. **Consequently, the board decided unanimously that no more free presentations would be scheduled until grant funding would allow this to occur. Additionally, the board would establish a policy regarding free presentations as soon as all the information was in on what other non-profit organizations do to handle similar situations. The process for deciding who shall get a free presentation must be fair and equitable and not show any favoritism for one group over another.**

**7. PEMC, "The Real Inside Story" Update, Letter of Understanding:** Colleen informed the group that based upon the "Real Inside Story" donation agreement made between PEMC and C&C the price of \$300 set for the presentations for the 2003-2004 school year with the schools that have already booked a presentation or been quoted a price by PEMC must be honored. The \$300 charge does not cover operating costs but only applies through the end of the 2004 school year. Control of the program will be turned over to C&C as of January 1, 2004. **Board members instructed Colleen to find out the value of the program for tax purposes. The board made changes to the letter of understanding and Colleen was instructed to submit the changes to the PEMC marketing department for approval and to sign the agreement when completed.**

**8. New Business, Agenda and Tasking for Next Quarter Board Meeting:** Rebecca suggested the idea of making a tape of the presentation for possible sale. Board members thoughts were that a tape might take away from the presentation and cause possible opportunities for development of future organization activities to be lost. The possibility of using a short clip for marketing purposes on the web site was discussed as something that might be used and that has been effective on other web sites.

The items that the board agreed to revisit are -

**A. Three Year Budget Proposal**

- B. Employee Handbook**
- C. Liability Insurance**
- D. Combined Federal Campaign & United Way applications**
- E. Grant writing status**
- F. General Manager job description**

**9. Set Next Meeting Date & Time: The board agreed to meet again on March 18<sup>th</sup>, 5:00-8:00 p.m. Gordy volunteered to host the meeting at his house.**