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# **Board of Directors**

# **Meeting Minutes & BOD Packet**

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October 25, 2018

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## BOARD OF DIRECTORS MEETING MINTUES

### Details

Date: October 25, 2018 @ 7:30am

Location: YMCA OC – BOD room

### Presiding

John Rochford, 1<sup>st</sup> Vice Chair

### BOD Attendees – A quorum was present

Greg Custer	Michael Hahn	Minh Hoang	David Lamb
Jeff McBride	Juliette Meunier	Jess Meyers	Mike Proud
John Rochford	Don Saulic	Jay Scott	Weikko Wirta

### Other Attendees

Staci Costello	Dolores Daly	Crystal Immerman	Carol Kolarov
Joyce Kirchhofer	Miguel Quintero	Anna Romiti	Christine Salas

**Call to order** – John Rochford, 1<sup>st</sup> Vice Chair

**7:35am**

**Invocation** – David Lamb, 3<sup>rd</sup> Vice Chair

**Approval of Minutes** – Michael Hahn, Secretary

Michael Hahn reminds the BOD that we did not have quorum last month so the May 24<sup>th</sup> 2018 minutes could not be approved therefore we need to vote on them today. Michael asked if everyone had the opportunity to review and if there were any questions.

- May 24, 2018 BOD Minutes
  - Don Saulic motions to accept
  - Mike Proud seconds the motion
  - 11 ayes, 0 nays and 0 abstentions – APPROVED MINUTES AS PRESENTED

Michael asked if everyone had the opportunity to review the September 27, 2018 minutes and if there were any questions.

- September 27, 2018 BOD Minutes
  - Jess Meyers motions to accept
  - David Lamb seconds the motion
  - 11 ayes, 0 nays and 0 abstentions – APPROVED MINUTES AS PRESENTED



## BOARD OF DIRECTORS MEETING MINTUES

### **Presidents Report** – Jeff McBride, President

Jeff explains that the intent moving forward at our BOD meetings is to introduce the BOD to the staff. Jeff and the rest of the executive leadership team (we) want to empower our staff and have them really show off who they are and what they do on a day to day. (We) feel it's very important to the BOD that you meet and know the staff that makes it all happen. (We) are so proud and (we) know this organization will grow immensely with the staff and new culture that is in place. (We) we want you all to see firsthand the wonderful staff we have and see what they do.

- **Mission Moment – Aquatic Safety**

- Carol Kolarov gave a brief intro to the Aquatic Safety Program and then showed the following video
- [https://drive.google.com/file/d/1ODrQPbMID\\_EzIY7z6uiO7FboYkLqfVWc/view](https://drive.google.com/file/d/1ODrQPbMID_EzIY7z6uiO7FboYkLqfVWc/view)

- **Quality Assurance**

- Christine Salas give a brief introduction and background on Carol and Staci.

- Staci Costello
  - Staci has been with YMCA for 20 years.
  - Gave background on where she has been and how she eventually “landed” in Quality Assurance.
  - Staci shared a success story. When she first started her role in QA she had to audit a longtime friend and that friend did not do well at all. It was very hard on her (Staci) and her friend. So Staci collaborated with this person and put a plan of correction in place and worked! The question was really “is it sustainable?”. Staci happily reported that it's been well over a year now since that plan of correction was put into place and it is still working!
- Carol Kolarov
  - Carol has been with the YMCA for almost 21 years.
  - Also gave a background on where she came from and gave a brief description on her day to day role.
  - Joyce and Juliette added that in addition to the branch audit they also conduct financial audits.



## **BOARD OF DIRECTORS MEETING MINTUES**

- Dolores added that auditing is not the only thing they do. And gave an example stating that we have an incident protocol system and when an incident arises at a branch or location they are both notified as well as certain leadership personnel. As soon as that notification goes out I will get an email from Staci or Carol saying “I’m on my way to this branch to help”. They are so engaged and responsive and dedicated. And because of their tenure at the YMCA and their background in multiple YMCA departments it makes them experts in every aspect of quality in every department, branch and/or location.
- **Purchasing – Miguel Quintero**
- Jeff wanted to give a brief background before Joyce gave her own introduction to Miguel. He stated that in October of 2016 it was a difficult time here at the YMCA and he knew he needed to do something different. He needed someone that would “color outside of the lines” and have a “go for it” mentality. The first person he thought of was Miguel. This was for an initiative we now call “Project GROW” and I asked Miguel to lead this “GROW” team to help change the culture and to help employees feel appreciated.
  - Joyce gave a background on Miguel; been with the Y for 15 years but started this new position (purchasing manager) in July. He’s been in ops, membership, and child care and now here at AO. He completely understands the workings of the YMCA inside and out because he has experience in all of them.
    - Miguel reconfirmed he has been with the YMCA for 15 years from starting in a kids zone, to front desk, membership coordinator, child care director. He has been at AO for 8 years. Miguel added that it was a tough culture about 2-3 years ago. It was a tough leadership team and he was pretty unhappy. He adds that there was never any kind of staff recognition and he saw several of his colleagues unhappy and suffering because of it. So when Jeff asked for Miguel to lead the GROW team he was all for it. The new culture is all about helping our own staff. Jeff had a vision of changing the culture, more people working together and being more collaborative. When Jeff told Miguel that he had his back Miguel was all in and it worked! Miguel thanks the BOD members for sticking behind Jeff and supporting him on this one because great things have



## **BOARD OF DIRECTORS MEETING MINTUES**

happened already and will continue to happen within the YMCA. Not only at the AO office but throughout the entire organization.

- Purchasing and Savings
  - See BOD packet on the BOD portal for all savings details
- **BOD Portal**
  - Crystal Immerman
    - The BOD meeting was running short on time so Crystal briefly explained what the BOD portal is and will email the link, password and instructions to the group.

### **Vice Chairman's Report** – John Rochford, 1<sup>st</sup> Vice Chair

- Thanked everyone for the unanimous e-vote for the 2017 tax return for YMCA and for Tipper, LLC. Joyce confirmed it has all been filed and we are good to go.
- The final culture presentation is here at the AO office on 11/6 at 10am. John encouraged the BOD to attend.
- November BOD is dark due to our retreat being on 12/7 – Waterfront Hilton in Huntington Beach. Crystal reminded everyone to please accept the invitation if you plan on attending and decline if you are not.

### **Finance Committee Report** – Juliette Meunier, Treasurer

- Juliette discussed the intersection points and explained how finance “intersects” with most of the other committees. The Finance Committee has already put in place their 2019 Chart of Work and part of that is to invite the Chairs from the other committees to a certain finance committee meeting to have a live crossover discussion and asked everyone to keep a look out for the invitations to follow. (Crystal inserting comment to minutes but was not announced during the meeting. Those intersection invitations have already been sent out for 2019.)
- Juliette mentioned the financial highlight page in the BOD packet and wanted to clarify something for the BOD. The actual and budget was significantly off; \$4 million dollars. The finance committee just wanted to clarify that this is because we took over Pomona and that is why there was such a large variance.

### **Other Business/QA**

- Jeff added that the YMCA of OC signed a management agreement Monday with the YMCA of Orange. There were some red flags at first and we did not want to leave ourselves vulnerable so we also signed a grant agreement. This basically means they



## **BOARD OF DIRECTORS MEETING MINTUES**

sign all their assets over to us. The management agreement goes into effect on 10/29 and the hope is that we will fully absorb YMCA of Orange in early 2019.

- Jeff also added that Christine Salas is working with LA YMCA as well as San Diego YMCA to see if we can form a partnership to be able to pool all of our staff together for a more robust healthcare package for our employees.
- Anna wanted to share that she is working on a campaign starting with the “giving season; November through January” and would love to get some quotes from the BOD members. We will be asking for a Statement from you telling everyone “Why you are a part of our Y”. So be on the lookout for that email from Crystal.

**Adjourn**

**855am**



## **BOARD OF DIRECTORS MEETING AGENDA**

### **Details**

Date: October 25, 2018 @ 7:30am

Location: YMCA OC – BOD room

### **Presiding**

John Rochford, 1<sup>st</sup> Vice Chair

**Call to order** – John Rochford, 1<sup>st</sup> Vice Chair

**Invocation** – David Lamb, 3<sup>rd</sup> Vice Chair

**Approval of Minutes** – Michael Hahn, Secretary

- May 24, 2018
- September 27, 2018

**Presidents Report** – Jeff McBride, President

- Mission Moment – Aquatic Safety
- Quality Assurance
  - Stacy Costello & Carol Kolarov
- Purchasing – Joyce Kirchhofer
  - Miguel Quintero
- BOD Portal
  - Crystal Immerman

**Vice Chairman's Report** – John Rochford, 1<sup>st</sup> Vice Chair

**Finance Committee Report** – Juliette Meunier, Treasurer

**Other Business/QA**

**Adjourn**





FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## ***BOARD OF DIRECTORS*** ***Remaining 2018 Meetings***

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### **7 December**

BOD Retreat

8:00am – 4:30pm

The Waterfront Beach Resort/Huntington Beach

### **12 December**

Holiday Party

Hornblower Cruises/Newport Beach

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## ***BOARD OF DIRECTORS 2019 Meetings***

Board Meetings are held at 7:30am on the LAST Thursday of the following months

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31 January

February – DARK

28 March

*26 April -Annual Meeting*

30 May

June – DARK

25 July

August – DARK

26 September

31 October

5 December\*\* - replaces November meeting date

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*Meeting Location: 13821 Newport Avenue, Suite 200, Tustin, CA 92780*

## 2018 - 2019 Committee Assignments

2018-2019 Board Officers**	Audit Committee	Board Advancement	Board Development
Coveyou, Rosanna (Chair)** Daly, Dolores (Asst. Secretary)** Hahn, Michael (Secretary)** Lamb, David (3rd Vice Chair)** McBride, Jeff (President)** Meunier, Juliette (Treasurer)** Rochford, John (1st Vice Chair)** Weikko, Wirta (2nd Vice Chair)**	Chacon-Bidwell, Alicia (AO) Hahn, Michael (Secretary)** <b>Kirchhofer, Joyce (AO)</b> <b>Meyers, Jess (BOD)</b> O'Connor, Katie (BOD)	Coveyou, Rosanna (Chair)** Custer, Greg (BOD) Daly, Dolores (Asst. Secretary)** Lamb, David (3rd Vice Chair)** <b>Saulic, Don (BOD)</b> <b>Steffen, Sarah (AO)</b>	<b>Coveyou, Rosanna (Chair)**</b> Hahn, Michael (Secretary)** Lamb, David (3rd Vice Chair)** <b>McBride, Jeff (President)**</b> Meunier, Juliette (Treasurer)** Rochford, John (1st Vice Chair)** Steffan, Sarah (AO) Weikko, Wirta (2nd Vice Chair)
C.A.R.E.S.	Compensation Committee	Executive Committee	Facilities Capital
Alonso, Lisa (BOD) Chacon-Bidwell, Alicia (AO) Daly, Dolores (Asst. Secretary)** Hahn, Michael (Secretary)** McBride, Jeff (President)** <b>Proud, Mike (BOD)</b> Romiti, Anna (AO) Scott, Jay (BOD) Stannard, Julia (Volunteer) <b>Steffen, Sarah (AO)</b> Svajda, Matt (Volunteer)	Alonso, Lisa (BOD) Coveyou, Rosanna (Chair)** Giovanonne, John (Attorney) <b>Lamb, David (3rd Vice Chair)**</b> McBride, Jeff (President)** <b>Salas, Christine (AO)</b> Scott, Jay (BOD)	<b>Coveyou, Rosanna (Chair)**</b> Daly, Dolores (Asst. Secretary)** Hahn, Michael (Secretary)** Lamb, David (3rd Vice Chair)** McBride, Jeff (President)** Meunier, Juliette (Treasurer)** Rochford, John (1st Vice Chair)** Weikko, Wirta (2nd Vice Chair)**	Chacon-Bidwell, Alicia (AO) <b>Daly, Dolores (Asst. Secretary)**</b> Kirchhofer, Joyce (AO) McBride, Jeff (President)** Rochford, John (1st Vice Chair)** Spriggs, Tony (Volunteer) Trump, Kevin (AO) <b>Weikko, Wirta (2nd Vice Chair)**</b>
Finance	Investment	Legal Affairs Committee	Program Development Fund
Chacon-Bidwell, Alicia (AO) Constable, Brian (Volunteer) Daly, Dolores (Asst. Secretary)** Fessler, Ryan (Volunteer) Hoang, Minh (BOD) <b>Kirchhofer, Joyce (AO)</b> McBride, Jeff (President)** <b>Meunier, Juliette (Treasurer)**</b> Peasley, Sean (BOD)	<b>Custer, Greg (BOD)</b> <b>Kirchhofer, Joyce (CFO)</b> Lamb, David (3rd Vice Chair)** <b>McBride, Jeff (President)**</b> Meyers, Jess (BOD) Saulic, Don (BOD)	Alonso, Lisa (BOD) Giovanonne, John (Attorney) Lamb, David (3rd Vice Chair)** McBride, Jeff (President)** <b>Salas, Christine (AO)</b> <b>Scott, Jay (BOD)</b>	Chacon-Bidwell, Alicia (AO) Coveyou, Rosanna (Chair)** Daly, Dolores (Asst. Secretary)** Proud, Mike (BOD) <b>Rochford, John (1st Vice Chair)**</b> Romiti, Anna (AO) Saulic, Don (BOD) Scott, Jay (BOD) <b>Steffen, Sarah (AO)</b>

Officer\*\*, Committee Chair, Staff Liaison



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# **Board of Directors Meeting Minutes**

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May 24, 2018

**YMCA OF ORANGE COUNTY  
BOARD OF DIRECTORS  
MINUTES  
MAY 24, 2018**

**PRESENT:** Jeff McBride, Rosanna Coveyou, Greg Custer, Minh Hoang,  
David Lamb, Juliette Meunier, Jess Meyers, Katie O'Connor,  
Mike Proud, John Rochford, Don Saulic, Jay Scott, Lisa Alonso

**BOARD MEMBERS ABSENT:** Michael Hahn, Sean Peasley, Weikko Wirta

**STAFF PRESENT:** Dolores Daly, Joyce Kirchhofer, Christine Salas, Anna Romiti,  
JoAnn DeLaHousaye

**STAFF ABSENT:** None

**GUESTS:** Sarah Steffen

The meeting was called to order at 7:36 am with a quorum present.

Jess Meyers gave the invocation.

**The April BOD Meeting Minutes were reviewed and approved. Dave – Motioned/  
Juliette Seconded /All were in favor.**

**Chairman's Report – Rosanna Coveyou**

Rosanna thanked everyone for agreeing to serve on a committee. Please reach out to her if you have any questions or feedback.

The EthicsPoint Taskforce met. We had a good discussion of how to improve our policies to make the Y stronger. Jeff McBride interjected that we need a process in place in order to avoid a reoccurrence of what recently happened. This was a very good meeting, with everyone wanting to go in the same direction of making the Y better. Thank you especially to Juliette for all she's done.

Board Retreat - We'll be rescheduling the Board retreat, but in the same timeframe on a Friday. We're really excited about this upcoming retreat!

Fun Events - May 8th was the Distinguished Service Award event. Dolores Daly stated that this was a great event. We'll continue to do this event where it just focuses on the volunteers. The Ride for Healing was another amazing event. Jeff said that this was a very moving event. This was for people who have been traumatized by serious events in their lives. The support from the staff for this was expedientially high. Joyce Kirchhofer stated how amazing this event was. She said that it was very meaningful and touched so many people, including her niece. Rosanna said that it's great that the employees are being encouraged to do things outside of the box. Please try to come to as many of these events as possible.

Rosanna then thanked Greg Custer for planning his Duffy boat events for the Board!

### **President's Report – Jeff McBride**

PDF and CARES are now available to the staff for them to make requests for funds for projects. The staff are feeling more empowered, so more requests are starting to come in.

We are continuing to address the cultural changes with staff.

Dale Dykema, a former Board member, recently passed and generously left us one million dollars. We have received two check from his estate so far.

### **Annual Campaign Presentation – Sarah Steffen**

Were at 85% of our goal for general fund raising. We're at 52% of Board goal. The Ride for Healing event was very successful, and made \$10,500. Most of our AO funds go to childcare. Board campaign funds go to childcare, mission based PDF/CARES, and then to Y Inclusion. Sarah has put the BOD on fundraising teams again this year. Fundraising packets were passed out to everyone. Our goal is to reach \$160,000 by the end of the year. Sarah will send out a "Teamraiser" link. Be aware though that it does take out service fees.

Sarah then presented Dave Lamb with a special recognition plaque from the AO. Dave has given over \$400,000 to the YMCA of OC over the last 22 years. Jeff said that Dave is very special to us as a person, and because of what he and his family bring to the organization. Thank you Dave!

### **Finance Committee Report – Juliette Meunier**

Juliette, Joyce Kirchhofer and the Finance Committee are working on getting the right level of financial information out to everyone. The committee is going to look at the financials by program next. The Finance Committee has also been meeting with other committees to come up with intersection points and triggering events that would cause the Finance Committee to get involved. We have draft policies around Facilities/Capital, Audit and Legal/HR committees. We're looking to do the same with the CARES and PDF committees.

The financial highlights are in the narrative that was included in your Board packet. Mission Viejo is now profitable and doing well. Joyce said that by the end of this month, we'll have transferred the deed from Pomona Valley, which is about \$4M, which will be shown on the financials. Joyce briefly talked about the cost of the recent legal situation. The cost for this is over \$400,000 as of the end of April, and we're not done yet. Rosanna asked about corporate wellness. What are we going to do about the money we're losing? Dolores Daly said that we're moving to regional wellness rather than corporate wellness. We're also looking at everything regarding membership. We have a membership resource team that is currently being led by Jenn Heinen. However, we're going to be adding a regional membership position which will include regional wellness.

### **Audit Committee Report – Jess Meyers**

The Audit Committee met with the auditors on May 7<sup>th</sup> to review the 2017 Audit. It was a clean opinion. There were no material adjustments made. Internal Control issue was cash handling, which management has already addressed. There were some suggestions and minor changes that were done. The auditors commented that this audit was like night and day compared to last year's. The 990 should be ready within two weeks.

### **CARES Committee Report – Mike Proud**

CARES is partnering with a new program called "Mentor Up". We heard other program presentations at our last meeting, but they didn't quite fit with our mission. Jimmy Lessard is our CARES champion at Huntington Beach and Allison Jacoby is our champion at Newport Beach. They are both very passionate about the CARES mission. We are hoping that these two people can help us find other CARES champions so that we can roll this out throughout the other branches. We recently had two barbeques to introduce CARES and the new branch Chaplains to the community.

### **PDF Committee Report – John Rochford**

Several people made presentations to us at our last meeting. Jeff said that the PDF Committee gave us a road map for the CARES Committee. We are modeling these two programs after each other. Dolores said that one of the programs that PDF will be approving is the Chapman University childcare course. We'll be partnering with Chapman University on this. John said that we should be tracking this new program closely. Jeff feels that this program is going to snowball.

### **Board Advancement Committee – Don Saulic**

We had a couple of goals that came out of the meeting. We're looking at using "Crescendo" for our planned giving. The committee is looking at how to push this out to everyone who would need it. We're looking at how we should we recognize large donors, and at best practices of other organizations. We're looking at having a team to vet these donations.

### **Consent Calendar – Rosanna Coveyou**

1. Recommended by Audit Committee
  - ⇒ Approval of Association's Audited Financial Statements, Exit Letter (SAS 114, SAS 115), and CUSD Agreed Upon Procedures
2. Recommended by Executive Management
  - ⇒ Approval of YUSA required Resolution Re: Child Protection and Aquatic Safety
  - ⇒ Approval of authorization to open Morgan Stanley account to transfer Pomona general funds for 22600 Sunset Crossing
  - ⇒ Approval of Resolution Re: Opening Morgan Stanley account to transfer Pomona general funds for 22600 Sunset Crossing
  - ⇒ Approval of authorization to open Morgan Stanley account to transfer Pomona campership funds
  - ⇒ Approval of Resolution Re: Opening Morgan Stanley account to transfer Pomona campership funds
  - ⇒ Approval of authorization to open Morgan Stanley account for transfer of Pomona Charitable Remainder Trust
  - ⇒ Approval of Resolution Re: Opening of Morgan Stanley account for Pomona Charitable Remainder Trust transfer

Dave Lamb – Motioned/Katie O'Conner – Seconded/All were in favor – Consent Calendar Approved.

### **Other Business - All**

John Rochford asked if we have any 1099 employees. Christine Salas stated that our IT employees are 1099 employees. She said that we went through an extensive process with our employment attorney and the IT employees to make sure everything was in order, as we are responsible for this per the state of California.

*Meeting adjourned at 8:59 am*



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# **Board of Directors**

## **Meeting Minutes**

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September 27, 2018

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**MINUTES**  
**BOARD OF DIRECTORS**  
**September 27, 2018**  
**7:30 A.M.**

Rosanna Coveyou, presiding

**PRESENT DIRECTORS:**

Lisa Alonso	Rosanna Coveyou	Michael Hahn	Jeff McBride
Juliette Meunier (p)	Jess Meyers	Katie O'Connor	John Rochford

**PRESENT STAFF:**

Dolores Daly	Jennifer Heinen	Crystal Immerman	Joyce Kirchhofer
Tricia Quinn	Anna Romiti	Christine Salas	

Call to Order, Rosanna Coveyou  
7:37am

A quorum was NOT present

Invocation, Michael Hahn

Minutes – May 24, 2018, Michael Hahn

- Michael Hahn asked if there were any questions regarding the May 24<sup>th</sup> 2018 BOD meeting minutes?
  - Jess Meyers moved that the BOD approve the May 24, 2018 minutes. John Rochford seconded the motion.
  - All present members approved (8 ayes, 0 nays, 0 abstentions)
    - Since no quorum was met we will present these minutes again at the October BOD Meeting

President's Report, Jeff McBride

- Jeff introduced Lisa Alonso, a fairly new BOD member and asked Lisa to give a brief background.
- Jeff introduced Matt Svajda who provided information regarding the CARES team event in August of 2018.
  - The CARES team helped a terminally ill individual
  - The following video was also played
    - <https://www.youtube.com/watch?v=IRpNcmav2QE>
- Jeff addressed the acquisition w/ YMCA of Orange.
  - They will sign a grant deed that basically says after 6 months it comes to YMCA of Orange County
  - Jess asked "If the grant deed is signed, what happens if we get further into it and we want to stay clear?"
    - Jeff replied "they are locked into the deal, we are not. The contracts and agreements are very much favorable to "our side" and limits our risks"
  - Michael addressed the potential of environmental risk and asked if they had a Phase 1 report as they were built on a landfill?
  - Michael asked if any of their board members will be joining our board. Jeff stated "No".
  - Jeff mentioned that the Executive Director position is still up in the air.

- John Rochford offers that he knows that area well and can help get background info on the area and anything else we need. John thinks we definitely need to “grab this” at any cost as it is a potential gold mine and that area is very much underserved. The YMCA of OC will do great things for that community.
- Joyce added that we are NOT taking on the liability.
- Rosanna asked “Do we have the blessing of the YSA”?
  - Jeff replied “Yes, 100%! There is a national push of larger Y’s to take over the smaller Y’s to better service the areas. The YSA was in the live meeting with us.”
- Jeff addressed the BOD and discussed the changes we are implementing for the upcoming BOD meetings. We would like to have our staff more involved. Staff will present updates and highlights to the BOD in areas that make an impact to our organization.
  - Segway into Operations Updates

#### Operations Updates, Dolores Daly

- Following on Jeff’s address to the BOD about changing our meeting and involving our staff.
  - Dolores gave a brief introduction on Tricia Quinn, Director of Childcare and Jennifer (Jenn) Heinen, Director of Operations, Branches
- Jennifer Heinen gave her background and years at YMCA
  - Update on “where we are”
    - We have 2 openings in the Coastal area
    - Kelly Kneubuhl was promoted to Executive Director for Laguna Niguel
    - Jennifer Todd was hired as the Asst. Executive Director for Huntington Beach
    - Mission Viejo and Newport Mesa do NOT have an Executive Director
      - We have recently hired an Asst. Executive Director for MV.
      - We are working on staff restructuring and will work on filling the
    - Rancho Mission Viejo is a brand new opportunity for the YMCA
      - We just finished our 4<sup>th</sup> month and are working on building out programs there now.
    - Adventure Guides is back in Session!
      - 3-4 services areas have already exceeded their enrollment.
- Tricia Quinn gave her background and history
  - Tricia showed the winning video from the summer childcare programs
  - We now have 75 childcare sites and are serving over 5,000 children (5,432)!
  - We are the largest licensed child care provider in our service area
  - We were just awarded a contract through the OC department of education for CLASS (classroom assessment scoring system)
    - The YMCA will conduct a specific assessment for early childhood programs in OC
    - Close to 250 preschools
    - Tricia mentioned that the YMCA opened our first preschool in Pomona.
      - John Rochford asked about the preschool. Tricia explained that we would like to partner with the districts to implement YMCA “all day” preschool programs to help support the districts.
      - John would like to see if there is a way concentrate on one area so that PDF fund could scholarship something like this?

#### President’s Report Wrap Up, Jeff McBride

- Jeff reinforced the amazing things that are happening at the YMCA and is thankful to have such an amazing team that surrounds him to make these things happen.

- John Rochford added that he loves to hear what is going on and loves all the positive reinforcement that he is continuing to hear. States he is very proud of what the YMCA of OC is doing and he truly feels that childcare and preschool is where the game is at.

#### Chairman's Report, Rosanna Coveyou

- YMCA strategic plan
  - We are looking to focus on Early Childhood Education & childhood obesity
    - This is a real time plan
    - We will present these "strategy screens" at each BOD meeting
    - We will share more at the December 7<sup>th</sup> retreat
  - Christmas party – December 12th
- Intersection Meetings
  - All but 2 (Compensation & Investment) committees have met with Finance for Intersection.
  - We will be working on the COW for all other "intersection" points for 2019
  - a. Discussed the intersection meetings
  - b. Golf tournament – Rosanna has really appreciated the BOD stepping up and coming to more events. It's very important to outsiders to see the volunteers at these events on their own accord because they care about the YMCA.

#### Committee Reports, ALL

- NO committee reports were presented
- All agreed the minutes could be read and understood
- If questions arise the BOD can reach out to the committee chairs

#### Consent Calendar, Rosanna Coveyou

- Quorum was NOT present
- Phone call will be scheduled to approve tax returns
  - Or we will present at the October meeting.

Adjourn

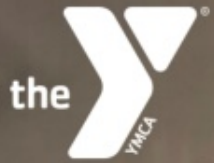
9:12am

Michael Hahn, Secretary

TIPPER LLC  
CONSENT CALENDAR

Rosanna Coveyou

Quorum was not present to call the meeting to order. Tipper LLC returns will be presented at the next meeting in October 2018





**Solar  
Panels**

**EV  
Chargers**

**LED**







# Solar Panels

## Pros

- 0% Upfront Cost
- 25 Year Warranty
- Reduced Energy Bill
- Protect against raising energy cost
- Carports provide shade to members vehicles
- Brings value to members
- Shows the YMCA commitment to the community and environment

## Cons

- Weather Dependent
- Parking issues during construction

# EV Charging Stations

## Pros

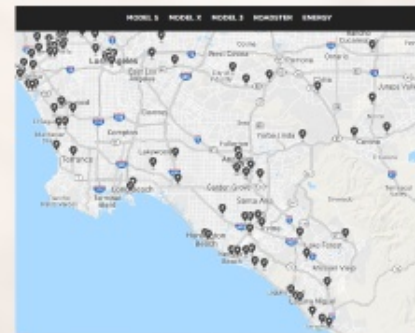
- Tesla offers 2 free chargers per Fitness Center
- Non Tesla EV Charging stations can generate revenue
- Member convenience
- Added membership value
- Enroll/Retain members
- Generates foot traffic
- Future proofing our business

## Cons

- Cost to install
- \$1 per hour to operate
- Will reserve 2-4 parking spots for EV only
- Parking issues
- Tesla charging stations only charge Tesla's
- Tesla charging stations do not generate revenue

Examples





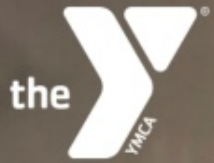


A background image showing a pair of hands holding a red ribbon, with a large, semi-transparent white circle overlaid in the center. The circle contains the text for the LED section.

## LED

- Brightens Instantly
- Controllability
- Visibility
- \$0 Upfront Cost for AO
- 5 year warranty/bulb replacements
- \$3,682.85 Annual savings - AO
- \$0 Upfront cost for Laguna Niguel Y
- \$4,335.68 Annual savings - LN
- \$503.12 Upfront cost for Newport Mesa Y
- \$3,933.01 Annual savings - NM





Energy




Merchant  
Services



Ideas

YPG



## Merchant Services

**2017 - \$572,886.02**

**2018 YTD - \$432,446.24**

Fitness: 2.5% of revenue + \$.08 per transactions

Child Care: 1.85% of revenue + \$.19 per transaction

**Fitness  
Centers**

**Child  
Care**

**Pros  
&  
Cons**

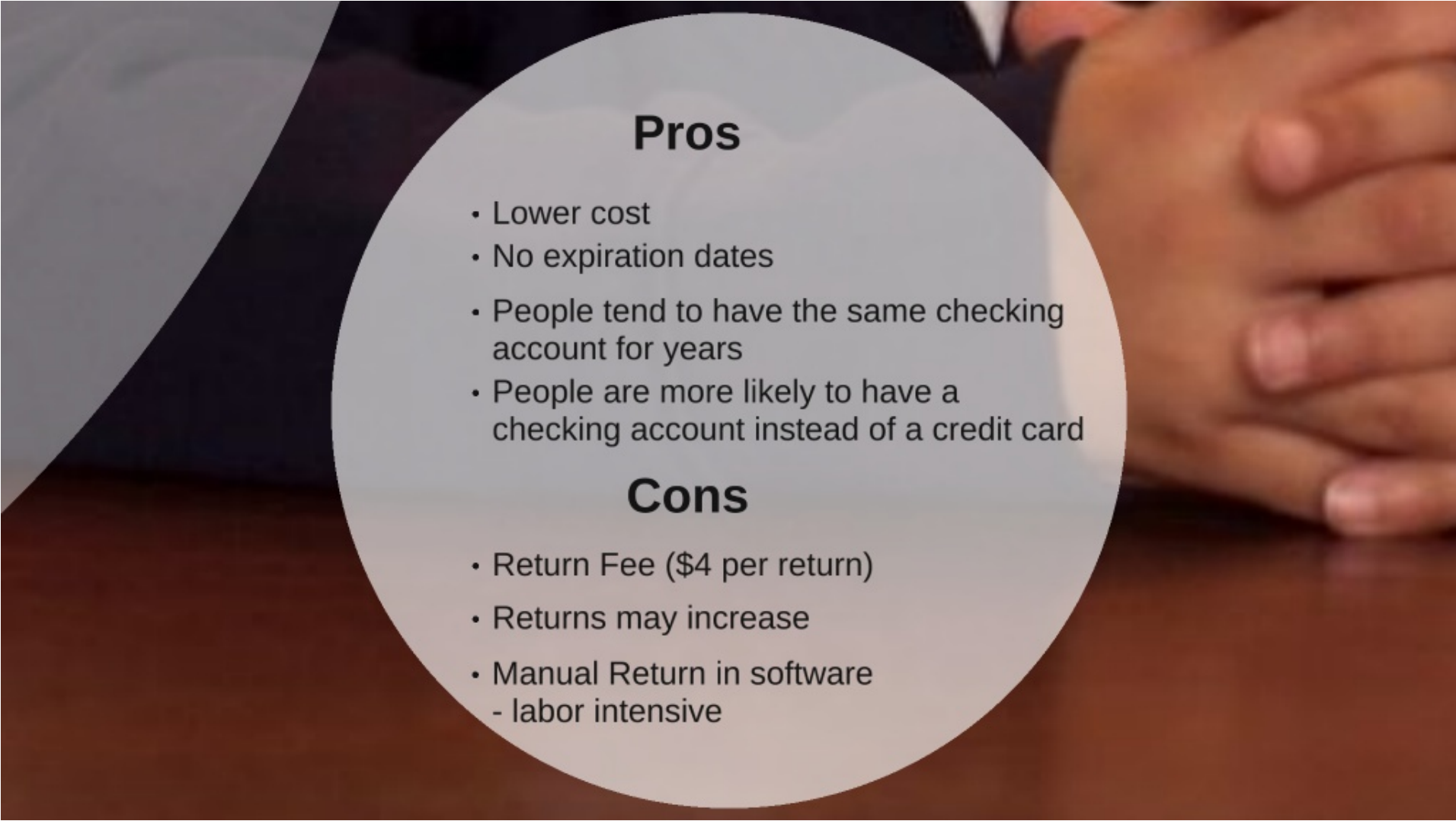
# Fitness Centers

FITNESS CENTERS								
Month	Total \$ in Credit Card	Total \$ in ACH	# of Credit Card	# of ACH	Total Credit Card Charges 2.5% of Revenue + \$0.08 per transaction	Total ACH Charges \$0.17 per Transaction	Savings	Monthly ACH (Only) Fees
February	\$520,729.70	\$65,056.90	8833	1068	\$13,724.88	\$1,501.61	(\$12,223.27)	\$1,683.17
March	\$499,880.45	\$65,229.40	8443	1073	\$13,172.45	\$1,435.31	(\$11,737.14)	\$1,617.72
April	\$494,913.25	\$64,378.55	8340	1054	\$13,040.03	\$1,417.80	(\$11,622.23)	\$1,596.98
May	\$504,791.20	\$64,981.55	8457	1061	\$13,296.34	\$1,437.69	(\$11,858.65)	\$1,618.06
June	\$494,620.95	\$63,436.55	8290	1038	\$13,028.72	\$1,409.30	(\$11,619.42)	\$1,585.76
Grand Total	\$2,514,935.55	\$323,082.95	42363	5294	\$66,262.43	\$7,201.71	(\$59,060.72)	\$8,101.69
Avg Monthly Savings	(\$11,812.14)							
Avg Annual Savings	(\$141,745.73)							
Avg Annual ACH Fees	\$19,444.06							
Avg Monthly Returns	326							
Return Fee	\$4.00							
Avg Monthly NSF Fees	\$1,304.00							

# Child Care

CHILD CARE								
Month	Total \$ in Credit Card	Total \$ in ACH	# of Credit Card	# of ACH	Total Credit Card Charges 1.85% of Revenue + \$.19 per Transaction	Total ACH Charges \$.32 per Transaction + \$1 File Fee per Day	Savings	Monthly ACH (Only) Fees
January	\$887,490.14	\$291,466.10	1910	584	\$16,781.47	\$612.20	(\$16,169.27)	\$799.08
February	\$904,367.29	\$294,613.42	1945	586	\$17,100.34	\$623.40	(\$16,476.94)	\$810.92
March	\$896,244.68	\$292,673.58	1936	586	\$16,948.37	\$620.52	(\$16,327.85)	\$808.04
April	\$909,651.33	\$292,228.46	1956	591	\$17,200.19	\$626.92	(\$16,573.27)	\$816.04
May	\$931,405.18	\$293,607.71	1950	576	\$17,601.50	\$625.00	(\$16,976.50)	\$809.32
June	\$861,488.87	\$286,268.84	2010	616	\$16,319.44	\$644.20	(\$15,675.24)	\$841.32
Grand Total	\$5,390,647.49	\$1,750,858.11	11707	3539	\$101,951.31	\$3,752.24	(\$98,199.07)	\$4,884.72
Avg Monthly Savings		(\$16,366.51)						
Avg Annual Savings		(\$196,398.14)						
Avg Annual ACH Fees		\$9,769.44						
Avg Monthly Returns		109						
Return Fee		\$7.00						
Avg Monthly NSF Fees		\$763.00						





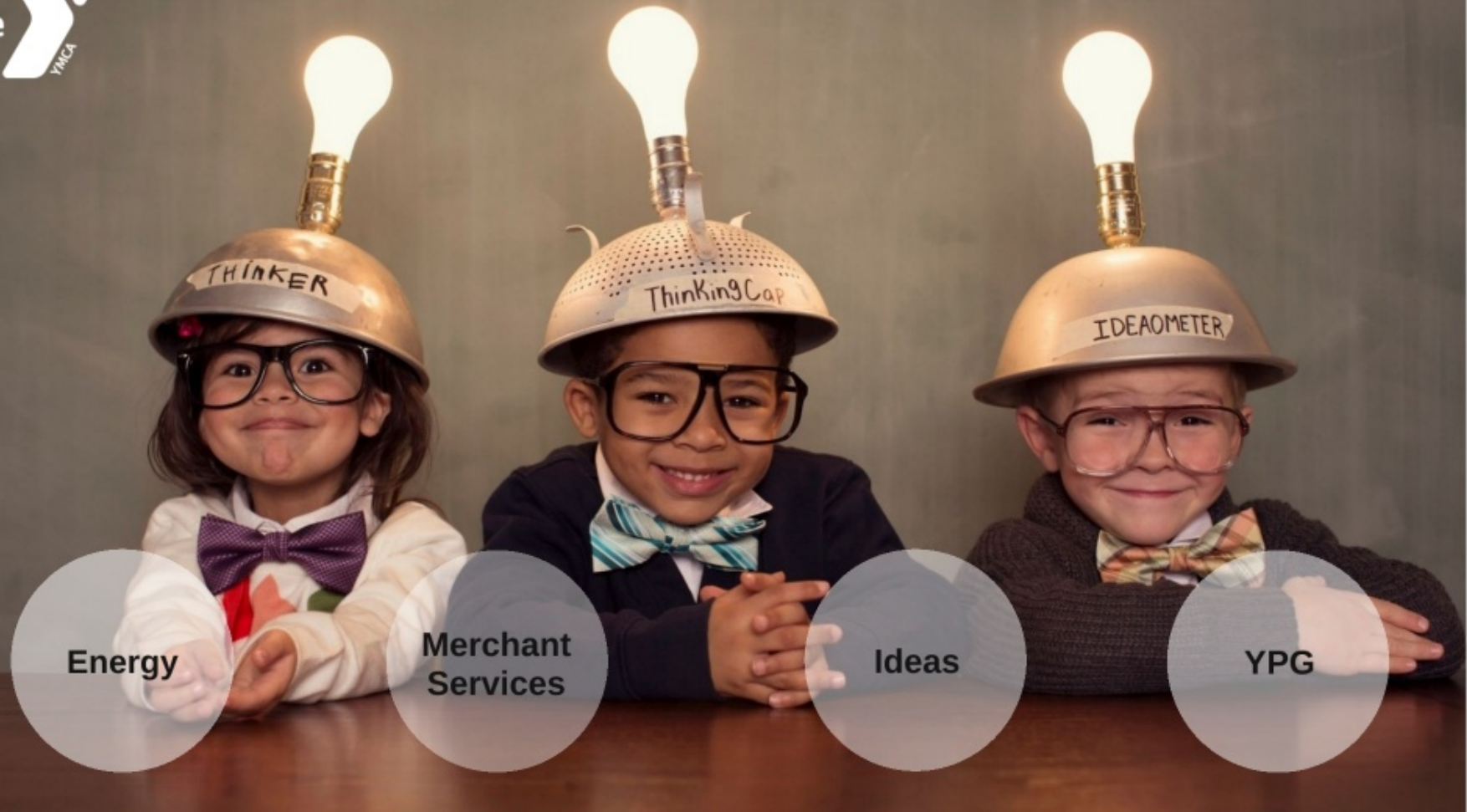
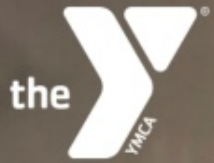
## Pros


- Lower cost
- No expiration dates
- People tend to have the same checking account for years
- People are more likely to have a checking account instead of a credit card

## Cons

- Return Fee (\$4 per return)
- Returns may increase
- Manual Return in software
  - labor intensive







## Other Ideas

Finding creative ways to save the organization money, increase foot traffic, and provide a better experience for our members

Cell  
Phone  
Service

CMS

Amazon

## Cell Allowance

Currently pay **\$12,000** per month /**\$144,000** yr.

- \$50 per month - Cell & Text (90 Staff)
- \$100 per month - Unlimited (75 Staff)

**Did you know the cell market has dropped?**

- Avg Call & Text plan is \$30 per month
- Avg. Unlimited plan is \$75 per month

New annual expense: **\$99,900** yr.

**\$44,100 Savings per year!**

**What if...**



## What if we provide company phones?

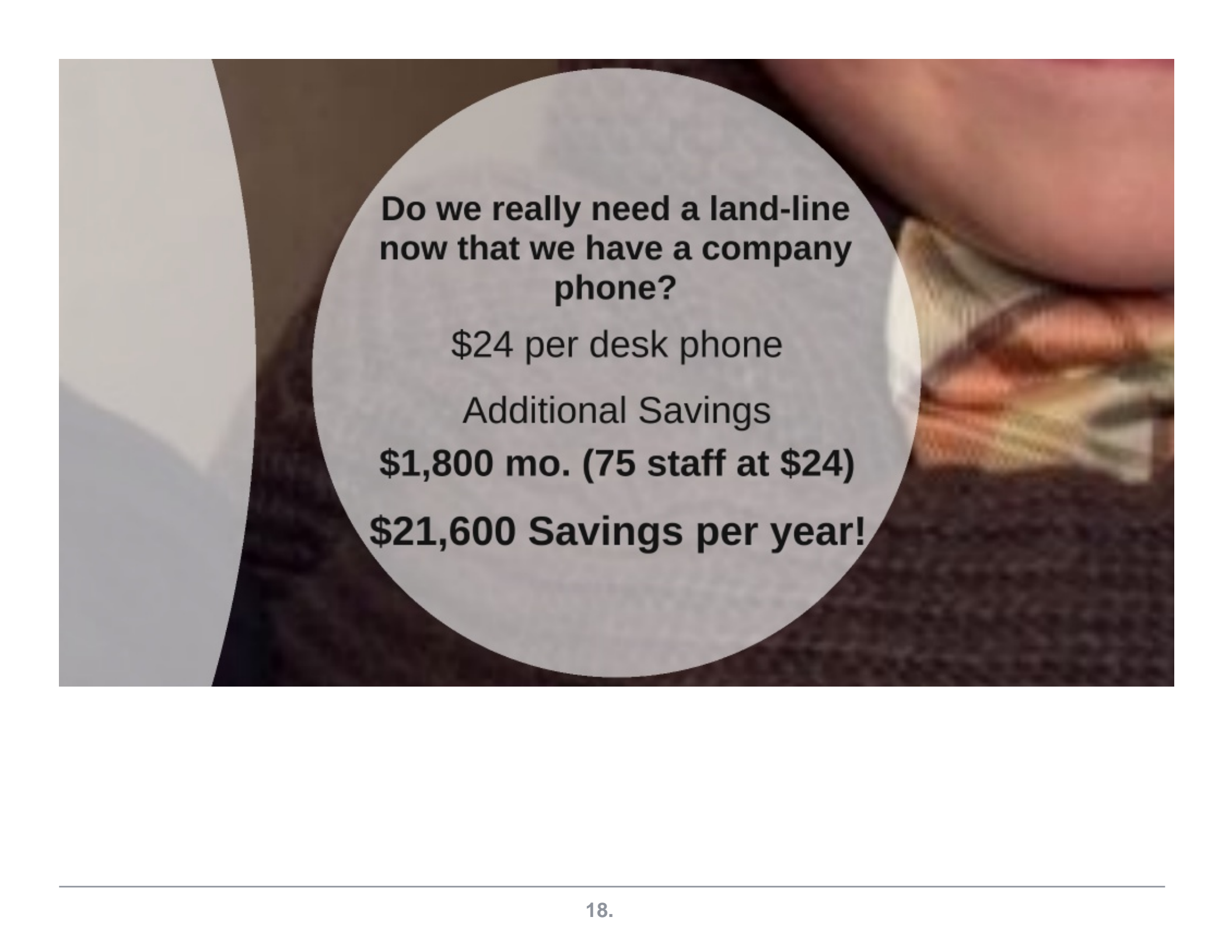
- Unlimited plan would cost: **\$28 per line**
- Call & Text plan would cost: **\$18 per line**
- 165 Devices: **\$35,000**
- 75 lines at \$28: **\$2,100 per month**
- 90 lines at \$18: **\$1,620 per month**

**New annual expense: \$44,640 yr.**

**\$64,360 Savings on first year!**

**\$99,360 Savings on second year!**

What if...



**Do we really need a land-line  
now that we have a company  
phone?**

**\$24 per desk phone**

**Additional Savings**

**\$1,800 mo. (75 staff at \$24)**

**\$21,600 Savings per year!**

## **Contract Management Software**

- Staff will have access to add a contract through an online portal, upload required documents, and await approval
- Contract reminders for staff & vendors
- Streamline process
- Contracts will be stored on our servers


## **Financial Assistance**

Members can apply online through an online portal, upload required documents, and await approval

**Cost: \$40,000 one-time implementation fee**

**\$5,700 Annual Fee**

**What if...**

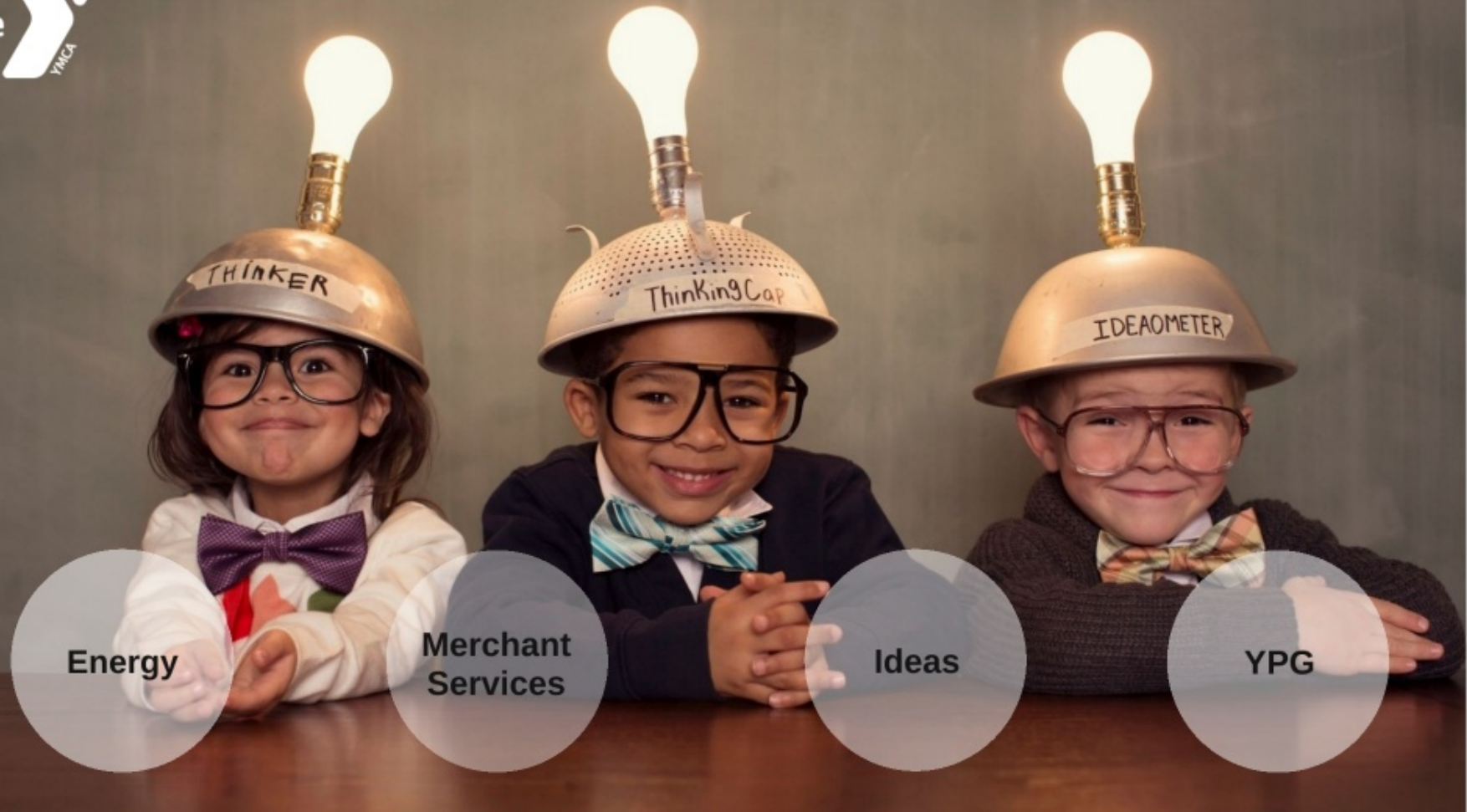
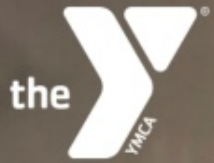


**What if one staff member  
approves & manages all the FA  
application through the  
software?**









# YPG

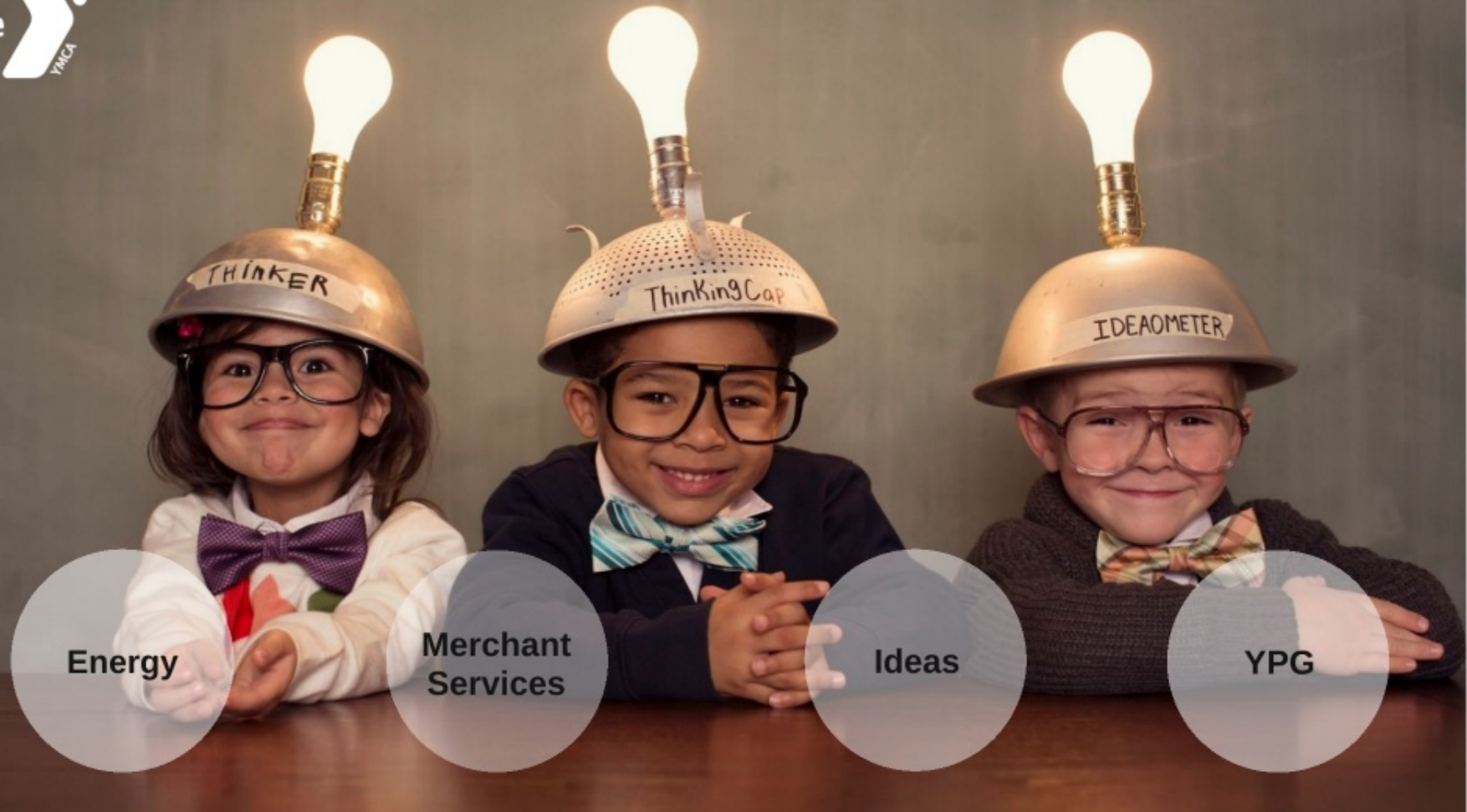
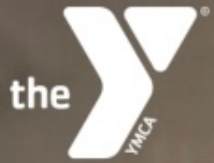
- Strategic value and time savings
- Spend analysis and quality contracts
- Collective buying power
- Best practices
- 97 members and growing



Terry McElfresh  
CEO



Jody Shaikun  
Director of  
Purchasing







Previous Projects			
	Vendor/Item	One Time Savings	On Going Annual Savings
			%
1	Instacart - Grocery Delivery		\$111,875.93
2	Child Care - Credit Card fees		\$72,332.80
3	Glowzone		\$25,004.00
4	Knotts Berry Farm		\$9,763.00
5	Knotts Soak City		\$13,794.00
6	Whale Watching		\$1,806.00
	<b>Total</b>	<b>\$0.00</b>	<b>\$234,575.73</b>

Current Projects			
	Vendor/Item	One Time Savings	On Going Annual Savings
			%
7	Verizon Service (Cell, Tablets, & Jet Packs)		\$20,025.36
8	Samsung Tablet ( Y - Inclusion)	\$11,250.00	
9	Samsung Tablet Cases (Y-Inclusion)	\$2,000.00	
10	Motion Picture License		\$6,194.50
11	AO Tile/Light Fixtures	\$14,515.80	
12	AO LED Lighting upgrade	\$3,737.50	
13	Edison Utility	TBD	TBD
14	Amazon Business Prime Memberships		\$23,501.00
15	Amazon - Program Expense		\$21,330.00
16	AB - CPR (AED Supplies)		\$603.75
17	Corsair HS50 (Gaming Headset)	\$24.00	
18	G502 (Gaming Mouse)	\$239.76	
	<b>Total</b>	<b>\$31,767.06</b>	<b>\$71,654.61</b>

**Total One Time Savings** **\$31,767.06**

**Total On Going Annual Savings** **\$306,230.34**

Pending Projects			
	Vendor/Item	One Time Savings	On Going Annual Savings
			%
16	Cell Allowance - PDA		\$22,500.00
17	Cell Allowance Talk & Text		\$21,600.00
18	Daxko - Credit Card fees	TBD	TBD
18	LED Upgrade - Newport Mesa	\$5,054.08	
19	Newport-Mesa - Edison Utility		\$5,649.89
20	LED Upgrade - Laguna Niguel	\$4,798.40	
21	Laguna Niguel - Edison Utility		\$4,335.68
22	You Earned It! - Staff Retention	\$3,000.00	\$9,500.00
23	Alta Food (Coffee) Fitness Centers		\$6,276.63
24	Summer Field Trip Buss Service	TBD	TBD
	<b>Total</b>	<b>\$12,852.48</b>	<b>\$69,862.20</b>



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

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# **Finance Committee Meeting Minutes**

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October 17, 2018

# YMCA of Orange County

## Financial Highlights – Year to Date

September 2018

<b>Assets</b>	<b>\$ 36.9M</b>
<b>Liabilities</b>	<b>\$ 8.5M</b>
<b>Net Assets</b>	<b>\$ 28.4M</b>

	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>
<b>Revenue</b>	<b>\$ 37,041,168</b>	<b>\$ 31,549,580</b>	<b>\$ 5,491,588</b>
<b>Expenses</b>	<b>31,664,083</b>	<b>30,573,865</b>	<b>(1,090,218)</b>
<b>Net Outcome</b>	<b>\$ 5,377,085</b>	<b>\$ 975,715</b>	<b>\$ 4,401,370</b>

The balance sheet remains strong. We have \$11.1M in investments, up to 4% helps fund the CARES/PDF programs. Assets have increased \$4M which is due to the transfer of the Pomona Valley YMCA assets, primarily from two properties. More than half of the liabilities are due to two mortgages (Fullerton and Tustin buildings).

Year to date the organization has produced a \$5.4M surplus (14.3% of revenue), creating a \$4.4M positive variance to budget. The final Pomona Valley YMCA asset transfer was completed in September, year to date this accounts for \$4.4M. Significant impact to the budget includes; 1) Positive variance of \$1.3M from the Dale Dykema Bequest, 2) Huntington Beach and Murrieta negative variance of (\$322k) & (\$188k) respectively, 3) Tipper, LLC net loss unbudgeted (\$141k), 3) Bi360 software written off for (\$108k), 4) legal and consulting fees beyond the normal course of business accounts for an unfavorable variance of (\$275k) and 5) a budgeting error for Camp ELK of (\$278k) related to the timing of grant income recognition.

Program and branches achieving a positive net outcome includes; Childcare + \$3.1M (17.1% of their revenue), Laguna Niguel +\$340k (14.7% of revenue), YMCA Community Services (New Horizons) + \$258k (28.1% of revenue), Fullerton +\$137k (6.7% of revenue), and Mission Viejo +\$36,611 (1.51% of revenue).

Branches experiencing the largest net operating loss includes; Murrieta (\$502k), Huntington Beach (\$433k), Santa Ana (\$127k) and Newport Mesa (\$80k) and Maple Hill (\$77k).

Membership revenue is down (3.4%) from budget and is up 1.8% over prior year. We added a mobile app and on-line membership sales but we are struggling to reach the 5.4% growth target budgeted. A 3<sup>rd</sup> party data analysis and member survey has been completed and data provided will be used in the assessment and planning of each branch. In the study, Murrieta was listed as a high risk for members leaving due to non-use, this correlates to what we are seeing. We are assessing the store front gym models at both Murrieta and Huntington Beach because they are not sustainable on a consistent basis. Murrieta has struggled since opening over three years ago and a full assessment of all options is being conducted by staff. Huntington Beach was able to reach a positive net, but was lost due to poor leadership. A new Associate Executive Director has been appointed and will work towards a positive net outcome again. If a positive net outcome cannot be achieved by the end of the lease term, it will not be renewed.

YOC has been in discussions with the YMCA of Orange entity discussing a Management Agreement that if completed would include a Grant Agreement for the dissolution of the entity, asset transfer to Y-OC and addition of the city of Orange to the YMCA of Orange County's service area.



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# Want to help?

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## Holiday 2018

Please review the attached flyers and reach out to Elise Thompson for more detail

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# SEND WARM WISHES



## YMCA Holiday Blanket Making Drive Now – December 7th, 2018

Our mission is to improve lives and strengthen communities. Join us this holiday season by creating a warm fuzzy blanket to give to senior centers and emergency care centers in Orange County.

**This year, the Y will be asking Corporate Groups who wish to participate for a monetary donation for the blanket supplies. The cost per blanket is \$14.** It is up to the company how many blankets they would like to make.

### Benefits to participating

- 1** Team building
- 2** Giving back to your local community
- 3** The Y will be responsible for picking up the supplies and leading the event

## WANT TO HELP?

To learn more please contact Elise Thompson at (714) 508-7644 or [ethompson@ymcaoc.org](mailto:ethompson@ymcaoc.org) or visit [ymcaoc.org/donation-drives](http://ymcaoc.org/donation-drives)

**YMCA OF ORANGE COUNTY**

Orange County • Riverside County • East San Gabriel Valley • Pomona Valley





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# SPRINKLE SOME HOLIDAY CHEER TO A NEIGHBOR IN NEED

**YMCA Holiday Bag Donation Drive  
Now – December 7th, 2018**



At the Y, our mission is to improve lives and strengthen communities. Join us this holiday season by donating items to a neighbor in need. All bags will be distributed to local retirement homes, seniors, and families in need.

## HOW YOUR GROUP CAN GET INVOLVED

- 1** YMCA staff can deliver empty bags to your corporation/group.
- 2** Your corporation/group can organize your efforts to donate items and fill bags.
- 3** Once the bags are filled, the YMCA will collect and distribute the bags based on areas of need.



## SUGGESTED GIFT LIST Suggested Retailers: Target, Costco, Walmart, Walgreens, Dollar Tree, etc.

### ESSENTIALS

- Scarves
- Small Blankets
- Cozy Socks or Slipper Socks with Non-slip Treads on the Bottom
- Plain Unscented Lotion
- Chapstick/Lip Gloss
- Hand Sanitizer
- Toothbrush
- Wipes
- Warm Gloves
- Reusable Water Bottle
- Travel Coffee Mug

### ACCESSORIES

- Pens/Pencils
- Deck of Cards
- Games
- Crossword Puzzle Books
- Sudoku Books
- Word Searches
- Stationary/Journals
- Gift Cards (Target, Starbucks, etc.)

**(Please no food or used items)**

## WANT TO HELP?

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