



Indian River County Healthy Start Coalition
Board of Directors Monthly Meeting
Date: January 27, 2020

Members present: Lee Curry, Audrey Richards, Robyn Stork-Hjalmeby, Katy Faires, Karen Campbell
Others present: Andrea Berry, Chief Executive Officer, and Elisabeth Bublitz, Assistant Executive Director,

Welcome and call to order. The meeting was called to order by Audrey Richards at 4:23pm

I. Consent Agenda:

- a. Approval of Minutes: November Meeting Minutes 2019 (attached)
 - i. Note Changes: Financial Statements, section 2 – change 2016 to 2019.
- b. Approval of Minutes: November Board Retreat Meeting Minutes (attached)
 - i. Note Changes: No changes necessary.
- c. Monitoring and Evaluation Dashboard: Board of Directors: amended (attached)

A motion to approve the consent agenda with amendments made by Karen Campbell. Robyn Stork-Hjalmeby. seconded the motion. Motion passed unanimously.

II. Financial Statements: July - December 2019 financial statements (attached).

Lee Curry reviewed The Coalition Balance Sheet, Profit and Loss, and Properties Financials. Coalition total assets are up by \$158,346.90.

A motion to approve the 6-month Financials was made by Robyn Stork-Hjalmeby. Karen Campbell seconded the motion. The motion passed unanimously.

a. Final Audit

- i. Functional expenses allocation now includes Coordinated Intake and Referral – located on page 4.
- ii. A 2-week time study was mentioned to help with proper allocation of programs. This item will be placed on the next finance committee agenda.

b. 2018 Draft 990

This document is made publicly accessible for all. Note Changes: No changes necessary.

A motion to approve the 2018 990 was made by Karen Campbell. Robyn Stork-Hjalmeby seconded the motion. The motion passed unanimously.

c. Financial committee recommendations

- i. Mortgage: Andrea Berry, Chief Executive Officer and Lee Curry, Treasurer presented on multiple refinancing options. Currently, IRCHSC has a 4.75% interest rate through May 28, 2027 and will adjust in 2037 at current Federal reserve rates plus 3% Three local companies were contacted, Marine, Seacoast and Center State. National banks were contacted, however they did not reach back out to the coalition (Wells Fargo, Bank of America, and PNC). Lee Curry reviewed and answered questions regarding the refinancing options (attached). Seacoast was able to lock in a 15 year fixed 4% interest rate and does not apply any pre-payment penalties. An additional requirement of the terms was to create a \$100,000 deposit relationship a, the coalition will transfer \$100,000 from Marine bank to Seacoast to have all of the property expenses housed at one bank and to help pay-off the mortgage debut.

A motion to approve refinancing the mortgage to Seacoast bank and to move the Marine bank account to Seacoast at a 15 year fixed 4% interest rate with approximately \$10,000 in closing costs was made by Karen Campbell. Robyn Stork-Hjalmeby seconded the motion. The motion passed unanimously.

ii. CD, Money Market, Endowment



1. This item has been moved to the March agenda.

III. Human Resources: Parental Leave Task Force

- a. Cleveland Clinic Indian River Hospital recently implemented a Parental Leave policy. Last October 2019, Andrea Berry, CEO presented to the board a draft of policy regarding parental leave and infant in the workplace. This policy will be revisited by a parental leave task force including Lee Curry and Robyn Stork-Hjalmeby. Andrea Berry will supply the task force with additional policy examples from surrounding counties.

IV. Governance: Update on Board recruitment and advisory group

- a. Last Spring, the Board provided names related to board recruitment and advisory committees. Emily Tremml and Ann Marie McCrystal have extended their support in finding and recruiting possible board members. Currently, the board has 3 names to consider at the March meeting and possibly another 3 names at the October meeting. New board members will be staggered to help with recruitment and retention.

V. Philanthropy: Update

- a. Currently, ahead of last year. DWVS at a total of \$127,000. This is an exciting time for the dancers and committee members. Committee members have started to discuss the importance of recruitment and a succession plan. Need to start identifying how to cultivate dancer/donor relationships. A survey question will be added to the DWVS post dancer survey.
- b. Annual Appeal brought in a total of \$1,200. The coalition is currently working on developing a clean and updated mailing list/database.
- c. Baby Talks scheduled for February (Dr. Richards). Two more Baby Talks will take place at John's Island – dates and times to be announced.

VI. New Business:

- a. Consider changes to meeting intervals and dates. Consider changing Annual Meeting to between Nov and May. End of the Year financial update – August.
- b. Voting by email/phone – Research Sunshine Law

A motion was made by Robyn Stork-Hjalmeby to adjourn. Lee Curry seconded the motion. The motion passed unanimously.

Meeting adjourned at 6:17 PM.

Respectfully submitted,

Katy Faires