



BOARD OF DIRECTORS MEETING

December 15, 2016

9:30 a.m. – 1:30 p.m.

MINUTES

Attendees: Patricia Watson, David Ziegler, Adam Sanders, Bob Boone, Sue Sergi, Tom Tinder, Michael Whalton, Susie Nelson, Susan Landis, Kim Tieman

Attendees via Teleconference: Michelle Foster, Bob Orndorff, Diane Hinkle, and Tres Ross

Excused: Franki Parsons and Carla Parsons

Staff: Paul Daugherty (President and CEO), Hilaria Swisher (Office Assistant), and Grace McDaniel (Program Coordinator)

Call to Order

Chair Susie Nelson called the meeting to order at 9:33 am with quorum.

Approval of Minutes

Ms. Patricia Watson moved to approve the minutes of the September 15, 2016 meeting of the Board of Directors. Mr. Bob Boone seconded the motion. Passed unanimously.

Finance & Administration Committee Report

- Mr. Tres Ross reviewed the year-to-date financials. Ed Mulerin and Justin Buchman from eCratchit joined the meeting via Teleconference. Philanthropy WV was at 49% of the income goal as of the end of November. There is a grant for \$125,000 (from the Benedum Foundation) that will aide in making up the difference. Paul discussed that some of the reserves were used for the office move and for the part time office assistant. Paul also shared that the Philanthropy WV staff has made a concerted effort to hold expenses back. Paul is working towards getting multiple year awards on grants and sponsorships to help with the yearly effort meet income goals.
- A discussion was held on the accounts receivable (AR) and the aging AR. Paul and Hilaria are making progress in tracking down and obtaining payments for the aging AR. A new process is being developed for 2017 in order to better track outstanding invoices.
- Ms. Kim Tieman mentioned that the Benedum Grant was approved but also stated that she did not know all of the details.
- Questions were asked by board members and answered by Paul, Mr. Ross and eCratchit.

Membership & Outreach Committee Report

- Mr. Michael Whalton presented the new member application for the Hugh I. Shott Foundation. Paul gave a background on the foundation. Ms. Sue Sergi moved to approve the application. Mr. Boone seconded the motion. Passed unanimously.
- Mr. Whalton discussed Attachment E, the proposed increase in membership fees. Paul reviewed what the new dues would be with the proposed increase and that there is an anticipated loss of 2-4% in membership due to the increase. Ms. Tieman noted that the top tier of members will have the largest increase of close to 60%, there are 18 members in that tier. She asked if the board would be able to give permission to Mr. Whalton and Paul to work with these members who may not be able to afford the increase in dues. Mr. Boone asked if the Tier 1 increase could be lowered to be approximately the same as the other tiers (around 18%). It was also suggested to slowly increase the Tier 1 fees. Paul noted that the fee increase would not take effect until 2018 for existing members (2017 for new members). After discussion between the board members a new amount for Tier 1 members of \$325 was agreed upon. Ms. Sergi made a motion to approve the increase with the change to the Tier 1 fees. Ms. Tieman seconded the motion. Passed

Unanimously.

- Mr. Walton reviewed Attachment F – a breakdown report of the 2016 Philanthropy WV Membership Survey. A discussion was had on how to increase member participation in the survey.

Program & Conference Committee Report

- Ms. Susan Landis gave a review of the annual conference evaluation. She noted that she was disappointed in the number of evaluations submitted.
- Ms. Tieman made a suggestion to be sure to leave enough time for the site visits and also noted that events always take longer than anticipated.
- Mr. Walton mentioned that the eastern panhandle Boot Camp was well received and that there were attendees from four different states.
- Grace gave an update on the 2017 annual conference mentioning that it will be held at the Lakeview resort in the last two weeks of September (either the week of September 18th or September 25th).

Joint Public Policy & Advocacy Committee

- Ms. Diane Hinkle gave an update on what was accomplished and work was ongoing.
- Some 2017 dates to remember were mentioned: The 3rd annual Policy Institute will be held on January 26th; Foundations on the Hill will be held March 20th – March 22nd. Much of the work during these meetings will be outreach and bridge building with the new administrations.
- The floor was opened for questions.

WV Nonprofit Association

- Mr. Ross gave a report on the operational guidelines between the WVNPA and Philanthropy WV; the guidelines are still being finalized at this time. The guidelines will help define the responsibilities between the WVNPA and Philanthropy WV. Mr. Ross discussed the Principles and Practices – having experts come in and train in their respective areas. Mr. Ross will be stepping down as the Advisory Board Chair at the end of 2016. Paul discussed the USDA Grant, mentioning that he and Laura Lee Haddad from the WVNPA have narrowed the search for a program coordinator for the RCDI program down to two finalists and will be conducting in person interviews in early January 2017. Paul also mentioned that the WVNPA and Volunteer WV are discussing having a joint annual conference in 2017.

Executive Committee

- Chair Nelson discussed the fellowship Paul received.

UNFINISHED BUSINESS:

Strategic Plan Development & Proposals

- Paul reviewed the revisions made as per the comments received. There were changes made to the priorities and the committee structure has changed.
- A discussion was had on the mission/vision/values and strategic priorities. Mr. Tinder made a motion to approve. Mr. Walton seconded the motion. Passed unanimously.
- The 2017 - 2020 Strategic Action Plan was discussed, there were no questions. The plan will be approved at the February board meeting.

Ratification of Board Member Elections & Remaining Vacancy

- Mr. Tinder certified and moved to approve the election results.
- Ms. Nelson updated that Franki Parsons is not currently employed by a member of Philanthropy WV and therefore cannot serve on the board at this time. There are vacancies from Ms. Cynthia Drennan and Ms. Carla Parsons and Ms. Tieman are leaving the board at the end of 2016.
- The vacancies left by Ms. Drennan and Ms. Franki Parsons will be filled by appointment by the board. Potential replacements were discussed. A request for a list of suggested members to be sent to the board members was made.
- Mr. Ziegler and Mr. Sanders will replace Ms. Tieman and Ms. Carla Parsons.

Recognition of Departing Board Members

- Chair Nelson and Paul recognized those board members that are completing their services at the close of 2016.

NEW BUSINESS:

2017 FY Budget Presentation:

- Paul gave an overview of the proposed 2017 budget. Ms. Watson moved to approve the budget. Ms. Sergi seconded the motion. Passed unanimously.
- A resolution to allow Paul to apply for a Flex-E grant was presented. Mr. Boone made a motion to approve the resolution. Ms. Landis seconded the motion. Passed unanimously.

Executive Session

- Ms. Sergi moved to enter the Executive Session. Mr. Boone seconded the motion. The board members began the session.
- Mr. Tinder moved to exit the Executive Session. Ms. Sergi seconded the motion. Passed unanimously.

Board Evaluation:

- Chair Nelson provided a report on the evaluation. Mr. Tinder and Ms. Sergi both discussed the need for a new board evaluation process. It was agreed that a new format is needed, the original template has been used but with two new questions added to the bottom.

President & CEO Annual Evaluation:

- Philanthropy WV staff left the room and Chair Nelson gave a report on the President & CEO's evaluation for the period of March 2015 to date.

Election of 2017 Board Officers

- Mr. Tinder made a motion to re-appoint Chair Nelson, Ms. Landis, Mr. Orndorff and Mr. Ross to their respective positions. Passed unanimously.

Setting 2017 Board Meeting Schedule

- Paul reviewed the proposed meeting schedule. The schedule was approved.

Presidents Report

- Please refer to the President's report provided in the board packets.
- The Public Policy & Legal Fellow, Jackson Butler, made a few remarks about his experiences during the year.
- Paul asked if there were any additional areas that needed to be discussed.
 - Ms. Sergi stated that Paul needs help meeting revenue goals and that the adoption of the new Strategic Plan will help in that area.

Meeting was adjourned.