

## BOARD MEETING MINUTES

Friday, August 22, 2014

### I. Welcome

The meeting was called to order by Tony Normore, Chairman of the Board at 6:07 pm. The meeting was held at Tony Normore's house. The following Board members in attendance: Tony Normore, Sara Silva, Kim Hughes, Toni Issa Lahera, Cliff Seymour, and Stefanie Holzman.

### II. Review and Approval of Minutes from May 9, 2014

The minutes from the May 9, 2014 meeting were reviewed by the Board members. They were accepted with the following revisions:

In Section III: Change the word in the title from "Minutes" to "Member"

In Section IV A a iii: Add the word "to" between "is" and "have" in the sentence "The goal is (to) have a weekend retreat twice a year."

### III. Old Business

#### a. 501(c)3 Update

Our application was approved retroactive to 2/1/4/14. It took 18 months to process. We couldn't apply for any grants until June 2014 because of the time it took the IRS to catch up with the news. We are now officially a 501(c) 3 non-profit for both the state and the federal governments.

#### b. Guide Star

Cliff reported on Guide Star which is a database – almost like a brag sheet. This program "grabs" information about Compton Youth Build/Entre Nous and "sucks" the data about it into a single file. All we need to complete our file are the fiscal documents. Sara reported that all tax documents will be sent to our accountant in September in order to prepare to pay our tax liability in November. This information will also go onto Guide Star.

#### c. Facebook

Kim reported that Facebook is used to communicate to a small, select group of members (mostly students at the school). It's a closed membership. Instead of sending papers about important events and ideas, Kim and Sara post this information to Facebook. They can monitor who and when someone has been on the site. Currently, there are 98 members.

#### d. Lease Renewal

The past year has been quite contentious in regards to the lease renewal. We wanted a 5 year lease with a 3 year opt out. However, the owner of the building thought he could rent out the entire building or sell the building to a better tenant. Kim and Sara with help from a new broker, negotiated a 3 year rental agreement with a 120 opt out every anniversary which is Feb. 28. We can opt out or the owner can opt out. We

would like to make longer range plans and there will be looking for a new site. (See City Property for more information).

e. Fundraising

Needs to be done! **Board members need to put together their primary list of potential donors and bring to the next meeting.** September through December are the prime months for raising funds. We do have a link on our website to PayPal where a person can donate to Compton YouthBuild. You can also do reoccurring donations through PayPal.

f. Building Better Communities

Building Better Communities is an after school food distribution program Compton YouthBuild decided to pass on this opportunity this year. Our students still receive free breakfast and lunch.

g. Carson Merger

The Carson YouthBuild merger is complete. Students and staff came in on Jan. 14, 2014. Between 25-30 students elected to transfer to Compton YouthBuild and were accepted into the program. Approximately 75% of the total Carson Youth Build students elected not to participate. Some of this may be due to the high expectations, rules, and norms at Compton YouthBuild. 2 teachers also came as did 1 counselor.

h. YouthBuild USA Coach

Compton YouthBuild still has an unofficial YouthBuild USA Coach who provides ideas and some resources for our program. She is very supportive and will continue next year.

i. New Skills at Work Grant

Although Kim and Sara are very articulate about the programs and expectations for Compton YouthBuild, they weren't able to express these in writing for the grant and therefore didn't benefit from receiving the grant. However, they were invited to meet with the VP of JP Morgan Chase to talk about potential contacts and support. Kim and Sara will follow-up with these contacts.

j. Grant Writer

As a result what they learned from their first grant writing experience, Kim and Sara decided to hire a grant writer. They are very excited about the possibilities. Her name is Judy Carrie Fisher. They have sent her to training she can understand what Compton YouthBuild is all about.

k. YCSC Partnership Update

Compton YouthBuild has renewed their partnership with YCSC. Last year the program was to generate ADA for 67 students. However, it ended up with 60 students. There

were additional expenses due to the merger with Carson YouthBuild. YCSC paid some of the deficit leaving a negative balance of \$42,000. YCSC told Kim and Sara not to worry about this small amount. This year the ADA projected budget is for 80 students at approximately \$6,500/student. The rate has increased because of the increase from the state. As a result, there will be increased money for operating expenses. In addition, the counselor from last year decided to move to another site and his position will not be filled. Therefore, his salary and benefits will also increase the operating budget. EntreNous increased their fee this coming year to \$40,000 as a result of the increased operating budget. Each director of EntreNous will receive an increase in their salary of \$1,500 per month to \$3,500. As this operating budget is currently unallocated, Kim and Sara hired a part-time assistant for 20 hours per week. YCSC is paying the bill for her. She is a former student and is working out quite well. An additional expense to be used with these monies is to hire a part time construction trainer to be shared with the Norwalk YouthBuild site.

In regards to ADA, Kim is piloting an independent study program for pregnant and parenting teens. Although not “in seat” students, these teens can earn credits in courses other than math, science, and English which need teachers to support the learning and this program is created to be an independent study program. These students will do a few classes in the hopes that they will eventually become “in seat” students at Compton YouthBuild. The ADA will be credited to Compton YouthBuild. We are hoping that 25-30 students will participate in this program. It will benefit the pregnant and parenting teens as well as keep the “in seat” program at Compton YouthBuild relatively small while still maintaining the expected ADA.

In addition to this program, there were approximately 30 students who did not complete last year some because of attendance, some because of grades, and other reasons. These students have been invited back to a pre-session for 2 hours every day for 2 weeks to earn their spots back at Compton YouthBuild. Currently 27 students are participating in this program.

ADA for next year will start with the above 27 who complete the 2 weeks plus an additional 36 who will return from last year. In addition, to the new pregnant and parenting students, Compton YouthBuild may begin close to the goal of 80 students.

#### IV. Director’s Report

##### A. Staff Retreat

As planned, a staff retreat with the teachers, directors and an outside facilitator was held this month. The teachers and the facilitator participated in a YouthBuild training on a Wednesday. Then Wednesday night, all day Thursday, and all day Friday, the entire team met at a cabin in Big Bear. The grant writer participated as the facilitator.

Kim and Sara wanted to start the year off right so they discussed with the facilitator what their needs and expectations were for this retreat, what to keep from last year and what to revise. The facilitator did a superb job of meeting the expectations by moving the group through well-planned activities to elicit genuine, thoughtful responses with all voices heard as equals. It was a full agenda, but an effective one. Some of the content included what was non-negotiable in the YouthBuild program, expectations, review of policies, etc. The facilitator followed up by giving Kim and Sara action items as a result of the discussions. Teachers came back raring to go. There is already evidence that they are implementing some of the new ideas. The cost of the entire retreat was about \$2,000 and as Kim stated, "The best use of our money yet!" Kim and Sara will share more specifics with the Board about the content of the retreat at our next Board meeting.

Kim and Sara are looking into a spring retreat which may be on a cruise.

## V. New Business

### a. Board Direction, Training and Expansion

Kim and Sara expressed their desire to transition the Board from an organizing unit to a governing board. We need help with this training. They spoke with the facilitator of the retreat and she has agreed to help with this training. We have scheduled Oct. 10 from 1 – 4 pm at the Compton YouthBuild site for this training.

### b. City Property

Sara is looking into a program whereby Compton YouthBuild buys a \$1 condemned property from the city with the expectation and responsibility of updating, retrofitting, renovating, and creating a useable site. She spoke with a micro-lender (someone who lends less than \$5 million) from Chase Morgan about this. The money currently spent on rent would pay for the borrowed to pay for the changes needed in the building. Rather than spending money on rent, the money would actually be used to pay off the loans for this project. In the end, the building would then be owned by Compton YouthBuild. This way, we are not beholden to anyone for the school site. Sara will continue to investigate this as a possible solution for the new site.

### c. Amazon Smile

The Amazon Smile program is for people who buy from Amazon. You can link your sale to a non-profit who then receives .05% of the transaction. It's just another way to get a revenue stream. Compton YouthBuild is currently part of this program. We just need to get the word out about it.

### d. Google Non-Profit

Toni shared that a non-profit can set up an on-line module for training, and charge the participants money. Another way to create a revenue stream. The cost per participant

would have to be enough to cover the cost of the instructor, but otherwise, the money goes to the non-profit.

e. Social Media Update

- i. New Technology Team – We hired a new technology team to revise and update our website. We are currently in negotiations with them as to the cost and the time it will take to revise the website. We are going to do this in phases.
- ii. YouTube – We currently have our own YouTube channel with several videos already uploaded.
- iii. Instagram – We have a link to Instagram, but aren't using it currently.
- iv. Nation Builders – Is an inexpensive (\$20/month) platform for organizing social media. It seamlessly hosts FB, twitter, donations, etc. It can send out invitations, collects data, tracks donations all in 1 place. We will be a part of this program during our second phase of our website revision.

VI. Next Meeting

- A. Special Board meeting will be held on Oct. 10, 2014 from 1 – 4 at the Compton YouthBuild site for additional training of the Board.
- B. Next meeting
  - a. The next meeting will be on November 14, 2014 from 5 – 8 pm.
  - b. The meeting was adjourned at 8:03 pm by Tony Normore.

Respected submitted,

Stefanie Holzman, Ed. D.  
Secretary, EntreNous