



# The Family Tree

Raising families up.

**Executive Committee**  
**Tuesday, May 25, 2021 12:00 p.m. – 1:30 p.m.**  
**MINUTES**

**MEMBERS PRESENT:** Stephanie Adler, Gary Marino, Sally Bauer, Tom McDonald, Jeanne Aarsand, Sarah Woods, Stephanie Woodhouse, Chris Johnson, Charles M. Roebuck, Stephanie McCormick, Kyle Gore, John Meyerhoff, Tom Peltier, Sally Bauer

**MEMBERS EXCUSED:** Charlene Hayes, Tom Hauser, Steve Shaw

**STAFF PRESENT:** Pat Cronin, Mary Francioli, Stacey Brown, Jennifer Wolff, Phil Saracino

## **AGENDA OVERVIEW:**

*TFT leads Maryland in preventing child abuse, connects caring communities and builds strong families to improve society for generations to come.*

- |      |   |                             |
|------|---|-----------------------------|
| I.   | Welcome – Sally Bauer                               | 12:00 p.m.-12:05 p.m.       |
| II.  | Approval of March 23, 2021 Minutes & Mission Moment | 12:05 p.m.-12:10 p.m.       |
| III. | President's Report – Sally Bauer                    | 12:10 p.m.-12:15 p.m.       |
| IV.  | Executive Director's Report – Pat Cronin            | 12:15 p.m.-12:20 p.m.       |
| V.   | Brief Committee Reports                             | 12:20p.m.-12:45p.m.         |
|      | A. Finance and Facilities                           | Chris Johnson/Phil Saracino |
|      | B. Development                                      | Gary Marino/Tom Peltier     |
|      | 1. Sip and Savor                                    |                             |
|      | 2. Lace Up to End Child Abuse                       |                             |
|      | 3. Spring Appeals                                   |                             |
|      | C. Nominating & Governance                          | Steve Shaw/Kyle Gore        |
| VI.  | Closed Session                                      |                             |

## **SAVE THE DATE!!**

**General Board Meeting June 1, 2021- Irvine Nature Center**  
**Prevent Child Abuse America Rechartering: June 21-23 am; Zoom**  
**Sip and Savor – Revel in Community – October 9, 2021 Sagamore Farms**

**Recorder:** Jennifer Wolff

## **Executive Committee Minutes**

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### **ISSUE #1 – Welcome and Approval of Minutes**

#### **SUMMARY OF DISCUSSION:**

Sally Bauer welcomed the group. Minutes from March 23<sup>rd</sup> meeting were approved as submitted. Mission Moment deferred.

### **ISSUE #2 –President’s Report**

**SUMMARY OF DISCUSSION:** Sally announced she will keep this brief as she will have more to say at our next Board Meeting in June. It is very bittersweet for this to be her last Executive Committee meeting as Board President. She thanked everyone for their hard work this past year. All the board and staff, especially Stacey Brown, have done such a fantastic job given a difficult year due to the pandemic and keeping our programs running virtually. Sally also thanked Phil for all his efforts in securing loans and tax credits.

### **ISSUE #3: Executive Director’s Report**

**SUMMARY OF DISCUSSION:** Pat announced how grateful she feels for our team and getting through such a challenging year. She will also keep remarks brief as we will review a final report of all activities at our June Board Meeting.

- Because of staff’s hard work we expserved 30,000—a milestone we wanted to achieve. Stacey will share dashboard with details.
- Baltimore Babies Project: Although we had many accomplishments this past year, we also had a fair share of challenges, such as the Baltimore Babies Project- the 6-month follow up study evaluating Family Connects Maryland. The research study had to pivot to virtual because of the pandemic. Despite lower than hoped enrolled families, we did receive positive findings which replicated those from the previous random control trials conducted Duke University. Positive findings include : babies receiving Family Connects home visiting had fewer pediatric/clinic visits for an illness, injury or emergency which was statistically significant; mothers had fewer medical/clinic visits for an illness, injury or emergency; finally, infants were more likely to be read to than even day families who did not receive the program. born babies.
- a. Advocacy: We had some successes related to trauma and ACE’s notably a bill authorizing a Commission focused on preventing ACE’s and ensuring a trauma informed response was legislated. The Governor’s Executive Order re: ACES is in the packet. We will continue to support the passing the Statute of Limitations on Child Sexual Abuse Bill, despite 3 years of not being successful.
- b. Program Dashboard: Stacey gave an overview shown on the screen of the numbers projected for our 4<sup>th</sup> quarter. We are expecting to exceed our goal of 25,000 participants served and reach 30,000—largely due to a very large ACE training we had the opportunity to hold early in the 1<sup>st</sup> quarter. We will soon be holding another large ACE training event where Laura Porter will be coming in to help facilitate. Stacey will follow up on Jeanne Aarsand’s conversation with Mohan Sunta, Head of University of MD who is very interested in hosting an ACE training there.

### **ISSUE #4: Finance & Facilities Committee Report**

**SUMMARY OF DISCUSSION:**

- **Operating Results:** Chris Johnson reviewed the 11- month Operating Results, shown on screen. The operating results show the organization experienced a \$1.2 million operating loss. This loss was expected as result of the cancellation of the Great Chefs Event. However, when we add back the PPP #1 loan forgiveness and release \$330,000 of BOD pledges recorded in FY 19 the loss is reduced to \$400,000. Our projections for the remainder of the year predict that we will not make up that loss operationally. But if our investments maintain their gains, our audited Financials will show a net income.
- **Statement of Financial Position.** The organization's financial positioning continues to be very solid.
- **A snapshot of the portfolio's value,** performance, and investment allocations at 4/30/21 showed the entire portfolio was up 2.6% in April and up 22.3% fiscal YTD. It is invested 76% in equities and 24% in Fixed Income in compliance with our investment policy.
- **The committee reviewed and approved the proposed FY 22-line-item Operating Budget.** The budget was based on combination of historic results as well as estimates based on Management's expectations inclusive of strategic plan initiatives. It is also predicated on our intent to reopen the facility on a hybrid basis in September. The total budget comes in at \$4,500,000 and when compared to last year's budget represents a 21% increase. Salaries expense (\$2.85 million), our biggest cost, assumes 51.4 FTE's and is a 3 FTE increase from last year. This increase stems mainly from the expansion of the Family Connects Maryland Program into Baltimore County. FY 22 Salaries includes a 2% COLA for all staff effective 7/1/21. The budget assumes that we will maintain funding of all existing Govt grants and be able to hold 3 Events in FY 22. With those assumptions we still need to use \$81,000 of program reserves to break even. We have budgeted very conservatively, but if the revenues fall short, we have several options that we can use to keep the strategic plan moving forward. Options include tapping additional existing cash reserves, using funds from the Next generation account, curbing expenses, or any combination. The organization is budgeted to generate 46 % of its funding from the public sector while 54% will come from the private sector. The FY 22 budget spends 74% on salary and fringes, 7% on Professional fees and 19% on all other costs.
- The committee then reviewed and approved **FY 22 Capital budget.** The proposed budget includes spending \$170,200 in Capital Expenditures (building Improvements \$44,500 and \$125,700 worth of IT infrastructure). Strategic plan initiative calls for transforming the Conference Room into a Technology center (estimated cost \$25,000). We also included costs to market, design and test a new application that will help us get to more services for participants via remote access; and additional costs associated a security system recommended by Helion.
- Chris asked for **motions to approve** FY22 operating and capital budgets. Committee approved both.

**ISSUE #5: Development**

**SUMMARY OF DISCUSSION:**

- a. Sip and Savor -Mary Francioli presented the Sip and Savor flyer as well as the sponsorship levels. We have currently raised over \$307,000. The band has not yet been announced, however, it will be Blues Traveler. There will be food/drinks, the

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auction and then the band will play. There will be some tables for higher donors. We are thinking there will be a max of 400 people. Not sure that we will be able to have more than that. Time will tell. We have set a goal to raise 1.2 million and are working to keep costs at \$130 per person. We have a lot of in-kind food and alcohol donations but will happily accept more. Sagamore Farms is donating whiskey and Labrey Wine's is donating wine. Kyle Gore says he could possibly get someone to donate Budweiser beer. Sally asked if we could change the font on the sponsorship page. Mary also showed the Sip and Savor portion of the website along with the video that we will show at the event. Mary also responded to questions related to the sponsorship levels and ticket allocation.

- b. Lace Up – Will take place on October 30<sup>th</sup>. Stephanie Woodhouse and Brad Downs have agreed to chair the event. Our idea is to have it by the statues M&T Bank Stadium which we think will be really fun.
- c. Famfest- we did not budget any money for this event. We are getting opinions from staff on whether we will continue this event. If we do, I will no longer be a fundraising event.

### **ISSUE #6: Nominating and Governance**

**SUMMARY OF DISCUSSION:** Kyle Gore presented the leadership slate (found in packet); Board terms; and asked for motions to approve: Presentation of the Leadership Slate. Committee motioned to approve/second both.

Class of FY22 – we will not be nominating any new board members in June but do plan for nominations this fall. The committee reviewed chairs of each committee. It was noted that this year, Investment sub- committee will become part of Finance, Facilities and Tech. Details are being confirmed with Andrew Michael, Treasurer.

In closing, Sally asked if there are no more issues to discuss then board committee members only will convene for a closed session.