

shelter from the rain

COMMUNITY OUTREACH FOR SINGLE MOTHERS

Shelter From The Rain

Board Retreat | Saturday, February 1, 2020

Board Members Present:

Molly Lieberman, Betsy Kane, Tracy Brisson, Ariana Berksteiner and Sarah Cross

Executive Director: Jennifer T. Graham

1. Prayer and Call to Order at 10:30 AM
2. **Approval of Minutes**
 - Motion made to approve the October 2019 Minutes by Ariana Bersteiner
 - Tracy seconded the motion.
 - Motion carried.
3. **Updates:**
 - Viewed updates listed on the agenda
 - Board requested a 2018/2019 Comparison for the financials
4. **Consultation: Shannon McClure**
 - **Introductions** – with Shannon
 - **Guiding Principles Overview**
 - **Tasks, Needed Items & Recommendations:**
 - **2019 Annual Report and Google Drive Documents**
 - Include Strategic Plan at every board member
 - Courtney Nein potential board members
 - Google Drive for Policies, Bylaws, Procedures and Inventory
 - Annual Board Commitment Letter with Recommendation
 - Board Member Orientation: Understand the program and services, Set clear expectations, track board member hours
 - Annual Board CEO Evaluation
 - **Set Board-Giving Goals** (Giving at least a \$1) “Give & Get” – Renegotiate a certain amount for Year One – Year Two – Decide on an amount.
 - Have Secretary be timekeeper
 - **Consent Reports** – Director Minutes, Committee Reports and Finances sent a week before the meeting.
 - **Board Terms:** Two Consecutive 3-Year Terms
 - **Update Mission Statement:** To enrich the lives of of single mothers and their children in need through the love of God
 - **Update Vision:** A community of strong, independent mothers working towards economic independence, health and wellness.
 - **Commitment Letter: For Board Member Packet – Email Ariana**
 - **Board Expectation List in Commitment Letter**
 - Contact Zelonia for Career Central partnership
 - Add Connexion Church to Partnership list
 - Elevator Speech including the referral process
 - Diagram for Board Members to Refer
 - Shannon to send Savannah Tribune List
 - **Referral Process One-Sheet**

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- **Services & Programs to Clarify Referral Process**
- **Crisis Communications Plan**
- **Social Media Policies & Consent to Photography to Sign-In Form**
- **Code of Ethics**
- **Procedures for Conflict**
- **Fundraising Committee & Revenue Diversification**
- **Risk Management**
- **Add Board Minutes to the Website**
- **Ask Stormy about the Surplus Amount**
- **Better Relations with Elected Officials**
- **Ways to Help Sheet**
- **Tracking Employment, Housing, Etc.**
- **6-Month Review of Services with Each Registered Mom**
- **Keela Donor Management System**
- **Contact Molly for Data Collection Specialist**
- **Process, Impact & Outcomes: Case Studies & Measuring Impact**
- **Documentation of Operation**
- **Improve Statistics**
- **Volunteer Feedback**
 - HR Policy for Volunteers for that Volunteer a certain # of hours
 - Develop volunteer plan that describes how volunteers advance the mission
 - Provide orientation and ongoing training
 - Ensure volunteer have a direct connection with an identified supervisor with opportunities for performance-related feedback
- **Committees:**
 - **Executive & Strategic Planning Committee:** Lastanya Dillard, Tracy Brisson, Molly Lieberman & Ariana Berkstiener (Needs a Summary of all groups)
 - **Services & Programs Committee:** Betsy Kane, Tina Scarough & Ann Ingram
 - **Fundraising & Events Committee:** Sarah Cross, Lauren Dutko & Tina Scarborough
 - **Finance & Grants Committee:** Tracy Brisson, Portia Brown & Ann Ingram – Suggested: Ann Robinson

Meeting adjourned with prayer at 2:30 pm to tour Wesley Gardens | **Next Meeting:** Tuesday, February 18, 2020 6:30 pm – 8:00 pm – Savannah Custom Weddings Chapel

Respectfully submitted by Jennifer Graham