



Board Meeting Minutes
Wednesday, April 19th, 2017
CEO Offices, 75 Holly Hill

In attendance and present: Kath Burgweger, Donna Byrnes, Frank Carpenteri, Jeffrey Evans, William Finger, Pamela Fornero, Joui Hessel, Nisha Hurst, Karen Keegan, Eileen Kim, Erin McCall, Richard Porter, Anne Sherrerd, Anne Silvey Franscioni, Patrick Sullivan, Diane Viton, Jill Weiner, Nancy Weissler, Marie Woodburn

In attendance by phone: Elizabeth Angelone, Brook Urban

Not in attendance: Daniel Fitzgerald, Nancy Kail

Total Board Members in attendance in person or via phone: 21 out of a possible 23

Staff Attending: Jeremy Nappi, David Rabin, Mary Royes

Welcome/Comments - Karen Keegan, Chair

Karen called the meeting to order at 6:05 pm. Karen welcomed everyone and introduced guest speaker, Patricia Schumacher.

Guest Speaker – Patricia Schumacher, LCSW: Greenwich Department of Human Services

Patricia shared with the Board updated Mental Health Cards which list contact information on mental health services providers. She described who uses the cards and how helpful they are. Greenwich United Way will be producing the cards for distribution.

Discussion ensued about Human Services in the Town of Greenwich, in particular mental health human services.

Karen congratulated the new Board Members on joining committees. She brought the Board's attention to the Week of Caring flier. Karen informed the Board that she will be sending out a Doodle Poll to schedule a get together at one of the restaurants participating in the Week of Caring. She informed the Board about the Greenwich Chamber of Commerce Luncheon on May 19th and invited them to attend. Karen added the Junior League of Greenwich is the recipient for the Non-Profit Leadership award. She invited Board members to join the table that was reserved. Karen shared with the Board Patrick Kramer's retirement from the Board, as well as his joining the Advisory Board.

Approval of Minutes – William Finger, Secretary

No changes were made to the minutes of February's Board Meeting.

William made a motion to approve the minutes of the February 15th Board Meeting. Anne Sherrerd seconded it. The motion passed unanimously.

CEO Report, Program and Fund Development Report - David Rabin, CEO

David asked Board members to volunteer at a table for the Health and Wellness Fair on April 29th from 11-1. He informed the Board that the server is now in the cloud. David informed the Board of broken links on the portal. He suggested SharePoint or Dropbox for solutions to this problem. David explained to the group that graduation schedules for Reading Champions would be emailed to them from Marie Wardell. He encouraged the Board to sign up and attend. David informed the Board that the Greenwich Jr United Way had a new Program Coordinator, Joanne Delone. He mentioned that the GJrUW Year-End Project was the Undies Project.

David distributed a report which included the status of the Direct Impact Program and the Annual Campaign. He presented the Board with the following figures committed to date for the Direct Impact Program: ECAGS (\$401,400); YIP (\$165,000); HSTS (\$196,000). David shared that the Total Number committed to the Direct Impact Program was \$762,400.

Discussion ensued about the status report, progress and upcoming plans for the Direct Impact Programs.

Karen added that Jeffrey Evans and Ken Mifflin had led a search of LinkedIn and other sources to identify local IT professionals who may be prospects to support HSTS. Those identified, and all Board members, are invited to the upcoming HSTS Breakfast at AQR on May 9th.

David presented the Annual Campaign status report. He explained that we were approximately \$300,000 behind in Annual Campaign from last year. He also shared that in the Tocqueville division, we were at a reduction of \$110,000 from donors. David reported the Greenwich United Way is within 5% of budgeted goal for the Annual Campaign.

He reported that, for the Annual Campaign only, given the 14% reduction vs last year that was budgeted by the Board plus the anticipated the 6-8% decline, the year-end total could be 20-22% down vs last year. David added that, to help offset that reduction, an event (Golf Tournament) was added. Event proceeds plus Direct Impact commitments should help the overall revenue. He projected that if the same pace is maintained, for annual campaign only, Greenwich United Way should finish at \$1,781,751 or be \$114,807 behind budget.

Discussion ensued about the Annual Campaign Status Report.

Fundraising Events – Jeremy Nappi

Jeremy informed the Board that 370 tickets were sold for the Sole Sisters Luncheon. Jeremy referred to Diane Viton, Co-Chair for the Sole Sisters Luncheon committee, to give a status update for the luncheon. Diane announced that Gretchen Carlson would be the speaker for the Luncheon. She also reported that SAKS is one of the important sponsors the luncheon.

Jeremy shared with the group that Comedy Night (“Brew Ha Ha”) would be at Arch Street Teen Center. He mentioned that three chairs had been named and the date will be in early October.

Karen distributed an updated Board Committee list showing Board members and community volunteers on all committees.

Jeremy reported on the Golf Tournament, saying that 12 more golfers were still needed to reach the 72 minimum to break even. Karen distributed a sign-up sheet with ways for all Board members to get involved with the Tournament whether they play golf or not. Jeremy added that Michael Breed of the Golf Channel would be holding a short game clinic at the Tournament as well.

Audit Report – Pamela Fornero, Chair

Pamela explained to the Board that although we are a tax-exempt organization, we needed to file a 990 with the IRS. She shared with the group that the Audit Committee had reviewed, voted on, and approved the 990.

Pamela made a motion for the Board to approve the 990 for the year ended June 30, 2016, as presented, for filing with the IRS. Nisha Hurst seconded it. The motion passed unanimously.

Building Sale Task Force Report – Patrick Sullivan, Chair

Patrick reported to the Board that the closing for sale of the building would be on April 25th for \$2,495,000. He explained that GUW would lease back the Property for up to 120 days of which the first 60 days would be rent free, thereafter rent would be at a market rate of \$7,750 per month. Patrick informed the Board of a potential lease under consideration for new

office space at 500 West Putnam Avenue with a further potential related lease for space at 2 Dearfield Drive. Terms under discussion for the transaction include (under the first lease) a space that is approximately 2,277 sf at free rent for 24 months with one 12-month extension at GUW's option to continue to occupy those same premises at a submarket rate of \$33 psf. The second lease, pending proper zoning of the space at 2 Dearfield, would commence at the end of the initial 24-month term at 500 West Putnam, and would be for approximately 2,200 sf at \$33 psf with 3% annual increases for 8 years.

Short discussion ensued (see Building Sale Task Force Report for more information)

Board Restricted Fund Committee – Patrick Sullivan, Chair

Patrick reported to the Board that the Committee prepared a list of 16 investment managers, of which ten had been identified for further consideration. He added that certain firms had been eliminated as they, or we, did not fit each other's criteria for an investment partnership. Patrick informed the group that a RFP had been sent to all those under consideration and, pending first round submissions, 5-6 interviews would be conducted in May.

Karen proposed to the Board that Anne Sherrerd's Nominating Report and Eileen Kim's Finance Report be deferred to the May Board meeting due to time constraints given that the Board still needed to conduct an Executive Session.

Regarding New Business, Karen explained to the group that a Doodle Poll will be sent to have a phone call discussion regarding the process of Chair Succession of the Board.

Marie Woodburn made a motion to adjourn the meeting. Eileen Kim seconded it. The motion passed unanimously.

The meeting was adjourned at 7:33pm. Executive session followed.