



**Transitions Board of Directors Minutes**

**Bull Run Tap House**

**December 12, 2023**

**MINUTES COMPILED AND SUBMITTED BY:** Amy Gronlund, Executive Assistant  
 Reviewed by Secretary, Christine Dotterer

**NOTE:** All attachments and reports are on file with the Secretary

**ATTENDANCE:** P = PRESENT IN PERSON C = ON CONFERENCE CALL A = ABSENT L = ON LEAVE

	BOARD MEMBER		BOARD MEMBER		BOARD MEMBER
A	Mary Louise Schweikert, President	P	Angela Brouse	A	Marsha Lemons
P	Kendra Aucker, Co-Vice President	P	Anthony Butto	P	Francy Magee
P	Helen Nunn, Co-Vice President	A	Tina Fry	L	Stacey Pearson Wharton
P	Ed Sigl, Treasurer	P	Amanda Gaynor	A	Stacy Richards
P	Christine Dotterer, Secretary	P	Nancy Hartman	A	Sheri Rippon
P	Mae-Ling Kranz, CEO	P	Armenta Hinton	A	Erin Wolfe
A	D. Toni Byrd, Past Board President	P	Sabra Karr		

**STAFF PRESENT:** Amy Gronlund and Jan McGrath

**GUESTS:**

Transitions Board of Directors Meeting Minutes

AGENDA ITEM/SUBJECT	DISCUSSION SUMMARY	ACTION AND REQUIRED FOLLOW-UP
<b>CALL TO ORDER</b> <b>(Kendra Aucker)</b>	Board Co-Vice President Kendra Aucker called The Meeting to order at 7:04 pm.	
<b>ROLL CALL</b>	Amy Gronlund took roll call.	
<b>SECRETARY'S REPORT</b> <b>(Christine Dotterer)</b> Approval of Minutes from 10/24/2023  <b>TREASURER'S REPORT</b> <b>(Ed Sigl)</b> Approval of Variance Reports	Minutes were previously distributed.  Ed presented the Variance Dashboard. The summary provides an abridged overview of the agency's finances. <ul style="list-style-type: none"> <li>• Key Takeaways               <ul style="list-style-type: none"> <li>○ Salary expenses are 86% of the budget for the fiscal year and benefits are at 75%.</li> <li>○ Income is at 80% for the first four months of the fiscal year.</li> </ul> </li> <li>• Total Assets               <ul style="list-style-type: none"> <li>○ Cash is up 1% compared to last fiscal year, and receivables are down 3%.</li> <li>○ Total fixed assets are down primarily due to depreciation.</li> <li>○ The Vanguard account is up 14% from the previous year.</li> </ul> </li> <li>• Budget vs. Actual October 2023               <ul style="list-style-type: none"> <li>○ For the first four months of the year, income is \$275,754 and expenses are \$287,742 – which results in a net loss. Income is less than budgeted and expenses are greater.</li> </ul> </li> <li>• Budget vs. Actual YTD               <ul style="list-style-type: none"> <li>○ Income is 80% of the budget and expenses are at 95%. Net performance is below budget.</li> </ul> </li> <li>• Accounts Receivable</li> </ul>	<u>Motion by Nancy Hartman:</u> To accept the Minutes of October 24, 2023, <u>Seconded by Amanda Gaynor.</u> <u>Motion carried.</u>  <u>Motion by the Finance Committee:</u> To accept the Treasurer's Report for October 2023, as presented. <u>Seconded by Angela Brouse</u> <u>Motion carried.</u>

	<ul style="list-style-type: none"> <li>○ Ed noted receivables &gt;61 days are lower than in previous months. Receivables on November 30 were \$469,000 and went down to \$396,000 by December 12, 2023.</li> </ul> <p>The Variance dashboard was previously distributed to the Board.</p>	
<p><b>CEO/AGENCY REPORTS (Mae-Ling Kranz)</b></p>	<p>CEO and Agency Reports for October and November were previously distributed to the Board.</p> <ul style="list-style-type: none"> <li>• Transitions received the President’s award from Evangelical Community Hospital/Kendra Aucker at the annual Evangelical Honors the Community event.</li> <li>• Mae-Ling reported that we had a proactive media month due to DV awareness and a push by our new Fund Development Director, Abby Gulden-Luthi. Abby engaged us in a new initiative for DV Awareness Month, Give for DV which was part of a national platform – we came in second nationwide, raising \$2,360 from 25 unique donors.</li> <li>• Mae-Ling thanked all who helped with post-it notes for the annual appeal. After 10 days we have collected \$15,000 in donations. We are excited so far as we are tracking some new donors.</li> <li>• The water/sewer problem has been fixed at 5<sup>th</sup> Street. We are already seeing a reduction in water and sewer bills. We are appealing the previous bills and will keep you updated.</li> <li>• Strategic Plan update – Internal committees are on track. Risk Management will be presenting its work in January.</li> </ul>	<p>Members should read Mae-Ling’s and the other staff’s reports and contact Mae-Ling with any questions.</p>
<p><b>STANDING COMMITTEE REPORTS</b></p> <p>Auction (Angie Brouse)</p> <p>Development and Public Relations (Angela Brouse)</p>	<ul style="list-style-type: none"> <li>• All is on track – please review the report/minutes.</li> <li>• Angie explained that Abby Gulden-Luthi presented her goals and what her plans are moving forward. She is going to take us to another level.</li> </ul>	

<p>Finance (Ed Sigl with Mae-Ling Kranz)</p>	<ul style="list-style-type: none"> <li>• 2022-2023 Financial Audit Report – No material changes and the Audit was approved.</li> <li>• E-Vote read from 12/5/2023: “The Finance Committee is recommending the approval of the following financial holiday gifts in the grossed-up amounts: \$500 for FT employees and \$250 for all part-time employees to be paid out on December 13, 2023.”</li> <li>• E-Vote read from 12/5/2023: “The Finance Committee is recommending the approval of making it standard practice that \$500 for each FT position and \$250 for each PT position is budgeted into our annual FY budget each year for annual holiday gifts from the board/organization to the staff.</li> </ul>	<p>Congratulations to the Finance team were expressed.</p> <p><u>Motion by the Finance Committee:</u> “The Finance Committee is recommending the approval of the following financial holiday gifts in the grossed-up amounts: \$500 for FT employees and \$250 for all part-time employees to be paid out on December 13, 2023.”</p> <p><u>Seconded by Angela Brouse.</u></p> <p><u>Motion carried.</u></p> <p><u>Motion by the Finance Committee:</u> The Finance Committee is recommending the approval of making it standard practice that \$500 for each FT position and \$250 for each PT position is budgeted into our annual FY budget each year for annual holiday gifts from the board/organization to the staff.</p> <p><u>Seconded by Angela Brouse. There were 16 Yes Votes and 2 No votes.</u></p> <p><u>Motion carried.</u></p>
<p>Governance (Kendra Aucker)</p>	<p>Discussed risk management plan with Staff.</p>	
<p>Personnel (Helen Nunn)</p>	<p>Met in early November to review specific changes to the Employee Handbook. Reviewed with National Labor Relations updates as well as Social Media usage for employees. Mostly following PCADVs template. The attorney will be meeting with Mae-Ling and Heather Over and then we will</p>	

	look to an E-Vote from the Personnel Committee and to the full board in January.	
<b>NEW BUSINESS (Kendra Aucker)</b>	Kendra Aucker reported that Mary-Louise is no longer able to continue as the President of the Board.	<u>Motion by Tony Butto:</u> To accept the verbal resignation of Mary Louise Schweikert as Board President. <u>Seconded by Francy Magee</u> <u>Motion Carried</u>
	We need to find a new Vice President or Co-Vice Presidents for the Board. Kendra and Helen will work with this person/persons over the next 18 months.	<u>Motion by Tony Butto:</u> To elect Kendra Aucker and Helen Nunn as Co-Presidents. <u>Seconded by Sabra Karr</u> <u>Motion Carried</u>
<b>STAFF MEETINGS PARTICIPATION BY THE BOARD (Kendra Aucker)</b>	Staff meetings are held on the 1 <sup>st</sup> and the 5 <sup>th</sup> Friday of each month at 12:30 pm. Staff In-Service will be the 3 <sup>rd</sup> Friday of the month at 12:30 pm for Education. Board members interested in attending, please contact Shannon Fisher, who is facilitating the virtual meetings. Shannon_f@transitionsofpa.org 570-768-4995 x302	Please let them know if you have any interest.
<b>EXECUTIVE SESSION (Kendra Aucker)</b>	Staff was excused from the Meeting, and the Board adjourned into the Executive session at 7:40 pm.  The Board returned to regular session at 7:48 pm	<u>Motion by Amanda Gaynor:</u> To adjourn to Executive Session. <u>Seconded by Tony Butto</u> <u>Motion carried.</u>  <u>Motion by Helen Nunn:</u> To return to regular Session. <u>Seconded by Tony Butto</u> <u>Motion carried.</u>
<b>NEXT MEETING DATE (Kendra Aucker)</b>	The next meeting date is Tuesday, January 23, 2024, at 7:00 at the Union County Government Center.	Staff and Committee reports are due <b>Tuesday, January 16, 2023</b> , at noon.

<b>ADJOURNMENT</b>	The Meeting was adjourned at 7:48 pm.	
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