



Transitions Board of Directors Minutes

Union County Government Center – Conference Room

March 26, 2024

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

STAFF PRESENT: Amy Gronlund and Jan McGrath

GUESTS: Nina Blair and Abby Gulden-Luthi

Transitions Board of Directors Meeting Minutes

AGENDA ITEM/SUBJECT	DISCUSSION SUMMARY	ACTION AND REQUIRED FOLLOW-UP
CALL TO ORDER (Kendra Aucker)	Board Co-President Kendra Aucker called The Meeting to order at 7:02 pm.	
ROLL CALL	Amy Gronlund took roll call.	
STAFF PRESENTATION SECRETARY’S REPORT (Christine Dotterer) Approval of Minutes from 1/23/2024 TREASURER’S REPORT (Janet McGrath) Approval of Variance Reports	<p>Nina Blair presented “Housing Department 101”. Board members inquired about the demand for the program, and Nina explained the demand is high. Even though she can pull more clients for services there are still over 100 on the waitlist. She also shared gratitude from two clients for the multitude of services they received from Transition and a recent success story.</p> <p>Minutes were previously distributed.</p> <p>Jan McGrath, Finance Director presented the Variance Dashboard. The summary provides an abridged overview of the agency’s finances.</p> <ul style="list-style-type: none"> • Key Takeaways <ul style="list-style-type: none"> ○ Salary expenses are 99% of the budget for the fiscal year and benefits are at 83%. ○ Income is at 98% for the first eight months of the fiscal year. • Total Assets <ul style="list-style-type: none"> ○ Cash is down 6% and receivables are down 12% from last year. ○ The Vanguard account is up 27% (\$160,000) from the previous year. • Budget vs. Actual February 2024 	<p>See the PowerPoint attached to the end of the minutes.</p> <p><u>Motion by Sabra Karr:</u> To accept the Minutes of January 23, 2024, <u>Seconded by Nancy Hartman.</u> <u>Motion carried.</u></p> <p><u>Motion by the Finance Committee:</u> To accept the Treasurer’s Report through February 2024 as presented. <u>Seconded by Chris Dotterer.</u> <u>Motion carried.</u></p>

	<ul style="list-style-type: none"> ○ For the first eight months of the year, Income is 91% of budget and expenses are at 101%. ● Budget vs. Actual YTD <ul style="list-style-type: none"> ○ Income is 90% of the budget and expenses are at 103%. ● Accounts Receivable <ul style="list-style-type: none"> ○ Accounts receivable total \$596,642 but \$16,500 was received between 03.04.24-03.15.24 and we are expecting a check from VOCA for \$291,000 tomorrow. ● Jan highlighted that supplies are over budget due to Real IT hardware purchases, repairs at NCSH, and the big life journals purchased (covered by a great but still inflates supplies). ● Jan reminded members of the numerous repairs including bats, squirrels, boilers, etc. that were needed so far, this fiscal year. <p>The Variance dashboard was previously distributed to the Board.</p>	
<p>CEO/AGENCY REPORTS (Mae-Ling Kranz)</p>	<ul style="list-style-type: none"> ● Mae-Ling reported that the agency is busy with grant renewal season – PCAR, VOCA, PCADV, etc. are completed or will be in by Friday. We can increase the amount of our ask for the Civil Legal Representation grant from \$130,000-\$175,000. We are applying for some new grants to cover expected reductions including a victim intervention grant, a justice assistance grant that would expand our lethality assessment program, and purchasing and training for an evidence-based education program. We have STOP grants with Union and Snyder already but are also applying for Northumberland County for \$125,000 of which \$62,500 would come to us if received. In addition, there is an OVW grant for victim services we are applying for. We are hammering grants to offset expected VOCA losses and the cost of everything continuing to rise. ● Also, looking at smaller grants. We applied for and received a combined \$4,500 from the Charles B. and Charles and Betty Degenstein Foundations for the Auction and \$29,500 from the 1994 Degenstein Foundation. ● In addition, we received an \$8,000 check from Cornerstone Advisors through The Lehigh Valley Community Foundation, because they 	<p>Members should read Mae-Ling’s and the other staff’s reports and contact Mae-Ling with any questions.</p>

were at the Evan Honors the Community Award and were impressed with our work on the Route 15 corridor.

- There is still strong Advocacy around the Federal budget. The Biden administration is hoping to help VOCA, infusing 7.3 billion over the next several years, with 2 billion added each year. This does not provide us immediate relief, but we are cautiously optimistic as this must all pass through legislation. VAWA is also expecting targeted increases.
 - We also continue to be hopeful there will be an increase in funds at the state level for Domestic Violence which could trickle down to us.
 - Quarterly Dashboard Report – Overall requests for services have gone down but overall numbers are up. The requests are going down, but clients are staying in services longer. They are staying in services longer due to providing better services and perhaps still some leftover pandemic mindset. We are advancing what we want advocacy to look like – not just a one-touch and moving on.
 - Facilities Review PowerPoint Presented by Mae-Ling. Discussion ensued around the cost of BCC and how we got to this point. Will be trying to reduce the time of the lease to two or three years instead of 5 when it is reviewed in July. Also discussed was the difficulty of leading the organization over so many buildings. We do need to maintain office space in Union, Snyder, and Northumberland counties.
 - 50th Year Campaign – Abby Gulden Luthi provided a Development Update.
 - Current Annual Appeal: \$97,859 (budgeted \$80,000. Made \$80,000 last year)
 - Current Auction Sponsorships: \$29,000 (\$50,000 goal)
 - Raise the Region: \$9,355 and 112 donors (last year made \$5,525 and 72 donors)
 - Current General Donations: \$66,334 (last year made \$53,282. Does not include Rther)
- Since September, we have completed the following:
- Transitions Annual Calendar
 - Stakeholder Interviews

See the PowerPoint attached at the end of the minutes.

- Solicitation Process: Written, Email, Social Media (series), face to face.
- Stewardship Process: Rewrote Thank You Letters and sent targeted thank you emails.
- Community Engagement Presentation
- Marketing: Donor Focused Materials
- Donor page on the website
- Updated Wishlist
- Created a partnership with CAA Food Hub for Holiday Food
- Participated in 2 successful giving days.

Ongoing:

- Annual Appeal
- Auction

Next Steps: a campaign?

- 2025 is the 50th year.
- Comprehensive Crisis Center: houses all of our departments in one location.
- Benefits of one location: convenience for clients. Cohesive environment for staff. More efficiency. Building that fits our unique needs. Safe, accessible, new (as opposed to old)
- Alternative funding sources:
 - Degenstein Foundation
 - COVID-19 ARPA PA Multi-Purpose Community Facilities Program
 - Donated land
- A board-level conversation is needed before we take any next steps but would like a decision by summer as it does take a long time to plan a campaign. Angie Brouse explained that the discussion at the Pr. & Dev. committee centered on the need to understand how much we need to raise, if a feasibility study is needed, and are other campaigns happening at this time. She wants Transitions to be successful. Other information shared included that Strosser Baer is doing a physical site feasibility study for free and in addition we would look for grants tied to construction and have begun conversations with Senator Fetterman's office as we are hearing monies are available and are tied to larger projects. We would also pursue Senator

	<p>Casey's office and we have been encouraged to pursue the 1994 Degenstein Foundation for a large ask.</p> <ul style="list-style-type: none"> • Mae-Ling also explained many of our partners have safe houses that are not confidential and are geared toward open community support instead, of shame, blame, and hide. It would be possible for us to be more forward-facing with proper security. • We have hired a Finance Director, Paul Muscarella, who will start on April 15, 2024– he also has ties to legislative offices. 	<p>The Board is in support of the Staff further exploring and diving deeper into the 50th Campaign and a Comprehensive Crisis Center.</p>
<p>STANDING COMMITTEE REPORTS</p> <p>Auction (Sheri Rippon)</p> <p>Development and Public Relations (Angie Brouse)</p> <p>Finance (Ed Sigl with Jan McGrath)</p> <p>Governance (Kendra Aucker)</p>	<ul style="list-style-type: none"> • The next meeting is April 2, 2024. All is on track – • Please help us with a donation for beer and wine, if you didn't bring a check tonight, you can drop by the Admin. offices or mail it in. • Angie said the committee put forth a motion to the Finance Committee to recommend that we establish an endowed fund at FCFP at the minimum \$25,000 as well as an endowed fund at CGF at the minimum \$10,000. Funds will not come from Vanguard. <p>Nothing Further.</p> <ul style="list-style-type: none"> • Spoke with Committee Chairs and discussed needs. Feel good for now. Pr & Dev could use another person, and the auction committed needs the structure to move to a Chair/Vice Chair for succession planning. • Two Vice-Presidents have been nominated by the Governance Committee, Sabra Karr and Francy Magee. 	<p><u>Motion by Pr. & Dev. Committee:</u> to establish an endowed fund at FCFP at the minimum of \$25,000 as well as an endowed fund at CGF at the minimum of \$10,000. <u>Seconded by Helen Nunn.</u> <u>Motion Carried.</u></p> <p><u>Motion by the Governance Committee:</u> To elect Sabra Karr and Francy Magee as Co-Vice Presidents. <u>Seconded by Nancy Hartman</u> <u>Motion Carried.</u></p>

<p>Personnel (Kendra Aucker)</p>	<ul style="list-style-type: none"> • By-law changes. • Board members renewing another term: Kendra Aucker, Sabra Karr, Helen Nunn, Ed Sigl. • Board members not returning: Mary Louise Schweikert, Stacy Richards, and Amanda Gaynor. • Sabra led a discussion on potential board nominees. Members were asked for any suggestions. Names to add to the list of consideration are Bev Niedert, Lucille Tarin, Sue Green, and Emma Fleck. • Holding three vacancies until we have fleshed out funds. • Discussing COLA and Merit increases for staff. 	<p><u>Motion by the Governance Committee:</u> To update the By-laws as presented. <u>Seconded by Francy Magee.</u> <u>Motion Carried.</u></p>
<p>NEW BUSINESS (Kendra Aucker)</p> <p>STAFF MEETINGS PARTICIPATION BY THE BOARD (Kendra Aucker)</p> <p>EXECUTIVE SESSION (Kendra Aucker)</p>	<p>Staff meetings are held on the 1st and the 3rd Fridays of each month at 12:30 pm. Staff In-Service will be the 3rd 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</p> <p>Staff was excused from the Meeting, and the Board adjourned into the Executive session at 8:50 pm.</p> <p>The Board returned to regular session and the meeting was adjourned at 9:00 pm.</p>	<p><u>Motion by Helen Nunn:</u> To adjourn to Executive Session. <u>Seconded by Sabra Karr.</u> <u>Motion carried.</u></p> <p><u>Motion by Angie Brouse:</u> To return to regular Session and adjourn the meeting. <u>Seconded by Armenta Hinton</u> <u>Motion carried.</u></p>

NEXT MEETING DATE (Kendra Aucker)	The next meeting date is Tuesday, May 28, 2024, at 7:00 at the Union County Government Center.	Committee reports are due Tuesday, May 21, 2024 , at noon.
ADJOURNMENT	The Meeting was adjourned at 9:00 pm.	