

CAAFA Board of Directors Meeting Minutes

January 19, 2017

Call to Order:

Sharon called meeting to order at 4:16 p.m. at CAAFA's Office.

Note Taker: Vanessa Patrick

Attendees: Sharon Stinard, Debbie Jusko, Gwen Scott, Nan (joined via phone)

Staff Members: Dorian Townsend, Carol Minisee, Ginger Butcher, Abby Poyer, Vanessa Patrick

Approval of November Minutes: Sharon asked if everyone had a chance to read the minutes. Debbie motioned to approve the November minutes. Gwen seconded. All in favor.

Approval of Agenda: Debbie moved to approve the agenda. Gwen seconded. All in favor.

Vote to Approve Excused Absences: Maria-Elena and Nan were absent. Gwen moved that we approve the excused absence. Debbie seconded. All in favor.

New Website - Wyatt Gilmore, Four Directions Media

Wyatt presented the new CAAFA Website. Consensus agreed on New Website.

New Logo Presentation – Dorian Townsend

Dorian explained the old logo vs. the new logo. Consensus agreed on new logo.

Holiday House and Potential Gala Venue – Dorian Townsend

Holiday House was successful. Tax Credit Campaign has been second most successful campaign with the tax credit eligibility.

Giddy Up Gala New Venue – Dorian Townsend

Event will not be held at Dolce Vita. Rocking R Ranch at Baseline and Power area seemed to fit our needs.

Board Matrix

Board Members will complete and return to give to Dorian.

Executive Committee Reports

Tabled.

Executive Director Report – Dorian Townsend

- a. Toured multiple shelters that have gone coed and shelters with pets.
- b. Working with Paws & Claws to do long-term boarding for those with pets.
- c. Training – Just finished up our Trauma Informed Paraprofessional Training. Going through agency assessment. Agency will be doing a training on Burn Out Prevention and a session in March on Trauma and Substance Abuse.
- d. Grants Update – Working on 5 grants currently.
- e. New MOUs – finalized one with Department of Corrections in Florence. Arizona National Guard MOU has been approved.
- f. 20th Anniversary Campaign – 2018 is CAAFA 20th Anniversary.
- g. Open Positions – Shelter Advocate, Outreach Advocate, Shelter Manager

Financial Report

Carol went over the financial reports for November and December. Debbie motioned that the financial reports be approved. Gwen seconded. All in favor.

Old Business

No Old Business

New Business

No New Business

Adjourn

Gwen motioned to adjourn. Nan Seconded. Meeting adjourned at 6:18 p.m.

X Nan Rutkowski

CAAFB Board of Directors Meeting Minutes

February 16, 2017

Call to Order:

Maria Elena called meeting to order at 4:23 p.m. at CAAFA's Office.

Note Taker: Carol Minisee

Attendees: Maria Elena Ochoa, Sharon Stinard, Nan Rutkowski

Staff Members: Dorian Townsend, Carol Minisee, Abby Poyer, Danielle Webster

Approval of November Minutes: Maria Elena asked if everyone had a chance to read the minutes. Approval of January Minutes was tabled.

Approval of Agenda: Sharon moved to approve the agenda. Nan seconded. All in favor.

Vote to Approve Excused Absences: Debbie and Gwen were absent. No excused absences.

Presentation - Arizona Community Foundation – Lora Golke/Michelle Arndt

Presentation on Nonprofit Reserve Fund and Endowments.

Board Matrix

Board Members will be looking for those with military, law enforcement or legal background, and also those well connected in the business world.

5K Trail Run & Walk – Abby

Registration will be done electronically. Will be a quality run.

The Run will be Saturday, April 1, 2017 beginning at 7:30 a.m.

Executive Committee Reports

Maria Elena touched on bullets of Executive Committee Meeting held on February 9, 2017. Overview of Board Meeting Agenda.

Executive Director Report – Dorian Townsend

Discussed the following:

- a. 5K –MOU with Parks & Rec. Met with Liz Langenbach
- b. Mary Witkofski of the Maricopa Police Department
- c. Alliance of Arizona Nonprofits Day of Advocacy at the State Capital
- d. Implementing the TVAP Program
- e. Bill Miller from the Lions Club – Design a Ride partnership meeting
- f. Arizona Community Foundation Planned Giving 102
- g. Conference Call with Karine Kline, ASU – Motivational Interviewing
- h. Dana Osborne – Planning Human Trafficking film event – “Sold” April 5th.
- i. Grants Update – Humane Society \$3,000
- j. All Gender Transition – March 1st
- k. 20th Anniversary Campaign – spoke on all bullets
- l. Danielle Webster – Grants Manager explained grants strategy
- m. Staff Opening - Still looking for a Legal Advocate. Abby Poyer has been promoted from Shelter Manager to Director of Programs, Sonia Williams has been promoted from Shelter Advocate to Shelter Manager.

Overhauling our sexual violence programming and will be hiring a new Sexual Violence Services Manager and a new CAAFA PCSDVC Sexual Violence Program Contractor.

Financial Report

Carol went over the financial reports for December and January. Nan motioned that the financial reports be approved. Sharon seconded. All in favor.

Old Business

No Old Business

New Business

No New Business

Adjourn

Nan motioned to adjourn. Sharon seconded. Meeting adjourned at 6:29 p.m.

X Nan Rutkowski

CAAFAs Board of Directors Meeting Minutes

March 16, 2017

Call to Order:

Maria-Elena called meeting to order at 4:12 p.m. at CAAFA's Office.

Note Taker: Vanessa Patrick

Attendees: Maria-Elena Ochoa, Sharon Stinard, Nan Rutkowski, Gwen Scott, Debbie Jusko
Staff Members: Dorian Townsend, Carol Minisee, Abby Poyer

Approval of January and February Minutes: Maria-Elena asked if everyone had a chance to read the minutes. Sharon moved to approve the January minutes. Nan seconded. All in favor. February minutes have corrections. Debbie's absence was excused. Gwen's absence was excused. Nan motioned to approve February minutes. Gwen seconded. All in favor.

Approval of Agenda: Maria-Elena asked that the Executive Director Report become Executive Committee Report. Debbie moved to approve the agenda. Gwen and Nan seconded. All in favor.

Vote to Approve Excused Absences: No absences.

Board Growth Discussion – Marie-Elena

Goal is to add members and diversity to the Board. Sharon motioned to approve Board Expectation Form as revised. Gwen seconded. All in favor.

5K Trail Run & Walk – Abby

The Run will be Saturday, April 1, 2017 beginning at 7:30 a.m. Current focus is to increase participation. Created a senior discount.

Executive Director Report – Dorian Townsend

Discussed the following:

- a. Giddy Up Gala – November 4, 2017 - booked the Rocking R Ranch. Sharon booked the band. Set aside time to discuss Giddy Up Gala at April Board Meeting.
- b. Collaborating with Soroptimist of Apache Junction to do a sex trafficking event – the movie Sold. After movie a panel on Arizona Sex Trafficking.
- c. Arizona National Guard 5K – April 15, 2017. They will be doing a food drive with food boxes for our pantry along with a CAAFA booth.
- d. Dorian and Danielle supplied the Arizona Community Foundation with information to be added to the ACF Giving Menu. So far, CAAFA has received a \$500 donation.
- e. Arizona Gives Day – April 4, 2017
- f. November 4, 2017 – Giddy Up Gala
- g. Grants –AKC Humane Fund, Dr. Scholl Foundation, Bank of America Foundation, Mesa United Way, AZDES FY18, HAGAR Project – oven and dish washer
- h. MOU's renewed – Apache Junction Police Department, Motel 6, Maricopa Police Department/City of Maricopa Letter of Support, Daniella's Thrift Store
- i. MOU's in process – Paws and Claws, Parks and Rec, City of Maricopa FAC Family Advocacy Center
- j. City of Phoenix presentation is coming up – CDBG funding.
- k. Presentation with the City of Queen Creek – local funding.
- l. Backbone of the Strategic Plan done. Hoping to have it completely done by April Board Meeting.
- m. All Gender Transition – March 1st – Successfully made the transition.

- n. Social Media – Danielle is helping out and doing a great job.
- o. Staff Opening – All of the full time positions are filled. Only position we are looking to fill is the CAAFA PCSDVC Sexual Violence Program Contractor. Re-hired Meagan MacCleary as our Sexual Violence Manager and Megan Russell-Erich as our Outreach Advocate. Emily Gemar is our new Legal Advocate.
- p. Finished Trauma Informed Training.

Financial Report

Carol went over the financial reports for February. Gwen motioned that the financial reports be approved. Nan seconded. All in favor.

Old Business

No Old Business

New Business

Dorian would like for the Board to sign the thank you card for Soroptimist of Gold Canyon for doing the Saturday Project here at CAAFA.

Adjourn

Sharon motioned to adjourn. Gwen seconded. Meeting adjourned at 5:49 p.m.

X Nan Rutkowski

CAAFA Board of Directors Meeting Minutes

April 20, 2017

Call to Order:

Maria-Elena called meeting to order at 4:11 p.m. at CAAFA's Office.

Note Taker: Vanessa Patrick

Attendees: Maria-Elena Ochoa, Sharon Stinard, Nan Rutkowski, Gwen Scott, Debbie Jusko
Staff Members: Dorian Townsend, Carol Minisee

Approval of March Minutes: Maria-Elena asked if everyone had a chance to read the minutes. Nan motioned to approve the March minutes. Gwen seconded. All in favor.

Approval of Agenda: Debbie motioned to approve the agenda. Sharon seconded. All in favor.

Vote to Approve Excused Absences: No absences.

Board Growth Discussion – Marie-Elena

Board discussed various candidates to join the Board. They also discussed the process of selecting new members.

Strategic Plan Presentation – Dorian Townsend

Dorian presented the CAAFA Strategic Plan 2020 which will focus on five strategies:

1. Diversify Funding and Achieve Increased Financial Sustainability
2. Augment Services to Reflect Innovative Practices and the Diversity of the Community
3. Increase Awareness of CAAFA and its Programs
4. Focus on Staff Health, Development, and Satisfaction
5. Enhance Community Partnerships

5K Debrief – Dorian in Abby's absence

The Run was a success. Wants to start setting goals for the 2018 Run.

Sexual Violence Awareness Month – Dorian Townsend

The month of April is Sexual Violence Awareness Month. Board discussed the planned events and discussions during the month.

Giddy Up Gala – Sharon Stinard, Dorian Townsend and Team

Planning for the 2017 Giddy Up Gala has already begun. Minor changes made to the sponsorship packet—ready to solicit donations. All in agreement.

Executive Committee Report – Marie-Elena Ochoa

After reviewing the by-laws it was decided that family members could join the Board. Materials discussed at the Executive Committee will be covered in the Executive Director Report.

Executive Director Report – Dorian Townsend

Discussed the following:

- a. Upcoming Events – April 28, 2017: Progressive Voice Interview, November 4, 2017: Giddy Up Gala
- b. Grants Update –
Submitted Grants – ACJC 3/16/17
IBM SafetyNet 3/27/17

BBVA Compass, 3/27/17

Gila River Indian Community 3/27/17

ACJC 3/27/17

Phoenix Suns 3/28/17

Henry W. Bull Fdn. 3/27/17

Knox Family Charitable Fdn. 4/1/17

c. MOUs/Letters of Support –

Approved: Paws and Claws

In Process: Parks and Rec, Maricopa PD FAC

d. Social Media Update - From March 15 – April 18 CAAFA's post have had 11,323 views. Danielle Webster has increased our Twitter followers to 247.

e. Staff Opening –

Outreach Advocate

Legal Advocate

Child and Family Specialist

Financial Report

Carol went over the financial reports for March. Debbie motioned that the financial reports be approved. Nan seconded. All in favor.

Old Business

No Old Business

New Business

No New Business

Adjourn

Sharon motioned to adjourn. Nan seconded. Meeting adjourned at 6:03 p.m.

x Nan Rutkowski

CAAFA Board of Directors Meeting Minutes

June 15, 2017

Call to Order:

Maria-Elena called meeting to order at 4:29 p.m. at CAAFA's Office.

Note Taker: Vanessa Patrick

Attendees: Maria-Elena Ochoa, Nan Rutkowski, Gwen Scott, Debbie Jusko, Braden Biggs
Staff Members: Dorian Townsend, Carol Minisee, Abby Poyer

Approval of Consent Agenda: Maria-Elena explained items in Consent Agenda – April Minutes, Agenda, Executive Director Report, June Executive Director Report, HR Manual Edits. Debbie motioned to approve the Consent Agenda. Gwen seconded. All in favor.

Vote to Approve Excused Absences: Sharon Stinard absent. Lindsay will start next meeting. Nan motioned to excuse the absence of Sharon Stinard. Gwen seconded. All in favor.

Board Growth Discussion – Dorian Townsend

Board discussed various candidates to join the Board. They also discussed having 9 members if possible.

Strategic Plan Presentation – Dorian Townsend

Dorian handed out the CAAFA Strategic Plan 2020. She asked the Board Members to go through it, make corrections and return it to her by Friday, June 23, 2017.

CAAFA Office Discussion – Dorian Townsend

Dorian handed out information on properties available for CAAFA move. It was decided the Mexican Village would be most feasible for relocation. Maria-Elena asked for a motion. Braden motioned to approve the office move. Debbie seconded. All in favor.

Giddy Up Gala – Sharon Stinard, Dorian Townsend and Team

Moving forward with planning for the 2017 Giddy Up Gala. All in agreement.

Executive Committee Report – Maria-Elena Ochoa

New Board Commitment forms will be signed by all Board Members.

Financial Report

Carol went over the financial reports for April and May. Gwen motioned that the financial reports be approved. Nan seconded. All in favor.

Old Business

Summer Schedule Reminder: We will meet in July, but will go "dark" in August with an ED Report sent to the board electronically for that month.

New Business

No New Business

Adjourn

Nan motioned to adjourn. Gwen seconded. Meeting adjourned at 5:56 p.m.

X Nan Rutkowski

CAAFAs Board of Directors Meeting Minutes

July 20, 2017

Call to Order:

Maria-Elena called meeting to order at 4:32 p.m. at CAAFA's Office.

Note Taker: Vanessa Patrick

Attendees: Maria-Elena Ochoa, Nan Rutkowski, Gwen Scott, Braden Biggs, Lindsey Wick
Staff Members: Dorian Townsend, Carol Minisee, Abby Poyer

Approval of Consent Agenda: Maria-Elena explained items in Consent Agenda – June Minutes, Agenda, Executive Director Report, June Executive Director Report, HR Manual Edits. Sharon motioned to approve the Consent Agenda. Nan seconded. All in favor.

Vote to Approve Excused Absences: Debbie Jusko absent. Nan motioned to excuse the absence of Debbie Jusko. Gwen seconded. All in favor.

CAAFAs FY 2018 Budget – Dorian Townsend and Carol Minisee

Dorian and Carol reviewed budget with Board. Maria-Elena asked for a motion. Gwen motioned to approve the CAAFA FY 2018 Budget. Braden seconded. All in favor.

Strategic Plan and Fund Development Update – Dorian Townsend

Dorian reviewed the Strategic Plan and Fund Development. Will be hosting Trauma Informed Task Force/Strategic Planning at the new CAAFA Office.

Board Commitment Form for FY2018-Dorian Townsend

Dorian explained with it being the beginning of the fiscal year a new commitment form needs to be signed by the Board Members. All Board Members are to complete and return to Carol.

20th Anniversary Campaign-Dorian Townsend

Dorian discussed events, activities and fundraisers for the upcoming 20th Anniversary Campaign.

Giddy Up Gala-Sharon Stinard, Dorian Townsend and Team

Dorian handed out a time line for the Giddy Up Gala that includes visiting the Rocking R Ranch sometime in October.

Move Update-Dorian Townsend, Carol Minisee, and Abby Poyer

Moving Wednesday, July 26th. Ribbon cutting Wednesday, August 8th.

Executive Committee Update-Maria-Elena Ochoa

Discussed negative statement on social media. Designed a Social Media Policy. Will vote online for policy.

June Financial Report

Carol went over the financial reports for June. Sharon motioned that the financial reports be approved. Nan seconded. All in favor.

Old Business

Summer Schedule Reminder: We will go "dark" in August with an ED Report sent to the board electronically for that month.

New Business

No New Business

Adjourn

Nan motioned to adjourn. Braden seconded. Meeting adjourned at 6:00 p.m.

X Nan Rutkowski

CAAFA Board of Directors Meeting Minutes

September 21, 2017

Call to Order:

Maria-Elena called meeting to order at 4:32 p.m. at CAAFA's Office.

Note Taker: Vanessa Patrick

Attendees: Maria-Elena Ochoa, Gwen Scott, Debbie Jusko, Braden Biggs, Lindsey Wick
Staff Members: Dorian Townsend, Carol Minisee,

Approval of Consent Agenda: Maria-Elena explained items in Consent Agenda – July Minutes, Agenda, August and September Executive Director Report, Major, Sustaining and Planned Giving Manual, and the Third Party and Crowdfunding Packet. Debbie motioned to approve the Consent Agenda. Braden seconded. All in favor.

Vote to Approve Excused Absences: Nan Rutkowski and Sharon Stinard absent. Gwen motioned to excuse the absence of Nan and Sharon. Debbie seconded. All in favor.

Allstate Purple Purse Challenge-Dorian Townsend

Dorian explained what the Purple Purse Challenge was and its importance.

Fund Development Update – Dorian Townsend

Dorian gave an update on 3 major contracts and other funding received or pending.

Phoenix Business Journal Event Presentation – Braden Biggs

Braden discussed the Phoenix Business Journal Event that he attended by giving the Board feedback.

20th Anniversary Campaign-Dorian Townsend

Dorian discussed events, activities and fundraising goals for the upcoming 20th Anniversary Campaign.

Giddy Up Gala-Dorian Townsend and Team

Dorian handed out a time line for the Giddy Up Gala and let everyone know there would be a Giddy Up Gala Meeting September 29th, 2017 at 3 p.m. – 5 p.m.

Executive Committee Update-Maria-Elena Ochoa

Maria-Elena explained that everything has been discussed that was discussed in the Executive Committee.

July and August Financial Reports – Carol Minisee

Carol went over the financial reports for July and August. Debbie motioned that the financial reports be approved. Gwen seconded. All in favor.

Old Business

No Old Business

New Business

Dorian went over the Sexual Violence breakdown of staff.

Adjourn

Braden motioned to adjourn. Lindsey seconded. Meeting adjourned at 6:12 p.m.

X Nan Rutkowski

CAAFAs Board of Directors Meeting Minutes

October 19, 2017

Call to Order:

Maria-Elena called meeting to order at 4:32 p.m. at CAAFA's Office.

Note Taker: Vanessa Patrick

Attendees: Maria-Elena Ochoa, Nan Rutkowski, Debbie Jusko, Braden Biggs, Lindsey Wick, Sharon Stinard
Staff Members: Carol Minisee, Abby Poyer

Approval of Consent Agenda: Maria-Elena explained items in Consent Agenda – Approvals of September Minutes, Meeting Agenda and October Executive Director Report. Braden motioned to approve the Consent Agenda. Nan seconded. All in favor.

Vote to Approve Excused Absences: Gwen Scott was absent. Sharon motioned to excuse the absence of Gwen. Braden seconded. All in favor.

Amendment to June and July Minutes

New Board Member electronic vote dates – Braden motioned to table until November Board Meeting. Debbie seconded. All in favor.

September Financial Report – Carol Minisee

Debbie motioned to table approval of September Financial Report until November Board Meeting.

Executive Committee Update – Maria-Elena Ochoa

Maria-Elena discussed highlights of that meeting.

Board Terms – Dorian Townsend

Tabled until November Board Meeting

Giddy Up Gala-Dorian Townsend and Team

Sharon confirmed that we would be meeting here to finish baskets on Saturday morning at 10:00 a.m.

Fund Development Update – Dorian Townsend

Tabled until November Board Meeting.

Quarterly Deliverables –Dorian Townsend/Abby Poyer

Tabled until November Board Meeting.

Old Business

No Old Business

New Business

No New Business

Adjourn

Debbie motioned to adjourn. Nan seconded. Meeting adjourned at 6:03 p.m.

