

Board of Directors Meeting Minutes
DRAFT for approval
November 16, 2018

Board Members Present

Rob Kammerer
Michael Monahan
Colleen O'Neill
Dev Ratnam
Vince Vitiello

Peter Curry
Chris Becker
Jane Schwartz
Lisa Arning

On the Phone

Vicki Ferrara
Sheryl Taylor
Maureen Nappi
Doug O'Neill
Rich Humann

Staff

Jean Kelly
Joanne Robinson
Shahnur Chowdhury (until 9:10am)

Guests

Baker Tilly- Ellen Labita and Ted Campbell (until 8:42am)

Meeting called to order- 8:10am

Opening reflection by Colleen O'Neill

Financial Report- Michael Monahan, Shahnur Chowdhury and Baker Tilly

Ellen Labita, Baker Tilly, reported that the audit is complete and went well. She reviewed the financial documents supplied in the board packet (financial statement and balance sheet) and advised the board that the firm is issuing a clean and unmodified opinion according to GAP with no adjustments. There were no material weaknesses but some control suggestions were made.

The INN Balance Sheet is showing \$6.8 million in assets at this time. The increase in assets is a result of the donated building. There is a decrease in overall expenses due to the release of the Other Soup Kitchens (OSK) and consolidation of the shelters.

Baker Tilly recommendations to management:

- Upgrade accounting software
- Create a true policy and accounting for pledges to eliminate or control verbal commitments. Suggest attaching an email to confirm any verbal pledges.
- Policy and Procedures manual needs to be updated
- Cyber security review needed including present use of outside vendors. Needs to be a vetting process when using outside vendors in order to protect employee and donor information.

-Financial Statement- updated terminology for restricted and unrestricted and added a liquidity footnote as this is now a requirement.

-Lease standard – leases will now go on the Balance Sheet.

Mike Monahan thanked Baker Tilly and Shahnur for their collaboration during the audit. Baker Tilly left the meeting.

Mike and Shahnur reviewed the finance packet including the approved budget. Peter Curry commented that as an organization we need to find ways to increase the number of grants we receive and that now we have new opportunities to apply for grants based on the additional focus in our mission.

Sheryl Taylor suggested we ask Jane Geever, Development Consultant, to help write some grants or recommend someone to help.

Mike updated the Board on the OSK's- Board packet includes updates that were approved by the Executive Committee. Four OSK's are in the final steps of separation. Jean Kelly reported that there will be a meeting with all OSK's once all are officially separated.

Program Update- Joanne Robinson

Consolidation of shelters is going well and the program has been "right sided" making for stronger and more efficient outcomes for the guests and The INN. Joanne pointed out that this change will save costs over time and the goal is to have a positive operating budget for the shelters alone.

2017- Shelters showed a \$1.2M loss

2018- \$986,000

2019- \$335,000 (anticipated)

Grants- we are presently looking for a full-time Grants Manager.

Michelle Singh who we originally hoped would be able to assist with grants has now been designated as the full time Volunteer Coordinator.

Discussion about mental health- We are presently not set up properly to provide mental health services but will apply for a variance to make building

accommodations. Consultant is putting together a pro forma business plan to support the variance. For the time being Joanne suggests we use the lower level of the CTC to start the Mental Health Clinic and move the boutique into the lower level of the Sewell building. We presently have a tenant who will not leave Sewell Street so we are in the middle of the eviction process. This is impacting our tax status as a non-profit. We are anticipating a \$75,000 tax bill.

Long Term Housing- in the process of selling one of the houses in Long Beach and anticipating getting about \$500,000. The other house in Long Beach will be vacant in a few months so we will sell that one too for about the same amount.

Joanne feels we will need to release restricted funds to do updates to our properties. Management will come back in January and made suggestions to the Board as to how the funds will be used.

Nominating Committee- the Class of 2018 will be contacted individually to discuss continuing on the Board of Directors.

Development Committee- Rob Kammerer

The committee is focused on finding ways to increase grants. There was a presentation to the committee about how the grant process is managed presently at The INN.

Rob reported that overall fundraising is %16.2 over budget at this time.

The INN received over 10% of all health and human services donations given on Long Island this year.

The INN was on News 12

We are now using Square to collect donations and information. We expect this will increase our donations overall at events.

A donation box was added at MBI

Youth Advisory Board is having a fundraiser- BowlINN

The Garden City Turkey Trot will give a portion of donations to The INN again

November 29th is the kickoff to the Americana Shopping fundraiser

December 5th is the Gifts for Guests Open House.

Rob advised the Board of Colleen O'Neill's idea of sending out a personal holiday/Thanksgiving card with a suggestion to donate to The INN.

Rob suggested that with all the successes and increases in fundraising over the past few months, the organization should consider not hiring a new Director of Development.

Closing Reflection- Chris Becker

Meeting adjourned 10:03 am

