



# Brain Injury Center of Ventura County

## **Board Minutes of 6/3/14**

Board Present: Ann Arragg, John Cortes, Brian Cousino, Donna Davies, Pauline Malysko, Sheila Murphy, Dotti Oliver, Dave Wilk, Dennis Wood

Board Absent: Glee Lewis

Staff Present: Jeanette Villanueva, Chrissy Riley

### Action items in Red

### Motions in Green

The meeting was called to order by Donna Davies at 9:30 am. Proposed Agenda Reviewed. Minutes accepted unanimously as presented for May meeting.

### **Financial Status:**

- Monthly burn rate for Rabobank is \$7-8,000; current balance in Rabobank account \$7,800; expecting at least \$4-5,000 in the next month.
- \$78,000 in Pacific Western account – probably won't need to dip into it in June, possibly in July.
- Expenses are higher as a result of expanding programs and services.
- Plans to set up QuickBooks on three computers so that the office can work more closely with the treasurer.
- Cash Flow chart and Grant History handed out to Board members; **Chrissy will add total revenue and expenses to cash flow charts as suggested.**
- Grant writer, Nicollette, is working on Weingart and Wood-Claeyssen's grants and a letter of intent to Dignity. In the future, she will be working on development planning and programs to strengthen grant writing.
- *A motion was made by Dennis and seconded by John, over email, that "BIC hire Jeanette Villanueva as our new Executive Director" (see attached). Dennis made a motion to change "payable monthly" to "payable biweekly". Dave seconded. Motion passed.*
- Internal controls are being updated, including working on operational manual, locking confidential documents, and creating a new employee handbook.
- *Pauline made a motion: "I move to remove myself and add Jeanette as signature for Rabobank and Pacific Western accounts". Dotti seconded. Motion passed.*

### **Recognition of Transition Team**

- Dennis, Pauline, Sheila, Sue Tatangelo, and Sonia Amezcua (CHCD)
- **News release will be sent out to notify funders, PAC, and the public of our new ED.**
- The Executive Committee will function as the Personnel Committee. **They will meet with Jeanette for 30-day, 60-day, and 90-day reviews.** Donna passed out two handouts for the Board: 10 Basic Responsibilities of a nonprofit board, and "support and evaluate the Chief Executive."

### **Executive Director's Report:**

- Over the next three months, Jeanette will be focusing on marketing, PR, and awareness. Her goal is to position BIC as experts of brain injury.
- Jeanette shared ideas on updating the brochure and website, creating a packet of information, and branding the organization.
- Jeanette will also be working on obtaining a new case management system for the office. **She will meet with Brian to discuss the budget for case management system,**

meet with vendors and research options. Then, Jeanette will meet with Chrissy and Lisa, and finally present her findings to the Board.

- A community outreach survey will be sent to Board members to find out where community affiliations already exist so she can expand our efforts.
- The office is working on creating a system to track time spent on intake, referrals, counseling, etc.
- Once we have a better infrastructure in place, we can apply for government grants. An audit (very expensive) or outside financial review may be necessary for different grants.
- John recommended looking at [www.grants.gov](http://www.grants.gov) to find out what codes we would need to apply for grants – John offered to work on this with somebody. Jeanette and Donna will also meet with Sue T.
- Jeanette will meet with the Department of Rehabilitation and other local programs throughout the state.

### **Programs:**

- Social skills group going well in Ventura, starting in Camarillo this Thursday.
- Camarillo support group is now meeting at AlmaVia of Camarillo due to construction at CHCD.

### **Walk:**

- BIACAL will not be co-hosting Walk with us this year. BIC is still holding "Walk and Roll" on Sunday, 6/22, at 1 pm at Oxnard High School track. Donna, Jeanette, Glee, and Mary Ann (parent of BI survivor) met to discuss the walk.
- Dennis offered to sponsor BIC hats for the walk. Donna will send out a sample and quote to John and Dennis and they will check to see if they can find a less expensive option. The board decided on navy blue hats with white writing.
- Volunteers in office will be making phone calls to increase support for the walk.

### **Gala & Mission Oaks Fundraiser:**

- Flyers for both were handed out. The fundraiser at MO's café is ongoing: write "Brain Injury Center" on the back of receipt, place in the jar by the door, and they will donate 5% to BIC. Spread the word! They will also be hosting a fundraising night for us where they will donate even more.
- Sponsors for the Evening of Magical Memories are coming in slowly. The committee is meeting next Tuesday. Dennis will talk to Ted Burgess of AlmaVia and other home health care agencies regarding sponsorship.
- The event will be held on September 27th at 5pm, not 5:30pm. The committee is considering a change of honoree as Steve Thomas is out of town. Dotti is in contact with the person that may have saved Jenna Prewitt's life, and he may be able to present her with the award.

### **Agenda Items for Next Meeting:**

- Sheila will set up a meeting with the Neuroscience Center to discuss programming, fundraising, etc.
- Donna will get feedback from presenters at Conference and prepare a report based on evaluations for the Board.

### **Meeting adjourned at 11:30 am.**

Next meeting is Tuesday, July 1, 2014 at 9:30 am.