
BOARD MEETING

DATE: May 12, 2015
TIME: 12:00 p.m.
PLACE: Ventura County Community
Foundation
4001 Mission Oaks Blvd,
Camarillo, CA 93012

Minutes

BOARD MEMBERS PRESENT: Donna Davies, Dennis Wood, Brian J. Cousino, John Cortes and Sue Tatangelo.

NON-BOARD MEMBERS PRESENT: Staff: Jeanette Villanueva, Chrissy Riley and Alicia Hoffman.

1. CALL TO ORDER

Donna Davies called the meeting to order at 12:14 p.m.

2. ROLL CALL

3. ACCEPTANCE OF AGENDA

The agenda was adopted as presented by unanimous consent.

4. ACCEPTANCE OF MARCH 2015 MINUTES

The March 2015 Minutes were accepted as presented by unanimous consent of the board.

5. PRESIDENT'S REPORT, Donna Davies

Ms. Davies reported on the following items:

- Changes to the bylaws are in the works and will be submitted on the board website for online discussion and review at the next meeting.
- Working with Program Coordinator Chrissy Riley and Consultant Camilla Seippel on programs, with survivors and with the CHCD Wellness Center.
- Professional Advisory Council meeting at which BIC programs received positive reports. Members received a report on Measurement Scales and updates and changes to the Social Skills group from Consultant Camilla Seippel. Jarice Butterfield reported on a new AB86 program in the county and Ms. Davies will contact Ventura Community College for possible collaboration. Dr. Robert Tomaszewski suggested Ms. Butterfield look at a Van Nuy's ILRC model. The group suggested BIC look at partnering with CLU or other university to gather data on programs. The PAC also discussed conference recommendations and changes to be pulled together and presented by Jeanette Villanueva at the Board's July meeting. (See handout).

6. TREASURER'S REPORT

Mr. Cousino provided a financial summary for the Board, including reports on cash flow, 2015 Actual vs. Budget, Profit & Loss Statement, and current Balance Sheet. He suggested checking account funds to see if funds needed to be transferred from Savings to cover payroll if needed. Mr. Cousino suggested the board consider accounts for such things as Board Discretionary Fund and an Endowment Fund during its strategic planning.

On a side note he suggested the board listen to ads on KVTA for the Frederick Foundation for kids with brain injury. He suggested it may be worth partnering with them as an extension of BIC's mission.

7. EXECUTIVE DIRECTOR'S REPORT, Jeanette Villanueva

Ms. Villanueva provided her report to the board on the following:

- Grants
 - BIC received a Meadowlark Service League grant, amount unknown and to be revealed at luncheon. The grant will be presented at the MSL luncheon at 10:45 a.m. June 4 at Spanish Hills Country Club. Board members were invited to attend for a \$35 fee.
 - BIC received a Livingston Memorial grant for \$3,000, which will be used to purchase the the TBI case management system and a year of service for \$2,400. The remainder will be used toward the new BIC brochure, which currently is in the design stage.
 - BIC has submitted a Swift Memorial grant for technological needs, including laptops with docking stations to be used for occupational training. Status is waiting to hear.
 - BIC did not receive the Dignity health grant, but the work gathering information with CHCD on the application will be used for further grant applications, reducing costs and providing partnership opportunities.
 - BIC is working to apply for a grant through the Santa Ynez Band of Chumash Indians. There is a July 31 deadline on those grants.
 - BIC did not receive the City of Camarillo grant, although it will continue to apply in the future. This was the first time applying for this grant.
 - BIC purchased GrantStation software from TechSoup for \$99, a savings of \$600. The software allows access to a database that matches agencies with applicable grants.

Ms. Tatangelo suggested that BIC apply for a Ventura County Community Foundation Transportation grant. The foundation is offering six grants at \$5,000 each. The application deadline is May 31. Ms. Villanueva said she will research and submit an application.

- Events
 - **Benefit Concert** - Ms. Villanueva reported that the awareness and response from the Benefit concert has been phenomenal. BIC has scheduled speaking engagements at

Kiwanis meetings, received a boost in social media shares, a spot on a radio show, and write-ups in both The Star and The Acorn. The agency stretched itself and made some new friends. Ticket sales totaled \$2,000 with \$100 from Krave-it Yogurt proceeds, a \$100 gift card donated from The Table for the Evening of Magical Memories auction and proceeds yet to come from Beano-Vino. If Musician Phil Celia is amenable to another concert next year, it was suggested that perhaps the venue could be moved to The Majestic Ventura Theater.

- **Walk & Roll** – (Make note of the date change due to unforeseen farming fumigation) The event is set for 1-3:30pm ~~June 14~~ at the Oxnard High School Track. There is no committee for this event and staff is organizing it. This year people will be stationed inside the track to keep everyone together and walking. Orange slices and water will be placed along the track. BIC has three sponsors for this event Banner House, Senior Helpers and the Neuroscience Center of Ventura County. BIC has shirts and hats still available to sell at this event. Glee Lewis had suggested to staff that transitioning this event to participation in the Oxnard Salsa Festival and its Dancing with the Stars events could be much more beneficial and bring more money and awareness.

8. PROGRAM DIRECTOR'S REPORT, Chrissy Riley

Miss Riley delivered the report to the board stating that she has had more time to focus on programs and clients and an increased ability to meet with people and work more closely with the Professional Advisory Council on referrals and resources.

She said she has been doing some community resource research and organizing information. She has met with two groups, Gold Coast Transportation and the Independent Living Resource Center in Ventura, on specific services they can offer. She has a meeting set up with Cabrillo Economic Development Corp on low-income housing resources and a presentation with the STAR program in August with which the PAC will assist.

- **Support Groups** - Miss Riley reported that the support groups are going well and she is facilitating the Oxnard English, Ventura and Camarillo groups, and Miss Seippel is handling the Oxnard Spanish, Family/Caregiver groups as well as TeleREACH and Social Skills groups.
- **ID Cards** - Miss Riley reported that the Camarillo Police Department has been helpful in spreading access to the Impairment ID cards and has set up dates to make the cards for survivors in Oxnard and Ventura as well.
- **Support Group Socials** - She also reported on the group socials, which include the Walk & Roll, for which survivors have been asked to get teams going, and the 4th of July Barbecue, which will be held a week prior to July 4. She said the socials offer learning opportunities.
- **Social Skills Classes** – Attendance has been good for the Social Skills classes with up to 12 people attending. The current session focuses on Community and Communal Living Skills. Miss

Riley said participants are doing role play and Miss Seippel is incorporating more structure for carryover, including different levels of involvement and incorporating a buddy system for homework and reminders.

- **TeleREACH** – More clients are being added and more data collection is taking place.
- **Website Caregiver’s Blog** – Miss Riley and Miss Seippel are setting up a forum for caregivers that will be moderated by staff. The forum will include a log-in and password for privacy, but will offer a place for caregivers to converse and share.

John Cortes arrived at 12:57 pm.

9. COMMITTEE REPORTS:

Ms. Davies provided the committee reports and mentioned the upcoming Winchesters Fundraiser June 30 for which BIC will receive 20 percent of proceeds.

Ms. Villanueva approached Mr. Cortes about participating in the Salsa Festival as a dancer. He said he would think about it, but suggested Dr. Herman in jest.

10. UNFINISHED BUSINESS:

The board entered further discussion on Strategic Planning using handouts provided by Ms. Villanueva as a starting point. (Handouts added to Board website). Ms. Davies suggested a team approach to planning and remaining flexible, using the following to set the tone:

- “Quality of Life”
- Helping whole person/family unit to improve, using expertise to help people move along
- Who we serve
- Where we fit in
- What we can do with what funding and resources we have

Each goal was assigned to a member of the board or staff to incorporate new ideas to bring back for feedback to the whole group

- Goal #1 Actively recruit new members to serve on the Board of Directors – Mr. Cortes & Ms. Villanueva.
- Goal #2 Ensure a diversified Funding Base – Ms. Tatangelo and Brian Cusino.
- Goal #3 Strengthen programs to support brain injury survivors and caregivers – Ms. Davies.
- Goal #4 Adopt a uniform look and message in all communications and materials – Mr. Wood & Staff
- Goal # 5 Promote awareness of BIC’s mission to external audiences – Mr. Wood.
- Goal #5 Strive for organizational growth and efficiency – Mr. Wood.

11. NEW BUSINESS: None

13. ADJOURNMENT: 1:35 pm

Respectfully submitted by Alicia Hoffman