



Board of Directors Meeting

Tuesday, September 12, 2017

7:00pm-8:30pm

Sumner Village Community Center

Meeting Notes

1. Convene Meeting – Due to absences of Gary Ender, Cecilia Bacigalupo and Jane Croft, and resignations of Nancy Wehr and June Gardner, we did not have a quorum, and thus this does not stand as an official board meeting.
 - Board members present: Margie Eulner Ott, Susan Harding, Mary O’Donoghue
 - Staff present: Todd Smith
 - Prospective board members present: Sandy Roy, Peter Loew
2. Approval of August 2017 Minutes – delayed due to lack of quorum – Todd to seek approval via e-mail.
3. Financial Statements – reviewed – no questions/comments
4. Executive Director Report – Todd reported:
 - Membership = 99, will drop to 98
 - Member prospects being contacted by Todd – expect to add 10-12 people before year end
 1. SH mentioned several game day participants have been talking about joining
 2. Todd aware of them and will contact
 - Delay in install of new software, reviewing new vendor. Expect to resolve by 10/15.
 1. Plan to rejoin VtV network due to discount on software vendor.
 2. PL said there is a free homecare software package that might be of interest.
5. Executive Search -
 - Search committee – Margie Ott, Peter Loew and Susan Harding will conduct interviews; Margie will prescreen.
 - Candidate evaluation criteria – likes seniors, people person, admin experience, networker, willing to fundraise
 - Other considerations (see attached summary of concerns collected from operations committee and board, and potential solutions) – these were reviewed
 - Vacancy announcement strategies – Network in Village community, senior care community, post to community list-serves, all board members to circulate to our linked-in accounts, our personal and professional networks, idealist, indeed
 1. PL – will post to various sites
 2. MO’D – will mention at GROWS and other networking meetings
 3. TS – will circulate to Pazit, WAVE, Iona, Sibley Senior Assn

4. MEO – will circulate via Facebook, neighborhood listserves, letter to LFV members, volunteers, donors

6. Board Development/Expansion – Volunteers for a committee to review/interview candidates? – No volunteers – Margie to meet with candidates one-on-one.
 - Ask Todd to put out a call in doings
 - Potential new board members:
 1. Peter Loew
 2. Todd Smith
 3. Sandy Roy (app received)
 4. Gabrielle Grunau (app received)
 5. Others? Cafritz?
 - a. SH suggested Norma Dugger, Sally Walker – SH to invite
 - b. PL suggested Dana Rice
 6. Needs: monied contacts, fundraiser or grants person, neighborhood association people, connected church people, like to plan events people, well-connected people, market research person, social media person, web development person, senior services people.

7. Calendar review – upcoming events
 - Wednesday, October 11 at 7:00pm – LFV 5th Anniversary Party & Volunteer Recognition Event
 - Let Mary know if you want to be on planning committee.
 1. SH and PL suggested we make this a community branded event, not LFV 5th birthday.
 2. SH said let's stop selling services and start selling community building

8. New Business - none

9. Adjourn – 8:30pm

Executive Search Considerations

Results of Operations Group Environmental Scan:

1. LFV currently pays \$35K for 1 FT and 1 PT employee; a grant from MoCo will allow us to pay up to \$45K in salaries in 2018, if nothing else changes with LFV financial picture.
2. Surrounding villages pay \$65K+ for executive director and if have 2 people, \$40K+ for a second administrator.
3. Some villages can pay executive director less by making the position less than full time (e.g., 30 hrs/wk would prorate a \$65K salary to \$48K).
4. Peter Loew says mid-career case managers would see the salary and position with the village as a nice career step-up.
5. Villages with an executive director with an MSW have been able to attract SW interns and be able to have them get credit (because the MSW can give proper supervision).
6. Some villages have been able to establish a corps of office volunteers to ensure that one volunteer comes to office every morning to handle bulk of calls and dispatch of volunteers for service.
7. LFV administration of service dispatch and other processes is cumbersome/manual due to lack of software to assist. New software is being evaluated and will be in place by year-end to streamline this and other processes including membership and volunteer application and data maintenance, communications, fundraising.
8. Most other villages don't have an office rental cost, as they receive their office space from government or other non-profit. LFV cost for office is \$16,000 annually. To date, this had been offset by sublease and county grant, but both are now at an end and we have to pick up in the budget. Our lease is through 9/30/2018. Forgoing an office is a possibility in the future if we hire an ED willing to work from their home.
9. Todd has indicated a strong interest in staying involved with LFV, particularly in the Program area. This is a function that didn't have a strong committee chair and volunteers, so it fell on Todd as a staff person to plan and execute nearly all of the programs. If he retains this as a volunteer, it will free the new director to focus on other areas.

Board concerns (reported by one or more members):

1. How will one person do the job that has been taking 1.5 employees now?
2. We need a "director" – someone who will lead and be strategic, and not an "administrator" – someone who will do/get done what the board lays out.
3. Development committee feels strong need for someone with expertise or experience in fundraising.
4. Board needs to decide to hire a person that has strengths in areas we have strategic need: fundraising, member recruitment, volunteer recruitment/management.
5. New director needs to have strong delegation skills, ability to expect and empower volunteers to do big jobs.
6. New director needs to continue strong financial stewardship and active attention to ways to cut costs.