

COMMUNITY ACTION ASSOCIATION OF PENNSYLVANIA
BOARD OF DIRECTOR'S MEETING

Teleconference

July 15, 2015

MINUTES

Board Members Present: Ron Errett, Rick Beaton, Janine Kennedy, Sam Ceccacci

Via Telephone: Bob Raible, David Mzrowski, Ken Heilman, Erin Lukoss, John Litz, Megan Shreve, Eva Gladstein and Gale Zalar

Members Not Present: Tay Waltenbaugh, Darlene Bigler, Harry Adrian

Advisory Board Members Present: Rep. Mark Longietti

Via Telephone: Joyce Long

Staff in attendance: Susan Moore, Jane Knott

Rick Beaton, President, called the meeting to order at 10:10 a.m. Roll was called. A quorum was established.

There being no corrections to the Minutes, Susan Moore, CEO, highlighted her written report, focusing on the following areas:

Budget Impasse

Susan discussed the state budget impasse stating that she believes it will be a long one with neither side being willing to give in on key issues. She is confident that the majority of member agencies have followed suggestions to invoice all CSBG funds owed to them by June 30th, to delay major purchases and to set up lines of credit. Based on what she has heard, most agencies can last until mid-to-late October before closing programs and laying off staff.

Organizational Standards

Susan has reviewed the assessments completed by Pennsylvania CAA's. Risk Assessment is a critical need for most agencies to complete and they are requesting technical assistance on doing so. This has also been recognized on the regional (Region 3 RPIC) and national level, and CAAP has been a voice asking the Community Action Partnership to provide guidance. The Partnership has now scheduled a two-part webinar on Risk Assessment on July 23rd and August 13th.

CAAP will continue to work with DCED on evaluating CAA needs to meet the standards during 2016 and will use RPIC funding to sponsor training as needed.

Annual Conference Results

The 2015 CAAP Annual Conference was a success according to an overall conference evaluation satisfaction rating of 91%. There were 245 officially registered attendees and vendors plus 15 speakers as well as 20 workshops, 5 keynote speakers, two award ceremonies, four meals, networking breaks with exhibitors, and a hospitality suite. The Holiday Inn staff exceeded expectations.

The 2016 CAAP Annual Conference planning has begun. A new logo and theme have been created and a new conference registration form and payment processing system are under development and will be integrated with new website.

Motion 7.15.15a: The April 2015 Minutes and CEO report were approved as presented. Moved by Sam Ceccacci and seconded by Ron Errett. The motion passed unanimously.

PRESIDENT'S COMMENTS – Rick Beaton

Rick acknowledged and welcomed the new Officers and Board members. He stated that Susan would be contacting the Regional Reps to determine whether they wished to make changes to the format and content of the regional meetings. These meetings are meant to be helpful to the membership and should reflect their needs and wishes.

TREASURER'S REPORT – Ken Heilman

Ken Heilman, Treasurer, requested that Jane Knott, CFO, present the **June 30, 2015 CAAP Financials** and the July 1, 2015 – June 30, 2016 CAAP Annual budget. Jane noted that the Finance Committee had reviewed both reports on July 8, 2015 and recommended them to the Board. She noted that CAAP's cash position at June 30, 2015 was good, and that we received a CSBG funds drawdown on July 2, 2015. Jane noted that the Vanguard investments ended the year with a 2.6% annual return which was affected adversely at June 30 due to the Greece bailout, but the funds have recovered since June 30. Our current debt to assets ratio is 6.03 with the investments, and 1.93 without the investments which is an indicator of our ability to pay our short term liabilities with our current assets and an indicator of CAAP's financial health. Jane referred to the notes to the financials which explain line items in the financial statements.

She reviewed the Statement of Revenue and expenditures at June 30 and noted that our year to date excess was \$28,497 which is lower than the \$41,800 budgeted excess. She noted that in FY 2014 we showed an excess of \$135,746 which included \$48,000 excess for the Needs Assessment Tool which is being depreciated at \$16,000 per year thru FY 2017 and was not included in the FY 2015 annual budget. In addition, we wrote off \$3,500 dues for one agency which has not responded to requests for payment.

Motion 7.15.15b: The Board accepted the June 30, 2015 Financial Statement as presented. Moved by Sam Ceccacci, seconded by Megan Shreve. The motion passed unanimously.

Jane presented the **July 1, 2015 – June 30, 2016 CAAP Annual budget.** Jane noted that the Finance Committee had reviewed the CAAP Vanguard Investment funds compositions, asset mix, and detail since its inception, along with the CAAP Investment Policy, and is satisfied with the current investments as is. Jane reviewed the Revenue Projection compared to FY 2015. Grants Income: the CAAP Dues and CSBG Funding remain at the FY 2015 level, but the CSBG revenue is \$55,130 less than budgeted in FY 2015. The R3PIC Regional Grant is budgeted for a full year in this budget. The training fees include the addition of the Needs Assessment Tool Fees, which shows a corresponding expense for the maintenance and data files update. The annual revenue increases \$37,945 to \$925,000, a 5.9% increase. Jane reviewed the FY 2016 CAAP Dues Schedule which remains the same as FY 2015, but does not include a rebate. Jane reviewed the Total Agency Budget by Grant or Cost Center compared to FY 2015. She noted that there is a 3% COLA for salaries included in the budget, and some salaries are moved to CAAP Operating due to the reduction in CSBG funding. An additional position was also reinstated to manage the VISTA program and other duties. Jane noted there are detailed notes attached reviewing charges in the line items. The budget projects a \$13,465 deficit largely due to the additional depreciation and the reinstatement of the full time position. Staff will be looking for savings throughout the year to bring the agency to breakeven by year end. Ron Errett asked if the budget includes the reduction of the dues for the non-paying member. Susan Moore responded that it does not; we hope to collect all the dues.

Motion 7.15.15c: The Board approved the July 1, 2015 - June 30, 2016 Annual Budget as presented. Recommended by the Finance Committee, seconded by Sam Ceccacci. The motion passed unanimously.

REPORTS

Susan discussed the **New CEO orientation workshop** CAAP is creating. It will be a day and a half with David Bradley doing a history of CSBG on day one and then nuts and bolts presentations on day two. The workshop will end with each new executive being paired with a seasoned executive who will act as a mentor for a twelve month period.

Although she would like to hold the workshop sooner, she is delaying it until October, concerned the budget impasse may negatively impact attendance on an earlier date.

OTHER

Representative Mark Longietti addressed the current status of the state budget, saying that high level staff is meeting frequently as is the leadership to try to reach a budget compromise. The vote is just not there for a veto override and he fears this may be a long impasse.

Susan updated the Board on the Bowie baseball game being put together by David Bradley to thank PA's republican Congressman for their signatures on the CSBG reauthorization bill. Approximately 20 staff members from the CAA network are planning on attending and we have raised an estimated \$13,000 to support the event.

There being no further business, the meeting adjourned at 11:00 a.m.

Submitted by Darlene Bigler, Secretary