



Transforming lives, one child at a time.

**Meeting Minutes for
Board of Directors**

January 11, 2024

Date

1:00 PM

at

**Circle of Friends
Clubhouse**

Time

Location

Meeting was called to order at: 1:05PM

Time

In Attendance:

Nicole Woodson
Kellie Scholl
Terry Buchholz
Lisa Gies (via Zoom)
Keith Nuthall
Leslie McHugh
Duncan Campbell (via Zoom)
Cheryl Olson (via Zoom)
Jane Slingsby (via Zoom)

Names of those in attendance of the meeting

Absent:

Agenda Item 1: Mission Minute:

- Kellie shared a story about one of our middle school kiddo that was shared at our mentor meeting. It is all about spending time with our kiddos and sometimes doing everyday things.

Agenda Item 2: Consent Agenda:

- Consent Agenda items were approved with discussion and Q&A around financials (discussed variances), YPC/YPL (working on insurance requirements with mentors & YPLs), ED report, and Construction Update.
- Board asked that the YPLs share what they do on a daily/weekly basis for the next board meeting.
- Nicole shared information about the old elementary school's future uses.
- Motion to approve the consent agenda was made by Keith Nuthall, seconded by Leslie McHugh. Motion was approved.

Agenda Item 3: Current Board Discussions

- Outgoing and Incoming Board of Directors Officers and Signers
 - Outgoing: Chair – Terry Buchholz; Vice Chair – Lisa Gies; Secretary – Cheryl Olson; Treasurer – Terry Buchholz
 - Incoming: Chair – Lisa Gies; Vice Chair – Keith Nuthall; Secretary – Terry Buchholz; Treasurer – Jane Slingsby
 - Financial Institutions Signers: Lisa Gies and Jane Slingsby
- Set intention & values for the year – Lisa shared a document “Circle of Friends about Intentions and Values for 2024”
 - Board should familiarize themselves with “Collective Impact”
 - *Generosity* comes in so many different forms (i.e., time, money, in-kind donations). Being able to give back to the community. We are asking people to be incredibly *vulnerable*.
 - How do we take this concept and make it transparent and brings to fruition? How do we make these concrete within the organization? Are we talking about these things? Are they in staff evaluations?
 - As an organization we need to live the intention.
 - As a board we can collaborate with other non-profit community boards.
 - What is it that we can host (with C4C) to move this intention forward?
- Review and discussion of board member Board Member job description.
 - Lisa and Nicole will provide board members with the traits, skills, and dispositions of future board members.
- Thank you notes for donors.
 - Each board member needs to write four (4) thank you notes.
 - Let Lisa know those to whom you wrote thank you notes.

Agenda Item 4: Action Items

- Discussion of the drafted property offers. Nicole shared her conversations with Tim Kizziar (Real Estate agent representing Circle of Friends).



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- Two offers were drafted. Differ in what amount that we have asked for the Owner to Finance, with interest only payments and a balloon payment after five years.
- Jane reviewed the financials and the available amount of money for a down payment for the property.
- Is there a feasibility study for the building? Are there costs for the building?
- The current cost of construction of \$280 - \$320 per square foot. There are options to not fully build out some of the building footprint for future expansion.
- The land is available now and there is no inventory of properties that are in the vicinity of the three schools (i.e., future elementary, middle, and high school).
- The property provides the for future opportunity to build a clubhouse.
- Duncan and Cheryl have asked that we write up a narrative that lays out the property purchase order and the finance plan. The timing, narrative and the terms of the property purchase order.
- Isn't the main purpose/mission of Circle of Friends mentorship? Are we shifting our resources to different priorities?
- If we purchase the property, what are we forgoing?
- The conversation is about the shift in the mission of the organization and not the money. Or is the conversation about the infrastructure that supports the mission?
- Motion to approve by Terry Buchholz, seconded by Jane Slingsby. Motion was approved.

Agenda Item 5: Committee Reports Q&A

- Committee Reports from the board were discussed. Specific discussions focused on finance and fund development as it pertains to the annual fund-raising event.
- The Finance Committee has made the decision not to perform a financial review because of the many checks, balances and oversights of our financials.

Agenda Item 6: New Business

- Elevator speech review – keep in mind the intention that has been set for the year.

Meeting was adjourned at: **3:00 pm** by **Lisa Gies**
Time Name of Person

Respectfully submitted by: **Terry Buchholz** Board Secretary
Name of Person Title