

**GREATER WYOMING COMMUNITY RESOURCE ALLIANCE**

**August 26, 2014**

9:00 AM

City of Wyoming

**City Manager's Conference Room 2<sup>nd</sup> Floor**

I ROLL CALL

The meeting was called to order at 9:05 a.m. by Rebecca Rynbrandt

Present: Rebecca Rynbrandt, Jim Carmody, Paul Wegener, Tamara Lopez, Jeff Koeze, Jack Sluiter, John Armendarez, Megan Sall, Curtis Holt, and Kent Vanderwood

Guest: Nancy Bazan

Absent:

Open Positions: 1 (retirement of Tim Smith)

II PREVIOUS MEETING MINUTES:

A motion was made by Vanderwood, seconded by Lopez to approve the July 30, 2014 minutes as presented. Motion carried unanimously.

III FINANCIAL REPORT

Bazan presented a final financial report for the period ending June 30, 2014. The year ended with a positive net of \$1,196.36. The general fund balance is \$46,515.82. Other restricted accounts were reviewed.

Bazan also distributed the finance report through August 26, 2014. Vanderwood questioned the WYCEC account. Expenses and revenues for the WYCEC were reviewed. The expenses for the WYCEC fireworks were partially billed to the City General Fund as required for expenses to the City Council's support of the fireworks and the WYCEC. The Alliance accounts only reflect revenue and expenses to the Alliance. The City Council should be periodically presented a full program budget, recording all income and expense for the year. Holt shared that the WYCEC is an arm of the City, chartered by the City Council. The City Council is the overseeing body of the WYCEC. Vanderwood affirmed this.

Vanderwood, in his role as City Council member, asked Holt, in his role as City Manager, to have the WYCEC prepare a report for the City Council

representative of all their revenue and expenses for the year ending June 30, 2014.

A motion by Sall, seconded by Sluiter to accept the finance report as presented was made. Motion carried unanimously.

#### IV OLD BUSINESS

##### A. Fundraising/Grant Making Strategy – Holt, et al.

Sall spoke to the process of investigation that she used in preparing to call the sub-committee meeting. She apologized to Committee members who may have felt un-included to date. The Board and committee members affirmed that no apology was necessary and they indicated an appreciation for her work. It was affirmed that the committee shall comprise of Sall, Holt, Vanderwood, and Rynbrandt. A sub-committee meeting date shall be determined following the meeting. [Note: this meeting has been scheduled for 9:00 a.m. Tuesday, Sept. 2, 2014.]

##### B. Fall Appeal Letter – Carmody/Koeze

Carmody distributed the letter that was sent last year. Vanderwood suggested we include the total amount awarded in grants and support for the previous year in the letter.

Carmody will route the past donor solicitation list to the Board for review.

Koeze reminded the Alliance the City vender list should be added to the donor solicitation list. Holt also suggested the IFT list be included. The Board affirmed both suggestions and Carmody will implement.

The Board entered into general discussion of the purpose and intent of our fundraising efforts. Koeze shared his experience with the food bank system. Sall discussed the Alliance's historical role as an intermediary and how it has evolved into a grant making organization. Discussion on how can we ensure that we are not completing with the nonprofit who is raising funds was held.

Holt and Rynbrandt shared recent conversations they've had with United Way, as well as historical concerns related to their targeted support of needs and organizations within the City. Discussion on how little coordination there is occurring in the metro area for need identification and gap analysis for services.

Historical examples related to the United Way 2-1-1 program, nonprofit support of the 2013 Flood and the 2014 tornado were discussed, including the differences between the Red Cross, Salvation Army, and others in disaster response. The discussion affirmed the worth and role of the Alliance in ensuring

donors that their gifts will go directly to impact the needs of children, families, and nonprofits within the City of Wyoming.

Sall indicated that these discussions affirmed the Alliance's role in educational or informational efforts for system improvements. It was suggested that the Alliance, in part, focus on tornado response for the donor letter and subsequent grant awards for 2015.

Holt indicated that the donor solicitation letter include the information that the Board is volunteer and that 100% funds raised go to services.

### C. Wyoming Community Youth Coalition Fiduciary Agreement

Rynbrandt provided a copy of the Wyoming Youth Coalition agreement. Carmody affirmed that the coalition is no longer meeting. It was discussed that the remaining funds should be dedicated to a similar purpose to support donor good will and intent. These funds are less than \$700.

It was noted by Armendarez that our fiduciary agreement language can be improved by adding a section regarding how dissolution of remaining funds will be done. The Board supported this need for affirming clarity. Sluiter will work on adding dissolution language to the template.

Carmody will meet with former WCYC representatives to ensure that there were no other accounts that need to be spent down and if so to have them transfer the funds to the Alliance.

Motion by Sall to transfer the remaining WCYC funds to the general fund to provide for future charitable use was made, seconded by Vanderwood. Motion carried unanimously.

## V NEW BUSINESS

### A. GWCRA Brochure Update

Carmody indicated that the brochure needs to be updated. Sall suggested this occur following the work of her committee. The Board agreed. Holt suggested that when ready, the Alliance consider obtaining a quote from Sabo, Inc. to perform these services.

### B. Mid-Year Grantee reports - Rynbrandt

Email distributed reports from the John Know food pantry and Salvation Army were noted. The Board had no comments.

### C. GM Foundation

Carmody shared with the Board that the GM Foundation once again made a donation to the Alliance. This year's gift is \$4,000. The gift is NOT to be publicized until they host their public relations event in October. Carmody will provide GM with a statement as to how the Alliance uses the funds. They will be deposited in the General Donations revenue account.

VI ITEMS FOR ACTION

No further items were noted for action.

VII ROUND TABLE DISCUSSION

Vanderwood asked about the status of open seats on the Board. Carmody distributed a current roster noting expiration dates. Sluiter, Sall and Armendarez terms expire December 31, 2104. Sluiter and Sall have affirmed their willingness to continue to serve. Armendarez had previously advised the Board of changes in his travel schedule for work and that he would not be seeking reappointment.

Vanderwood asked when we would again discuss the possibility of hosting a golf outing. It was affirmed that this matter was assigned to Sal's committee with a September or October decision required.

VIII PUBLIC COMMENT

None.

IX CLOSE – NEXT MEETING DATE

The meeting concluded at 10:12 a.m.

The next meeting is scheduled for 9:00 a.m., September 23, 2014, Wyoming City Hall, Manager's Conference Room, 2<sup>nd</sup> Floor

Respectfully submitted,

Rebecca Rynbrandt  
Secretary  
Board of Directors