Executive Committee Meeting Minutes

January 8, 2019 – Big Brothers Big Sisters

1. **Call to Order**
	1. Scott McAninch called the meeting to order at 12:06 PM
2. **Attendance**
	1. Annette Rodriguez – Chair
	2. Susan Osborne – Advocacy Chair
	3. Debbie Frasier – Treasurer (by phone)
	4. Kim Jeffries – Secretary
	5. Sandy Moriander – Past Chair
	6. Maureen DeFelice
	7. Mike Gilliam
	8. Scott McAninch, Mercedes Alhaj, Jerry W. Moore – The Nonprofit Council
3. **Financials – Scott and Debbie**
	1. Big Give
		1. $25,000 from SAAFN came in October
			1. They are now a sponsor only
			2. Trying to schedule a meeting with Lisa and Lorna to update them on our progress
		2. Need to amend the budget to repair accounting error in membership
			1. Debbie gave initial approval
4. **Review of Goals and Objectives**
	1. Cross training between staff positions and their responsibilities
	2. More visibility in the community
		1. Jerry and Mercedes can take some meetings
	3. Meet with One Voice Texas
	4. Initial structure for mentorship program
	5. Retirement plan
	6. Increase Big Give donors by 10%
		1. Get donation report from GiveGab to track donor retention and effectiveness of marketing
	7. It was recommended to add a monetary goal for the agency as well as specific assignments
5. **Big Give**
	1. Sandy recommended adding a round table discussion at the training so agencies can share successes and best practices
	2. Registrations at 359
	3. We are on track for 500, which is what is in the budget
	4. We get 2 webinars from GiveGab each year. This year we will be using them for matches and basics for new agencies or those who have not participated since moving to new platform
	5. This year we are focusing on growing our Employee Engagement program
		1. Could be a great option for companies who find United Way too cumbersome or for federal employees who are no longer participating in the Combined Federal Campaign
6. **Membership**
	1. Leslie Palmer has left her position at World Affairs Council and as such is no longer able to act as the chair of the Membership Committee
		1. Maureen DeFeliz has offered to act as interim chair
		2. Leslie will be invited to sit on the committee in an at-large capaciy
	2. Discussed adding an administrative fee for those whose membership lapses but decided against
	3. Renewals are lagging a little due to switching CRM
7. **Advocacy**
	1. City Council forum
		* 1. Committee had discussed doing a forum for City Council similar to Mayor’s Forum
				1. Board concluded that the timing and logistics were not conducive to a successful event
				2. Recommended to have it after the election to bring in newly elected City Council members to meet TNC membership
		1. Mayor’s Forum
			1. April 16 from 2 PM to 4 PM
			2. Same format as previous years
8. **Leadership**
	1. Blind Spots panel was a huge success
		1. Continue the series with a panel of Life/Career coaches
		2. Sandy suggested we record these and other future meetings to make available as a benefit of membership
	2. Meeting schedule has been ironed out and set
9. **Meeting Adjourned at 1:21**

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Kim Jefferies
Secretary