

Building Bridges Youth Farm
Board of Directors Meeting 03/20/2017 @ 6:30 pm

6588 Columbine Blvd., Flagstaff, AZ 86004

Agenda

I. Call to Order the Meeting @ 6:35 pm

- Board Members in attendance: Alyssa Dennison (President), Julia Gilmore (Vice President), Stephanie Stress (Treasurer), and Vicki Black (Secretary)
- Board Members in attendance via phone conference: N/A
- Absent Board Members: N/A
- Community Members Present: Kira Blair (Acting Executive Director and Program Coordinator)

Opening Meeting Discussion

I. Call to the Public: No comments from the public at this time.

II. Executive Director's Report

- A. Working with Verified Volunteers for background checks
 - i. Verified Volunteers costs \$39.99 per person and completes monthly checks on all volunteers. Additionally, they go back 7 years prior to the current date and complete a nationwide check that includes the terrorism watch list and sex offender registry (50 state). Volunteers can dispute any of the chargers that are found and all information will be emailed to the farm if the program finds something we need to be altered of. They also have the ability to set how each volunteer pays for their background check. Right now we are set at 50/50 splitting the cost, however, volunteers can choose to donate the cost of their background check for the farm.
 - b. We will be using Yourvolunteers.com to track and manage volunteers: Both Kira and Julia will have accounts (usernames and passwords) with this program
 - c. Review process and cost
- B. Pre-application Meeting April 5th with the County
 - a. Happening at 8:30am and will need to bring a map of the property and where all of the animals are located.
- C. Horses are coming this week

- a. Both horses are sponsored
- D. Summer application is done and we're ready to sign kids up
 - a. Review Summer Camp Application
- E. Still waiting on the quote for insurance
 - a. The insurance guy has not been responsive and Kira will be looking into other options at Benefit Logic in town to see if they are able to help us with the insurance we need
- F. Saturday went really well! I really appreciate everyone's help!
 - a. Horse shelter and Rabbit Hutch are almost completed
 - b. Sean is making the Metal Gate (drive through entry)
 - c. Ducks! The new ducks will be arriving at the farm as soon as we have a secured shelter for them

III. President's Report

IV. Vice President's Report

- A. Review of Agenda/Meeting Minutes/Posting on the website/including the director's reports
- B. Changes

V. Treasurer's Report

- A. Current Balance: \$1,352.48
- B. Sponsored Animals: All except one goat and the rabbits
- C. Donation plan for Opening Day: Two donation buckets and a 50/50 raffle
- D. Sponsorship Tiers?
- E. Businesses who have received our Donation Letter: Home Depot is excited to work with us and they are currently working on a grant/proposal for their corporate office in order to donate materials to us

VI. Secretary's Report

- A. Community Education and Outreach Goals: Putting off any new meetings until after the grand opening on April 1st
- B. Intake Form: should be completed by this Wednesday (3/22/17)
- C. Flyers and Pamphlets for Grand Opening: The flyers need to be updated with the correct date and list of activities prior to being sent out to the public

VII. Board Member Manual

- A. Review

- B. Signing ALL required documents: This must be done prior to our next meeting on April 3rd
- C. Changes

VIII. Volunteer Handbook

- A. Review
- B. Changes

IX. Land Lease Agreement

- A. Review
- B. Changes

X. Grand Opening (April 1st)

- A. Review: 10am - 4pm
- B. Needs vs. Wants
 - a. Food: Pulled Pork Sandwiches and soda/chips; 50/50 Raffle; Face Painting (Julia); Carriage Rides (Mary); Flyers (Vicki); Bounce House Donation (Vicki); Photo Booth (Steph/Julia)
- C. Duties
- D. Changes

XI. Strategic Plan

- A. Review
- B. Changes

XII. To Do Lists (Goals from Strategic Planning Meeting)

- A. Review
- B. Updates
- C. Changes

XIII. Board Member Expectations

- A. Review
- B. Chain of Command
- C. Communication & Information Sharing

XIV. Review of routinely scheduled board meetings

- A. Review: 1st and 3rd Monday evening of each month--not every two weeks
- B. Changes

Action Items

I. Approval of Previous Meeting Minutes

A. Special Meeting Minutes from 03/04/17 @ 11:45 am

- a. Review
- b. Changes

*Alyssa moves to approve and Stephanie seconds. APPROVED

B. Regular Meeting Minutes from 03/04/14 @ 2:05 pm

- a. Review
- b. Changes

*Julia moves to approve and Vicki seconds. APPROVED

II. Approval of BBYF's Board Manual & ALL Policies and Procedures

*Alyssa moves to approve and Stephanie seconds. APPROVED

III. Approval of BBYF's Volunteer Handbook & ALL Policies and Procedures

* Julia moves to approve and Alyssa seconds. APPROVED

IV. Approval of BBYF's Land Lease Agreement with Mary Mudd

*Stephanie moves to approve and Alyssa seconds--Julia will send to Mary. APPROVED

V. Approval of BBYF's Strategic Plan

*Julia moves to postpone the approval until the next regularly scheduled Board Meeting.
Stephanie seconds. DENIED

VI. Approval to change the regularly scheduled board meeting from Monday, July 3rd at 6:30 pm to an alternative date to be scheduled at the next meeting.

*Julia moves to remove this item from the list of action items as it is no longer necessary. Alyssa seconds. DENIED

Closing

I. Adjournment: Julia moves to adjourn the meeting; Alyssa seconds. Meeting adjourned at 8:32 pm.

**Next Meeting is on April 3rd @ 6:00 pm
Located at 7365 Esplin Way, Flagstaff, AZ 86004**