

Foundation for Foster Children

Board Meeting Minutes **Date:** 2/5/2025 **Time:** 8:30am **Meeting called to order by:** Kim Baxter, Board President

In Attendance:

Board Members (in person): Kim Baxter, Michelle Chira, Brent Johnson, Paul Zeniewicz, Georgeann Ballou, Sheena Thakar, Purvi Jayswal, Sejal Patel, Jennifer Spooner, Lisa Lawrence, Kay Redlich, Melissa Meyer, Caleb Liptak

Staff (in person): Raquel Bell, Carmen Garcia, Sarah Falk

Consent Agenda:

Approval of the board minutes from the last meeting and the most recent financial reports.

No discussion was had.

Kim motioned to approve:

- 1st
- 2nd
- All agreed, none opposed.

Introductions

Present board members, Raquel, and Carmen

Executive Director Report (Raquel):

2024 Financials

- Strong balance sheet, next steps are figuring out where to spend it.

2024 Fundraising

- Discussed “Key Donor Metrics”
- 81 lapsed donors compared to 2023’s 236 lapsed donors
- Board giving went up almost \$50,000 from 2023
- Increased number of donors from 382 to 548

2024 Programs

- 800 hours of normalcy opportunities
- 973 hours of tutoring
- 6926 hours of advocacy work
- Over 90% in all 5 factors

Board Member Meetings

- Updated 2025 Committee Members
- Committee Involvement
 - Executive: strategic plan
 - Finance: annual budget
 - Management: operational risk, governance measures
 - Planning: recruiting board members, strengthening board relationships
 - Advisory: fundraising strategy
- Meeting Structure update
- Discussion regarding having an agenda prepared prior to each board meeting and board attendance

2025 Update:

- Organization Chart update (hired two new advocates)
- Budget: \$1.7 million; \$150,000 of that is prior grants
- Fundraising plan: (1) Recurring giving, (2) Major donors, (3) Donor pipeline growth

- Communication strategy: social media, monthly newsletter, website, press releases, annual mailing, thank-you letters, speaking engagements
- Event Calendar

Finance Committee (Jennifer):

- Rental property update
 - Reducing price
 - Possibly switching brokers
 - Possibly renting the space out

Planning Committee (Michelle):

- Board member application to be filled
- Application will be sent out after meeting today

Ask for board: Snack fridge sponsorship

Meeting Adjourned

Foundation for Foster Children

Board Meeting Minutes **Date:** 4/10/2025 **Time:** 8:30am **Meeting called to order by:** Kim Baxter, Board President

In Attendance:

Board Members (in person): Kim Baxter, Lara Lee, Jennifer Spooner, Caleb Liptak, Michelle Chira, Purvi Jayswal, Kay Redlich, Paul Zeniewicz, Samantha Rist, Sheena Thakrar, Melissa Meyer, Lisa Lawrence, Brent Johnson

Staff (in person): Raquel Bell, Sarah Falk

Consent Agenda:

Approval of the board minutes from the last meeting and the most recent financials and minutes.

No discussion was had.

Kim motioned to approve:

- 1st Caleb
- 2nd Paul
- All agreed, none opposed.

Strategic Plan (Raquel)

- Raquel shared: Vision Statement, Mission, Values
- Discussed strategic goals and sizing report
- Discussed fundraising plan update
- Consultant update (Advisory Committee)
 - Recommended consultant: Martha Mannarino
 - Raquel - to share deliverables
- Senior Manager, Development update
 - Two candidates for consideration – Peter and Maureen; discussed pros and cons
 - Raquel checking references today
 - Michelle suggested “Day in the Life” option with candidates
- Went over FFC Development Calendar
- Fields BMW Event
 - Key takeaway: leave with a clear understanding of 3 specific things that distinguish FFC from other organizations
 - Board input and brainstorming
 - Event planning support: Lisa to ask her sister for help
 - Fundraising activity/ask: Lara suggested tailgate model with the cars, possibly having Thursday night game on, cocktail hour on a weekday
 - Key Messaging - what makes FFC unique?: using a video of youth speaking about the impact, stations highlighting different programs/aspects, statistics/metrics

Executive Committee (Kim)

- Orange County Government – Citizens Commission for Children
 - Need to formally respond to their letter regarding repayment
 - \$250K in the new 2025 OC contract which we cannot receive until repayment is complete

Advisory Committee (Caleb)

- Covered in Fundraising Plan Update

Finance Committee (Jennifer):

- Monthly Financials
 - Pledges: being revisited, following up to make sure pledges are being paid
- Audited Financials & 990
 - 990 will be distributed when complete
- Rental Property
 - Looking at leasing options due to property sitting on the market

Management Committee (Paul)

- Board Policies and Procedures
 - Updated

Planning Committee (Lara):

- Board engagement scorecard
 - Members will be scored at the end of the year to discuss engagement
- Board Portal
 - Documents to live on the portal
 - Understand data security; there needs to be a place where our information lives
- New BOD member orientation
 - Board members to complete orientation with new members rather than Raquel
- Potential New Board Member: Ryan Hatcher
 - Former foster youth who has been engaged with FFC for many years before aging out of the programs.

Meeting Adjourned – 10:30 AM