

Date: 3/15/21

Virtual Attendees: Jeff, Danielle, Jen

### Board Update

- Progress on Board Proposals from last meeting
  - PNC signatures have been updated
  - The Board Policy Governance Document is being worked on.
  - PPP2 loan was approved and funded by PNC bank in February for \$72,415, this was before the new rules were enacted for PPP2, it is uncertain if the changes will be back-dated for anyone who has already been processed
  - PNC put our forgiveness for PPP1 on hold while they retool the forgiveness process to account for the new rules
  - FTEs furloughed in Q1 have been notified that their furlough will be extended into June\*.
  - Reserves are available to cover basic operations through 2022.
- Business Update
  - Q1 State of the Company Review
  - Management transformed the Boards Goals provided last month into a detailed roadmap for the team.
  - Received a referral from Florida Department of Child Services (DCS) for coaching services.

### Compliance Check In

The policy document is still being formed, but the categories for compliance have been updated here to reflect the progress on the policy document.

Compliance Item	In Compliance	Notes
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Ethical Leadership	yes	We discovered that we are required to file separately for the Charitable registration with the IL Attorney General. The application is in process of being filed for 2021 and will be filed each year moving forward. We were unaware that this needed to be done on top of the 501(c)3 filing.
Fair & Equitable Treatment	yes	*FTEs were granted different amounts of allowed working hours during hibernation based on the critical needs of the company and the budget allowance. One member of the team has been granted extended and increased hibernation hours only through April. They will be eligible for the extension through June if they meet the defined goals provided in the Hibernation update letters.
Fiscally Responsible	yes	Extended hours were given to employees based on receiving the PPP2. No one is going to full time yet to extend this coverage to the full extent. Reserves can currently cover basic operations through 2022.
Mission Alignment	yes	All programs and potential partnerships are fully mission aligned.
Policy Adherence	yes	Policies are still being created in the Policy Governance document. This document will continue to evolve to help the transparency of that adherence.

#### 2021 Goals

2021 Goal	2021 Description	Staus	Notes
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Implement Board Best Practices	Finalize all documents, vote on them and implement into practice. Increase board engagement.	On Track	The Policy Governance document is almost complete.
Establish Partnerships	Continue existing partnerships and establish new partnerships with other like minded NFPs and organizations	On Track	UNH has successfully continued into 2021. We have been included on additional grants that, if awarded, will continue in 202 and further.  We are working on re-establishing partnerships with the businesses in our Business Listing.  We are in communications with a couple of other like-minded organizations.
Operations Income Generation	Establish income to cover operating costs and avoid business shutdown in 2021.	Caution	We were able to obtain the PPP2 which allowed us to extend working hours during hibernation through the end of June. We need to figure out a new sales/marketing strategy in order to get revenue generation going. We are looking into starting a commission-based sales/marketing position.
Create 21S Rebuild Plan	Establish a roadmap for the company recovery post economic crisis. Including increasing revenue goals past basic operating expenses and reenergizing original community programs.	On Track	We are still in the Covid and Economic crisis. Due to PPP2 funds, we are able to actively continue development on our Sensory Scout program. This effort is preparing us to successfully engage with businesses as society reopens in the second half of 2020.
Improve Organic Traffic	Increase traffic and convert into repeat traffic.	On Track	We continually improve our metrics. This is a top priority this year since it will have an impact on other goals such as recovery and revenue.

**Proposed Budget**

	Q1 Budget	Q1 QTD	Q2 Budget	Q2 Reforcast	Q3 Budget	Q3 Reforcast	Q4 Budget	Q4 Reforcast
Checking	29662	94,977	12863	38871	9439	26037	400	1270
Savings	0	25000	10000	25000	7000	5000	5000	5000

<b>Income</b>	21828	120732	250	450	250	21050	5000	8000
PML or Reserves Deposit	21578	21578	0	0	0	20000	0	0
Grants	250	72665	250	250	250	250	0	0
Donations	0	2047	0	200	0	800	0	8000
<b>Expenses</b>	41595	43925	16081	71672	16824	16905	8690	19794
Salary	33745	37568	12320	60988	13770	13640	6885	15610
21S Taxes	4229	3925	1505	7401	1619	1656	809	1903
Expenses	3621	2432	2257	3283	1435	1609	995	2281

Commented [1]: PPP2

Commented [2]: 5k

Commented [3]: annual fund

Commented [4]: This is the last quarter of increased hours, as a result of PPP2 funds.

### Proposal Reforecast Budget

Board Member	Pass/Fail	Notes
Gabi		
Jeff	pass	
Jen	pass	
John		
Wendy		

### Next Steps:

- Jen to send meeting notes to everyone - done
- Jen to solicit votes from missing board members - in progress
- Jen and Adam to complete policy document for vote at next meeting - almost complete
- Jen to look up Have Dreams program in Evanston
  - Network with them, also affiliated with Northwestern

### End of Board Meeting

### Requests Outside Board Policy

Jeff can do a presentation for our audience -Able accounts - Amy Amrath (helps special needs kids go to adulthood financially. SSI benefits)

Look into special needs fairs

Can we bring in more perspectives from people who experience it, including kids - Can someone talk about the relief they get when properly cared for

Gave Jeff an Overview of the company - and walk through the website

Translate the Virtual Learning list to be more about supporting individual ways of learning - i need an alternative way --- can also use these to help prepare kids for things that are coming - supporting social stories-- we're going to go see manatees- let's look at the live cam footage

Future board meetings - overview of coaching - overview of UNH partnership/Sensory Scout

Support vs Discipline - content under our beliefs

What can we do as a community to be exemplars of how to help each other

Give people opportunities to help each other