



Board Minutes October 8, 2020 (draft)

Present: Trustees: Eric Andrews, John Cooley, Tyler Hoff, Beth Hudson-Keller, Nikki Mosgrove, Lisa Ogletree, Conrad Person, Jim Whitely, Beth Yingling; Executive Director Susan Hoskins. Regrets: Abigail Meletti

Jim Whitely welcomed everyone to the meeting which started with silent reflection at 3:03 pm. He raised a question that he and Susan had discussed on how many meetings is the right balance between use of time and doing strategic thinking. The question was referred to Governance.

Susan Hoskins reviewed the [Executive Director report](#), urging members to view the FSA-Kendal videos. Regret was expressed that they didn't show diversity. It is hoped that they will be available to non-members. It will be useful to have analytics on use. Board **approved** FSA and Kendal split remaining funds (\$10,000) toward operations to continue these efforts.

Susan asked for feedback on how the materials were presented. It was appreciated that the short innovation mini-grant reports were combined into one document and that full reports/proposals are shared for grant consideration. The new effort to post all materials on the website was also appreciated. Susan will work on posting other board documents. Further discussion referred to Governance. It was noted that Susan has helped grantees report outcomes better, and that they could be more concise.

The [grant list](#) was shared. The FSA Diversity Symposium will be deleted (the program did not happen and the funds were not distributed) and Trinitas will be added (see below). This is a useful tool for grant tracking. Beth Y calculated the *estimated* grant [distribution amount](#) for 2020 as \$505,000 based on the 2019 minimum distribution amount (MDA) and other amounts reported in the draft 2019 Form 990-PF that was distributed to the board a few minutes before this meeting started. She reminded the group that the 2020 MDA will ultimately be calculated in the 2020 Form 990-PF, and the amount may change from this estimate depending on a variety of factors, including changes in the value of FFA's assets and operating expenses. She also noted that FFA has until the end of 2021 to distribute the 2020 MDA and that we have an excess of \$205,000 to apply if we fall short. She recommends going over. \$273,500 has been granted so far. (\$240,300 granted today plus the additional \$5959 grant to Chandler Hall if needed- see p. 3)

GRANTS

[Trinitas](#) The board **approved** a grant of \$43,000. The proposal to support Community Health Workers in the Readmission Reduction Program was initially approved in April, but deferred in light of the pandemic which made home-visits unwise. They have since resumed visits by phone and in-person for essential services. Trinitas is unable to pick up these salaries and the Grotta Fund grant will run out this year. It was noted that this project reaches some of the most vulnerable older adults in NJ. The higher grant

amount enables an increase in staff hours. Susan has made a connection between them and Rutgers for a fellowship in 2021-22 as a field placement and to do the needed assessment.

ARCH The board **approved** a grant of \$64,000 to continue the ARCH program including volunteer visitors and workshops for meetings to provide pastoral care support for aging members. It was noted that online training and print materials will help replicate the program in other yearly meetings. The program has been woven into the work of NYYM and provides support to people of all ages, though FFA funding focuses on older adults. It is acknowledged that this spiritual approach is different from our other grantees and hoped that future reports/requests can be shorter and that can begin to report more detailed outcomes.

AFSC The board **approved** a grant of \$50,000 for Immigrant Rights social worker. This too is a project that serves a vulnerable population that FFA is dedicated to serving. Jonelle has become a resource to all social service providers in North Jersey, as Susan saw in her online trainings, providing critical connection to existing resources in the constantly changing field of immigration. Note that AFSC does not have much \$ invested in this budget.

ARTZ The board **approved** a grant of \$30,000 for Arts in the Neighborhood. This project illustrates vision, creativity, collaboration, participant-developed work and serving vulnerable populations (people with dementia, caregivers, underserved areas of Philadelphia).

QVS needs a sense that FFA would support placements in the 2021-22 year. The board indicated it would look favorably on receiving an application in the Spring for 1-2 placements.

UJIMA The board **approved** a grant of \$37,000 for With These Hands, an intergenerational, local collaborative project creating reusable sanitary products for women in Africa, and masks for the local community.

MONTGOMERY SAAS The board **approved** a grant of \$5000 for Art4Me, serving people with dementia. There is hope that this project can share efforts and results with ARTZ.

CENTER IN THE PARK The board **approved** a grant of \$11,300 for Rainbow Connections, a program for LGBTQ inclusion in the Germantown, PA area. This project serves a vulnerable population in a lower income community. The board liked the logic model and thought that if simplified, it could serve as an example to others.

THE HICKMAN The board did not approve a request from the Hickman to create memory boxes and “facebook” of the residents. Concerns were expressed about the cost of the boxes (capital expense), whether the books would be used, and some conflicting information in the grant proposal received. The Hickman is welcome to submit again in the Spring with a refined proposal.

CHANGES

The pandemic has presented several challenges to grantees. Conversations with them led to changes in how the funding is being used or extending timelines to achieve the original goals outlined. All of these were **approved**:

- FSA symposium- will be reconsidered in 2021
- Witness to Innocence- redirecting funds from a social work hire to training peer specialists

- Friendsview Retirement Community – extending funding through 2021
- IRIS/Quaker Consortium – extending funding through 2021
- National Church Residences – shift funding to tablets to facilitate remote connection

INNOVATION GRANTS

Consolidated reports were appreciated. Susan noted that Chandler Hall desires to add an IN2L device in the Hicks Memory Care unit, and are awaiting word of funding. The board **approved** Susan using a discretionary grant of \$5959 if the funding source falls through.

Susan reported that Jaisohn has not been responsive to outreach and seems to have suspended social services in favor of more reliably funded medical services. No proposal was submitted.

Jim posed the question of whether an emergency fund should be established to respond to urgent requests this winter. The board felt that a fund did not need to be set aside, but that discretionary funds could be used, and that Susan can use email to consult with the Executive Committee or full board when approval is needed.

FINANCE

Eric reported that the Finance Committee met on October 6. They reviewed the Audited Financial report with Marylee Evangelista, the auditor. A few minor corrections were made and a second draft was distributed today. There were no material concerns. It was **accepted** as presented and recommended by the Finance Committee.

The draft 2019 Form 990-PF was also distributed today but without time for review. Beth Yingling will review and consult with the Executive Committee to decide if legal counsel should also review it. The Executive Committee was charged with final review and approval.

Eric noted that there are uncertainties about how Ziegler fund works and when we will see a return, so he will contact them to further discuss these questions.

The JP Morgan investments seem to have had a good year, as well as Friends Fiduciary although it is hard to compare.

The proposed budget was **approved** with minor changes. The finance committee also reviewed the P&L and Balance sheets.

GOVERNANCE

The governance committee has not met since June but will meet soon to plan the February education meeting, review the strategic plan implementation plan and racial justice steps documents, assign Abigail and Nikki to committees, review the succession plan, create an electronic communications policy (per auditor recommendation), discuss the time and number of meetings, board website and evaluation of meetings.

The June retreat was positively evaluated at the June meeting in a discussion led by Jim Whitely. The follow up sprint groups all met and their recommendations were presented to a called strategic planning meeting. It was pleasing that the mission, vision and values statements made in 2015 hold up so well.

CONSENT

Minutes of the June board retreat and meeting were **approved**. It was determined that the other meetings only need notes which do not require board approval.

Lisa will distribute surveys for meeting evaluation by email. The meeting closed with silence at 5:45.

Susan W. Hoskins LCSW, Executive Director

During the week of November 9, 9 board members affirmed their support of the strategic plan implementation document as distributed at the last meeting. This plan will guide FFA for the next 2-5 years. One member did not respond.