

**June 14, 2017**

4:00 – 6:00 pm

**Meeting Place:** Newfield Conference Room

4 Waterway Ct.  
Spring, TX 77380

**Attendance:** BOARD MEMBERS – Gary Packer, Jimmy Dotson, Patrick Flaherty, Peggy Boyce, Connie Goers, Nel Somarriba, Nancy Kosh, STAFF – MG Tindall, Kathy Tabor, Michelle Bellaire GUEST – Pat Calelly and John Blevins

**4:07 pm Call to Order/Opening Prayer** – Gary Packer/Kathy Tabor

**4:10 pm – Audit Presentation: Pat Calelly and John Blevins**

- Opinion is that the financial position of the company is clean
- Balance sheet looks good, spent a lot of time on fixed assets because Inspiration Ranch has a lot of fixed assets – accounts payable taken care of almost immediately when bill comes in – overall everything looks good. Pat suggested an audit on assets be performed
- Net assets are down from \$1.5 million to \$1.4 million this year (flood)
- Fundraising costs are up considerably – probably due to the flood
- Payroll and related expense is the single biggest cost to the ranch – noted that these are program related expenses (instructors, equine related staff, volunteer coordinator)
- Recommended starting inventory of all fixed assets, keeping the board involved like they already are (we have a very hands on board), don't let outstanding checks ride too long, account pledges – write off clients bills when needed do to financial strain on family – record those as scholarship
- Pat Flaherty – motion to approve draft of audit – Jimmie Dotson – second - approved

**4:40 pm – Approval of May Meeting Minutes – Gary Packer – motion Pat Flaherty - second**

- Gary – where are we on the safety manual? MG – Tommy is working on it, she is having him prioritize it over the summer – lots of information to gather and put together – trying to avoid a huge binder of information that no one will read – needs to be specific
- Jimmie suggested that a safety component be added to each event that we have – this can be in the safety manual – keeps manual more specific and precise
- Safety committee needs to look at the manual before it is complete and make suggestions and revisions

**4:50 pm – Questions on reports and committees – MG, Nel, Gary**

**Development Report –**

- MG presented – Layout of Blue Section – Budget #YTD vs. Actual. There was a split on having the YTD vs. Actual or the YTD vs. Annual Goal was better information– We will add the YTD vs. Annual Goal back so that both are on there.

## **Financials –**

- Nel – Net income is off – due to Junior League pledge for \$10,000 which we haven't received and golf tournament proceeds still outstanding – this is a timing issue
- United Way – was budgeted at 50% for the balance of 2017 – this week we were approved for 100% funding for the remainder of the year – resulting in \$3126 per month – budgeted for \$1563 per month originally
- Gary – how do we come up with the \$100,000 difference between this year and last year's income – strong numbers for the Gala, board needs to bring more people, and get involved in sponsorships, auction items – some risks are the number of grants we may receive, it's a guessing game – Sheila to get out in the community and meet more with potential donors, give grant writing to the writing team – Dibbon and Melinda – Kathy wants to look at donors who gave early last year but have not given this year and reach out to them
- Nel – next meeting for financial committee topic – look at grants and see where we stand, and then give a development status report
- Nel and MG met with Better Bookkeepers – use balance sheet and P&L for comparisons and discussion instead of the current layout of financials being used due to the half cash half accrual numbers being used currently

## **Flash Report –**

- Krista received her EAGALA certification – growth of the ground program – very excited, huge potential for growth – MCYS will start coming twice a week – looking to add a licensed therapist to the program – Greg is working with volunteers and horses to build a more diverse herd with consistent training
- Gary would like Krista and the Program Committee to get a plan together over the next couple of months for what EFL/EAL program should look like, goals, objectives, i.e. a business/strategic plan

## **5:20 pm – Board Committee Structure –Gary Packer**

- Stick to a 2-hour meeting
- Coincide committee meetings with planned board meetings
- Favor more formal setting – maybe fall strategy meeting at the ranch
- Continuing education at least one a quarter
- Quarterly financial review and quarterly evaluation of committee performance
- Executive committee – de-emphasize the role – make sure agenda items are lined up – if things come up between meeting they can meet and handle those
- Committee meetings 6 times a year – first half board 1 hour board meeting, second half 1 hour committee meetings
- Attendance expectation for board meetings – is 7 a good number? - 100% expected – try to make one event per quarter and bring people to events – Governance committee will contact board member and find out what is going on if attendance is lacking
- Advisory Board - 3 meetings a year
- Management to maintain attendance at all Inspiration Ranch Events
- Agenda for the year set up– consistency of what to expect – monthly breakdown of when committees formally meet and board member attendance is expected
- Committee structure & Membership – collapsing and consolidating of committees – formalize committee structure and expectations – more efficient and focused – committee reports will keep board informed – director to chair the committee (should be a board member – staff asked to actively participate – volunteers to fill gaps)
- Board Evaluation – consolidated his research of board evals., and uploaded into Survey Monkey – anonymous and confidential – Brooke Westall will facilitate and present results

to Gary – Three sections a) Board Self Evaluation b) Board Priorities c) Individual Board Member Self-Evaluation – Due by June 28<sup>th</sup> – Present results at July Meeting

**5:45 pm – Presidents One Page Report – MG Tindall**

- United Way full funding – very excited about us – featuring the ranch in their brochures
- Gala sponsorship is already at \$40,000
- ExxonMobil – Jerry Wascomb – coming out to the ranch to video for United Way Campaign
- Staff Policies and Procedures Manual – needs board vote – MG will send out for review and vote – will put on July Meeting Board Item
- Kathy Tabor reminded board to forward emails, newsletters to potential donors, i.e. “Best Day Ever” about Charlotte – could/should be forwarded to friends and donors
- Holly Gruy gave her resignation effective immediately. She is in a busy season of life with a small child, school and a full time job that is demanding of her time. She is interested in the advisory board and will meet with Denny and MG to discuss.

**5:55 pm – Close of Meeting – Please join us for Let’s Unwind**

*Minutes respectively written and distributed by Michelle Bellaire, Administrative Assistant, email: michelle@inspirationranch.org*

**Board Approval** \_\_\_\_\_  
\_\_\_\_\_