

Center For Siouxland  
Board of Directors Meeting Minutes  
March 16, 2021

IN ATTENDANCE: In-person: Alex Berenstein, Larry Moser, Lori Noltze, Angie VanOtterloo, Jonette Spurlock, Kathy Ranniger, Susan McGuire. Via Zoom video conference: Erin Edlund, Pamela Ives, Tom Limoges, Nate Probasco, Becky Vallari

EXCUSED: Jen Gomez, Mike Horner, Christine Salem,

Chair Angie Van Otterloo **convened** the meeting at 12:03 p.m.

Our new Board Member, Lori Noltze was back from active duty and in attendance, so introductions were made. Lori Noltze is a member of the SCPD and the 185<sup>th</sup>. She was born and raised in Siouxland – Sgt. Bluff. Nate also announced that he is the new Online Programs Manager at USD, and he joined the 185<sup>th</sup> about 6 months ago.

**Mission Minute:** Pamela and Angie shared information about their experiences as VITA volunteers. Angie spent a couple of afternoons volunteering as a greeter. She said it was a good experience to visit with the clients and learn about the process. Pamela is in her 3<sup>rd</sup> year volunteering with VITA as an appointment scheduler. She enjoys visiting with the clients and noted that she sometimes spends a good 15 – 30 minutes on the phone with one caller. Often times, she believes she is the only person they have talked to all day. She also likes that visiting with the clients often gives her an opportunity to tell them about other services and programs, both at Center For Siouxland and in the community.

**Minutes from previous meeting - Becky** - The January 2021 BoD meeting minutes, which were distributed electronically prior to the meeting, were offered for review and discussion.

Larry moved to approve the minutes; second by Erin. Motion carried on voice vote of members present.

**January 31, 2021 Income Statements/Financial Highlights – Kathy:**

Due to not meeting in February, we had to review both the January 31, 2021 and the February 28, 2021 Income Statements and Balance Sheets.

The January 31, 2021 CFS income statement and balance sheet which were distributed electronically prior to the meeting were offered for review and discussion. Also see Financial Highlights for January 31, 2021.

**CFS Balance Sheet:** Operating cash is good - \$97,440 in Center operating cash and \$1,822 in Bridges operating cash. Accounts payable at \$5,973. Investments market value at \$904,152 (Dec. 2020 values).

**CFS Profit/Loss:** Total revenue for the month was \$76,291 (\$3,663 over budget). Did not receive any federal support due to timing of grant draws. State support was at \$25,000 from partnership with Family Management for IA COVID 19 Foreclosure Prevention program. BW occupancy fees continue to run well below budget. Total expenses for the month were \$86,904 (under budget \$6,053 mostly salaries/benefits due to being down 1 staff in the CT department). MTD/YTD loss of \$(10,613) against a budgeted loss of \$(23,756).

**February 28, 2021 Income Statements/Financial Highlights – Kathy:**

The February 28, 2021 CFS income statement and balance sheet which were distributed electronically prior to the meeting were offered for review and discussion. Also see Financial Highlights for February 28, 2021.

**CFS Balance Sheet:** Operating cash is good - \$93,178 in Center operating cash and \$6,120 in Bridges operating cash. Accounts payable at \$5,973.

**CFS Profit/Loss:** Total revenue for the month was \$56,552 (\$8,376 under budget). Federal support received was \$12,711; under budget due to timing of grant draws. State support remains over budget due to receiving \$25,000 from partnership with Family Management for IA COVID 19 Foreclosure Prevention program. BW occupancy fees continue to run well below budget. Total expenses for the month were \$84,858 (under budget \$8,565 MTD/\$18,046 YTD mostly salaries/benefits due to being down 1 staff in the CT department, utilities, and client expenses at BW). MTD loss of \$(25,306) against a budgeted loss of \$(25,495).

Jonette noted that the **Finance Committee** will be meeting in the next couple of weeks. The value of our investment accounts will be a topic of conversation. Jonette visited with Mike last week, and when the Finance Committee meets, they are going to present 3 general options for the to consider and make a recommendation to the Board: Technology Upgrades, Building Improvements (including finishing the lights in the back offices, the awning and sidewalk), and a one-time bonus for staff (will have to visit with other non-profit leaders to see best practices)

Lori moved to approve the January 2021 financials; second by Larry. Motion carried on voice vote of members present.

Lori moved to approve the February 2021 financials; second by Larry. Motion carried on voice vote of members present.

**Committees – Angie/Jonette:** Angie and Jonette presented a list of committees and committee members for 2021:

**Finance Committee:** Mike Horner, Angie Van Otterloo, Tom Limoges, Ayrton Corporon, Renee Beaulieu

**Fundraising Committee:** Angie Van Otterloo, Alex Berenstein, Becky Vallari, Erin Edlund, Christine Salem

**Governance Committee:** Alex Berenstein, Tom Limoges, Larry Moser

**Personnel Committee:** Alex Berenstein, Mike Horner, Christine Salem

**Bridges West Committee (meeting March 23):** Angie Van Otterloo, Erin Edlund, Christine Salem, Jen Gomez, Larry Moser, Terrie Binneboese (United Way of Siouxland), Amy Bloch (Catholic Charities), Amy Keairns (City of Sioux City), Joe Rodriguez (SCFR), Angela Dundee (VA), Katie Roberts (facilitator/Siouxland Community Foundation)

**COVID 19 Update – Jonette:** We unlocked the doors on February 1; clients, visitors, and staff are still required to wear masks and we are still utilizing safety measures (hand sanitizer, plexiglass desk dividers, sanitizing, social distancing). We have had some walk-in clients, but most are scheduled appointments. After tax season, we will begin to decrease the number of CT checks being mailed. Mailing the checks has been a good solution, but we need to get back to face-to-face contact with our clients. They need it and our staff need it.

**VITA Update – Jonette:** VITA volunteers have completed about 1100 tax returns since February 1. We had to relocate our site from Mary Treglia back to Center For Siouxland due to continued internet connectivity issues. Currently we are operating VITA 6 days a week (Monday – Saturday) and 3 nights (Tuesday – Thursday) at CFS. All appointments are scheduled and the feedback we've gotten has been very positive.

**Other Business:**

**Alley Easement:** We did not exercise our option to purchase the north half of the east/west alley between CFS and the Benson Building. We will be entering into an easement w/ the current owner of the Benson Building. Alex has added an indemnity clause. Larry confirmed that as long as there is mutual indemnification, our insurance will cover it. He noted we will need to add the legal description to the insurance policy.

**April 2021 Regular Executive Committee/BoD Mtg.:** The Executive Committee will next meet on Tuesday, April 20, 2021, @ 11:30 a.m. at Center For Siouxland in the small conference room. The full BoD will next meet on Tuesday, April 20, 2021 @ 12:00 p.m. (noon) in the large conference room. All are welcome to join us in person at Center For Siouxland, but Jonette will provide a link and information for a Zoom meeting for those wishing to attend virtually.

**Adjourn –** Angie adjourned the meeting at 12:45 p.m.

**Bridges West Tour –** Following the meeting, Board Members who wished were given a tour of Bridges West and had the opportunity to ask questions about the building and the program.

# Center For Siouxland Financial Highlights January 31, 2021

## Center For Siouxland

### Balance Sheet

- Center Operating Cash \$97,440 at month end
- Bridges Operating Cash \$1,822 at month end
- Accounts Payable \$5,973
- Investments –Market value \$904,152; Dec 2020 Values

### Profit & Loss Budget Performance

- Total Revenue for MTD \$76,291 is \$3,663 over bud
- Federal Support –\$none vs budget \$10,884
  - HUD Operating (BRW) Jan Exp draw not yet submitted
- State Support – \$25,000 vs Bud \$3982
  - \$25k from Partnership with Family Management
- Fundraising – None this month
- Donations – \$25 MTD vs budget \$3,820
- Total Other Grant Revenue MTD \$15,679 vs Budget of \$19,000
  - \$3,500 budgeted for Other Grant Revenue
- Other Revenue \$19,176 MTD vs Budget \$18,615;
  - BRW Occupancy Fees MTD under budget \$1,894
- Total Expenses \$86,904 MTD, Bud \$96,384; Under \$9,481
  - Salaries/Benefits MTD under \$6,053; Short 1 staff position
  - Snow Removal under budget \$1,305;
  - Client Expenses MTD under budget \$831
- Net gain (loss) MTD of \$(10,613) vs bud gain (loss) \$(23,756)
- Net gain (loss) YTD of \$(10,613) vs bud gain (loss) \$(23,756)

# Center For Siouxland Financial Highlights February 28, 2021

## Center For Siouxland

### Balance Sheet

- Center Operating Cash \$93,178 at month end
- Bridges Operating Cash \$6,120 at month end
- Accounts Payable \$4,759
- Investments –Market value \$904,152; Dec 2020 Values

### Profit & Loss Budget Performance

- Total Revenue for MTD \$56,552 is \$8,376 under bud
  - YTD \$4,713 under Budget
- Federal Support –\$12,711 vs budget \$10,884
  - YTD under \$9,057; timing of draws
- State Support – \$2,069 vs Bud \$3,982
  - YTD over due to \$25k from Partnership with Family Management
- Fundraising – None this month
- Donations – \$1,517 MTD vs budget \$2,320
  - 1,050 from Benevity donations
- Total Other Grant Revenue MTD \$11,471 vs Budget of \$15,950
  - \$5,000 budgeted for Other Grant Revenue, none rec'd
- Other Revenue \$15,458 MTD vs Budget \$18,465; YTD under 2,363
  - BRW Occupancy Fees MTD under budget \$1,680
- Total Expenses \$84,858 MTD, Bud \$93,423; Under \$8,565; YTD under 18,046
  - Salaries/Benefits YTD under \$13,242; Short 1 staff position
  - Snow Removal MTD over budget \$1,025; YTD at budget
  - Utilities MTD under budget \$1,002
  - Client Expenses MTD under budget \$900
- Net gain (loss) MTD of \$(25,306) vs bud gain (loss) \$(25,495)
- Net gain (loss) YTD of \$(35,919) vs bud gain (loss) \$(49,252)