

## MARTHA & MARY LUTHERAN SERVICES

Board of Trustees Approval of IRS Tax Form 990 Meeting Minutes

October 25, 2018

**Trustees Present:** Helen Stoll, Bill Baird, Cary Bozeman, Katherine De Bruyn Alan Crain, Susan Eagan, Doug Love, Marlene LeMire, Jamie Mittet, Mary Polensky, Aaron Schielke and Kent Shane

**Trustees Absent & Excused:** Don Lachata, Bobbie Moore and Galen Schuler

**Staff Present:** Lynette Ladenburg, Chris Vernon-Cole, Sharon Christor, Jennifer Bailey, Heather Dartt, Leah Meadows, Tammi Palodichuk, Paula Rimmer, Robin Schuman, Diane Wasson and Anna Winney

**Staff Absent & Excused:** Sharon Christor and Chris Vernon-Cole

### Call to Order

Called to order at 6:58PM

### Agenda Changes

Helen Stoll, *Board President*, explained that the Board Leadership Retreat would be re-capped by Lynette Ladenburg, *Chief Executive Officer*, under New Business.

Helen also welcomed Bill Baird as a new Trustee, noting that he is filling Phil Rockefeller's vacated Board seat.

### Approval of Meeting Minutes

- MOTION – Approve the August 31, 2018 Martha & Mary Lutheran Services Regular Board Meeting Minutes. The motion carried.

### Board President Report

Helen reminded the Board that there would be a 2019 Budget Review Meeting on Wednesday, November 14. She noted that this meeting was an opportunity for Trustees to get a more in-depth look at the budget before it is brought to the Board for approval at the November Board Meeting.

Helen went on to encourage Trustees to attend the Philanthropy Awards Donor Reception event on November 8.

Lastly, to ensure all Trustees were in-the-know, Helen clarified that Phil Rockefeller and Tom Hanks had both resigned their Board seats.

### CEO Report

Lynette informed the Board that Rep. Derek Kilmer had visited the Health and Rehab Center earlier in the day and toured the facility. He had inquired how he might be of help to Martha & Mary and Lynette asked for his support in passing H.R. 6986 / Nursing Home Workforce Quality Act.

Lynette went on to inform the Board that a core staff team is attending a LeadingAge-sponsored multi-session recruitment seminar called Drive. Jessica Visserman, *Organizational Development Manager*, who is leading recruitment at the Organization, will speak on the topic of recruitment and retention at a future Board Meeting.

Lynette advised the Board of the results of the recent State Survey at the Health and Rehab Center. Altogether, Health Services received 18 tags, including 15 that were D-level, meaning they were low-level, isolated

incidents. Leah Meadows, *Director of Nursing Services*, commented that the State Survey process went well overall, noting that it was a positive experience. She explained that most issues were related to documentation and were fixed immediately upon discovery.

Lynette concluded by inviting Trustees to review marketing materials (newsletters, press stories and advertising) maintained in a binder by the Marketing & Communications office. She explained that a Marketing & Communications Work Plan was currently being assembled for review.

### **Finance & Audit Committee**

Alan Crain, *Finance & Audit Committee Chair*, presented highlights from the committee's past meeting, noting that Cash-on-Hand lullied a bit in September due to expenses that have not yet been reimbursed in relation to the Building Communities Fund grant projects and the Martha & Mary KIDS Early Learning Center re-build.

Alan went on to explain that the committee plans to revise the Investment Policy to incorporate guidelines for management of liquidity.

Finally, Alan recommended that the Board approve the Martha & Mary Lutheran Services IRS Tax Return Form 990 for the year ending December 31, 2018.

- MOTION – Approve Martha & Mary Lutheran Services IRS Tax Return Form 990 for the year ending December 31, 2018. The motion carried.

### **Development Committee**

Paula Rimmer, *Director of Development*, notified the Board that exploring philanthropy opportunities is the current focus for the Development Committee. Committee members are therefore participating on the Philanthropy Taskforce, which is now meeting monthly with the Strategic Planning Committee at their monthly meeting.

Paula went on to encourage Trustees to attend two upcoming events – the Microbrews for Martha & Mary After Party taking place on Thursday, November 1 and the Donor Reception / Philanthropy Awards event scheduled for Thursday, November 8.

### **Governance Committee**

Doug Love, *Governance Committee Chair*, announced that Bill Baird was approved to fill Phil Rockefeller's Trustee seat, but that the committee was still looking to find a replacement for Tom Hawks' post with a qualified individual from one of our Member Churches. Doug alerted the Board that the committee was interested in any recommendations they may have to fill this remaining vacant position.

### **Church and Community Services Committee**

Kent Shane, *Church and Community Services Committee Chair*, explained that the committee was focused on enhancing communication with the Member Churches and Delegates to foster stronger relationships with them, noting that the October 6 "Why Home Care?" presentation, which was a Fall Delegate Gathering event, was a big success. Kent concluded by informing the Board that the committee was in discussion about expanding the Member Church roster in light of two Member Churches closing their doors this year.

### **Strategic Planning Committee**

Helen explained that she is now serving as the temporary Chair for the Strategic Planning Committee. She notified the Board that renovations funded by the Building Communities Fund grant continue to be on schedule and timely.

### **New Business**

Cary Bozeman, *Trustee*, excused himself from the meeting.

Lynette directed the Board to review distributed notes from the September Board Leadership Retreat with focus on Areas of Consideration and Next Steps. She asked the Board for their feedback on the retreat, including comments and concerns. Jamie Mittet, *Trustee*, indicated that she thought the retreat was well done and informative, and that the facilitator was great. Heather Dartt, *Before and After School Administrator* commented

that she liked the scenario discussions and left feeling that Martha & Mary was well-positioned for the future. Katherine De Bruyn, *Trustee*, noted that the hard part is now determining priority focus for the Organization. Marlene Le Mire, *Trustee*, stated that messaging is important and should be clear and concise.

Lynette proposed two areas of focus for Martha & Mary in 2019:

1. Continued focus on improving staff recruitment and retention. Lynette suggested adding a Board Member to Martha & Mary's current recruitment and retention work group, forming an internal Workforce Committee in 2019 with a Trustee participating on the committee, if possible.
2. Leverage our Intergenerational Program. Although there was not a lot of discussion around intergenerational programming at the retreat, Lynette pointed out that our program sets Martha & Mary apart from like-providers. Tammi Palodichuk, *Child Care Centers Administrator*, commented that there was opportunity in expanding our program to middle school and high school students.

### **Adjourn**

Meeting adjourned at 8:36pm.

Respectfully Submitted:

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Mary Polensky, Secretary