

**Board of Directors Meeting  
Agenda  
Monday, October 23<sup>rd</sup>, 2017**

**I. Call to Order**

**II. Roll Call**

**III. Approval of Agenda for October 23<sup>rd</sup>, 2017**

**IV. Approval of Minutes from September 25<sup>th</sup>, 2017**

**V. Standing Agenda Items:**

**A. Reports:**

1. Program
2. HR
3. Fiscal
4. Facilities

**B. Fundraising**

**C. Communications from Funding Sources**

1. Communication from Danya International regarding Federal Review

**D. Monitoring Reviews/Corrective Plans**

**E. Grant Awards**

**F. Grant Applications**

**G. Legal Items**

**H. Policy Updates**

**I. Resolutions**

**VI. Old Business:**

**VII. New Business:**

- A. Debrief on Read for the Record/ Volunteers from Pearson / Thursday, October 19<sup>th</sup>, 2017
- B. Debrief on Board Meeting with Tanesha Bevans, Region II Program Specialist / Monday, October 23<sup>rd</sup>, 2017
- C. Distribution of FYE 2017 Audit Report
- D. Program Information Report (PIR)
- E. Board Participation / Policy Council Meetings / 2017-2018

**VIII. Events:**

- A. Community Game Night /Hoboken Housing Authority/Wednesday, October 25<sup>th</sup>, 2017 / 6:00pm-9:00pm
- B. Hoboken Chamber of Commerce Awards Dinner / Elk's Club / Thursday, November 9<sup>th</sup>, 2017 / 6:00pm – 9:00pm (Sent via e-mail 10/2/17)

**Adjournment**

**Enclosures:**

1. Minutes from September 25<sup>th</sup>, 2017 Meeting
2. Board Meeting Agenda for October 23<sup>rd</sup>, 2017
3. Program/HR/Fiscal/Facilities Reports
4. November Calendars for Hoboken/Plainfield/Somerset
5. Policy Council Meeting Dates / 2017-2018
6. FYE 2017 Audit Report
7. Program Information Report (PIR)
8. Information: Branding/Communications and year-end fundraisers
9. Federal Review Schedule
10. Community Ed Flyers



**Next Board Meeting:** Monday, November 27<sup>th</sup>, 2017 @ 6:00p.m.

## Board Meeting Minutes October 23<sup>rd</sup>, 2017

**Board Members in Attendance:** Florence Amato, Carey Brown, Michael Cohen, Susan Costomiris, Elizabeth Falco, Hovie Forman, Suzanne Hetman, Christiane B. Hoffman, Dr. Sara Kalambur, Kenneth O'Neill, Frank Raia, George Schorr

**Board Members Absent:** Ray Narvaez Jr., Carmencita Pile, Charlene Green

**Staff:** Ora Welch, Simona Ovanezian, Joselyn Estevez-Vargas, Jessica Palencia

**I. Call to Order:** Frank Raia called the meeting to order at 6:10pm.

**II. Roll Call** – A quorum was in attendance.

**III. Approval of Agenda for October 23<sup>rd</sup>, 2017:** The motion to approve the agenda made by George Schorr and seconded by Florence Amato. The motion was passed unanimously.

**IV. Approval of Minutes from September 25<sup>th</sup>, 2017:** The motion to approve the minutes was made by Suzanne Hetman, seconded by Kenneth O'Neill and Frank Raia abstained. The motion was passed.

**V. Standing Agenda Items:**

**A. Reports:**

1. **Program** – The September 2017 Community Programs and Early Childhood Program Report presented to the Board.

2. **HR** – Dashboard/Report through September 30<sup>th</sup>, 2017.

3. **Fiscal** – Report presented to the Board for all Agency Programs.

4. **Facilities:**

a. **Rue:** Structural damage to the façade/3<sup>rd</sup> party assessment contracted.

b. **Annex:** Parapets on the roof are in need to be reinforced/ repaired.

c. **Armory:** Construction Permits remain pending. Letter of Credit is in progress.

**B. Fundraising:** Branding and Communications Planner was presented.

A. #Giving Tuesday Campaign / Tuesday, November 28<sup>th</sup>, 2017 / Informal Reception @ Rue Gym / 6:00pm

B. Holiday /International Market / Saturday, December 16<sup>th</sup>, 2017 / Rue Gym / 1:00-6:00pm

**C. Communication from Funding Sources:** Danya International Federal Review -rescheduled until October 2018.

**D. Monitoring Reviews:** None to report.

**E. Grant Application /Awards:** Status report presented to the Board.

**F. Legal Items:** None to report.

**G. Policy Updates:** None to report.

**H. Resolution(s):** None to report.

**VI. Old Business:** None to report.

**VII. New Business:**

A. Annual Read for the Record Campaign / Thursday, October 19<sup>th</sup>, 2017 / Susan Costomiris coordinated volunteers from Pearson to purchase Books for children to read.

B. Visit by Tanesha Bevans, Region II Program Specialist / Monday, October 23<sup>rd</sup>, 2017 / She met with HOPES Management Staff, Policy council, Board members and visited all the Sites at Hoboken.

C. FYE 2017 Audit Report(s) – Distributed to the Board for review.

D. Program Information Report (PIR)-Distributed and reviewed with Board.

E. 2017-2018 Policy Council Meetings dates presented to the Board for participation.

**VIII. Event Announcements :**

- A. Community Game Night /Hoboken Housing Authority/ Wednesday, October 25<sup>th</sup>, 2017  
/6:00pm-9:00pm
- B. Hoboken Chamber of Commerce Awards Dinner / Elk's Club / Thursday, November 9<sup>th</sup>, 2017  
/ 6:00pm – 9:00pm (Sent via e-mail 10/2/17)

**Adjournment:** Frank Raia adjourned the meeting at 7:22 p.m. Motion made by Kenneth O'Neill and seconded by Michael Cohen. The motion was passed unanimously.

**Enclosures:**

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- 5. Policy Council Meeting Dates / 2017-2018
- 6. Program Information Report (PIR)
- 7. FYE 2017 Audit Report
- 8. Branding/Communications and year-end Fundraisers Planner
- 9. Federal Review Schedule
- 10. Community Ed Flyers

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