I. Welcome

Pete Bozetarnik called the meeting to order at 8:05 a.m. Claudia took role and indicated that we had a quorum.

II. Minutes of the Board Meeting of December 21, 2017

Pete Bozetarnik asked for a motion to approve the minutes of December 21, 2017. Motion was made by Dr. Mary Ann DuPont, seconded by John McGowan. All in favor, none opposed. December 21, 2017 minutes were unanimously approved.

III. Chairman’s Report

Fist topic was a self-reflection survey to determine active board involvement. Total of 11 items to which would all received a point value as follows:
<table>
<thead>
<tr>
<th>Event/ Activity</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Board gift</td>
<td>1</td>
</tr>
<tr>
<td>2. Taught a Junior Achievement class</td>
<td>2</td>
</tr>
<tr>
<td>3. Visited a Biz Town or an entrepreneurial presentation</td>
<td>1</td>
</tr>
<tr>
<td>4. Played in the “Play 4 JA” golf Tournament</td>
<td>1</td>
</tr>
<tr>
<td>5. Sponsored “Play 4 JA” golf Tournament</td>
<td>2</td>
</tr>
<tr>
<td>6. Played in the Golf Classic</td>
<td>1</td>
</tr>
<tr>
<td>7. Brought a foursome to the Golf Classic</td>
<td>2</td>
</tr>
<tr>
<td>8. Volunteered at the Golf Classic event</td>
<td>1</td>
</tr>
<tr>
<td>9. Attended a committee meeting</td>
<td>1</td>
</tr>
<tr>
<td>10. Board member introductions</td>
<td>2</td>
</tr>
<tr>
<td>11. Introduction to a new donor</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total Points** 16

Mr. Bozetarnik stated that the average score of the self-reflection survey is 13 points, or 15 points depending on if the member had a very active committee. Mr. Bozetarnik explained that we are in our money making season, our biggest event is coming up and we are behind the eight ball. Pete stated that if a board member was not happy with their self-reflection survey total, they can get involved in the upcoming events such as the gala and Caribbean Wind. Mr. Bozetarnik stated that he scored 13 points on his self-reflection survey which he is happy with. He also mentioned that he likes to lead by example and therefore he hopes that others will follow suit.

Mr. Bozetarnik commended Dr. DuPont for being the longest standing and best board member. Pete continued that Dr. DuPont attends everything and helps in every way that she can. Pete also recognized Glenn Schanel for being a long standing board member. That concluded the Chairman’s Report.

**IV. Committee Reports**

A. **Finance**

**Mark Veil**

**Financial Statements:**

**Balance Sheet:** End of December – Total assets $282,000; Cash: $159,000; budgeted $120,000; so we are a little bit ahead but had to draw on the line at $25,000 so that net brings us to the total of $134,000 so we are still to the good of about $15,000. Receivables are all current Liabilities: $45,000, the $25,000 draw on the line of credit was paid off in January. As of now, the liabilities balance is now down to 0. If all goes well, we should not have any draws through the end of the year. We end up with a net equity of $237,000 as of December 31.
**Profit & Loss:** Revenues to date for the 6 months ended December 31, 2017 totaled $362,000 versus budget of $414,000. We are under about $52,000.

Individual giving is due to timing. Corporate giving is the function of the person that was going to champion that is no longer with us. So when we get to the revised budget we will see that change. Foundations is up, thanks to some nice gifts. For the Golf Classic, we netted about 42,000 and $11,000 in Play 4 JA.

Grant income is down. We have some Prime Time money coming, that is just a function of holding the trainings and receiving the reimbursement. When we look to our expenses you will see that we have spent $482,000 for the first 6 months, our budget was for $490,000 so we are pretty close there. The two big items that we have been talking about month to month are salary which are under about $39,000 and the program supplies are up about $35,000.

So our net for 6 months for expenses in excess of revenue of $120,000 versus of $75,000 budget, so we are about $44,000 more of a loss than we anticipated. That takes care of the budget as it stands right now.

Last month, we promised to go through make sure that we did not need to make any significant changes through the end of the fiscal year. This is a revised forecast using the first six months actual after which, Claudia went through to revise the last six months based on what she knows, keeping in mind to make sure that we are a little more conservative.

The revenue we had of originally budgeted $984,000 the revised budget is $911,000 that’s down about $73,000. To highlight the couple big numbers, corporate giving we’ve reduced by $52,000, special events revenues we’ve reduced by $70,000. Special event costs we’ve reduced by $40,000. We’ve got a line on government funding that we’ve increased to $30,000 which is basically the C.R.A. money. Again that's a net decrease of $73,000 revenue.

Look into the expenses, we have an original budget of $975,000 to decrease that $891,000. That's down about $85,000. The biggest change in the forecast is the decrease in salaries which we've been running behind. We have adjusted it for the remainder of the year to where we are right now. So between the two, revenues are down $73,000 and expenses are about $85,000. Therefore, we should be good through the end of the year pending we stay on our current course, and we carry through on everything that's supposed to happen. To echo Pete Bozetarnik’s pitch here, the Gala is our biggest event therefore, anything that anyone can do to help out would be greatly appreciated.
Discussion ensued; Pete Bozetarnik thanked the finance committee, specifically Mark Veil and Claudia for all their all their efforts for getting the forecasts. Pete Bozetarnik stated that in forecast under special events in section 4310 indicates that we’re going to make $50,000 in cash at the gala via auction items. However, most will be a plea for cash selling classrooms and etc. Pete cautioned that we’ll never hit our goal of $50,000 unless we have at least 250 to 300 bodies in the seats at the gala. We have a struggle selling high level sponsorships, so the key is getting the right people in the room to raise their hand when we ask for $500 or $1000 to sponsor a classroom. This is the only way that this forecast will work. Pete continued to state that forecast is perfect, provided we have a successful gala.

Pete Bozetarnik asked for a Motion to approve the December financials. Motion was made by Gary Hennings, seconded by Dr. DuPont, all in favor, none opposed. The December financials passed unanimously.

B. Development

**J.A. Gala**: It is important to have a successful gala as it is our biggest annual fundraiser. The invitations are behind schedule, as they will not be sent out until tomorrow (January 19th). An e-mail was sent to all the board members on January 3rd, and those who stepped up we really appreciate it. Some of you indicated that you have some auction items you’re working on. The auction items are very important as they usually bring in quite a bit of money between the live and silent auction items. We already have some table sponsorships however, we really would like to have at least 12 more tables. The additional tables can help to bring us to us to the 250 which is really the minimum that we should have. A letter will be sent out today (January 18th) attached with our sponsorship opportunities. It is encouraged to use this letter as a template to send this information to any of your clients who are passionate about children or someone who really owes you a favor. Also consider anyone who is able to get a table together or anyone that could be a sponsor. Dena stated that a nice item that we have for auction is an Official N.F.L. football signed by Tom Brady.

Discussion ensued; Claudia shared that Mr. Nicholson just brought a new Tesla which came with a miniature motorized version. Mr. Nicholson has donated for the Miniature car for auction. Claudia stated that if anyone knows any of the honorees who will not attend the gala, to advise them that they can take out an ad in the program to acknowledge them. Dr. DuPont advised that David Miller has some items that he would like to auction. Trey Fogg asked if there is a dollar value minimum that we’re targeting for the live auction items. To which Pete Bozetarnik stated that anything over $1000 will be great.

**M.A.D. Science**: If anyone wants to come or become more engaged in M.A.D. Science. The reception for M.A.D. Science will be held on March 8th at Scripps in Jupiter recognizing the students in both Palm Beach and Martin Counties. Claudia will be attending the Palm Beach County
ceremony at Santaluces high school, representing the Stiles Nicholson Foundations and Junior Achievement. The Event at Scripps is an opportunity for our leaders and our donors to get to see what these amazing students have and what they have accomplished.

C. Brand

We had two interns from Inlet Grove come into our office over the winter break to help develop our new website. The website is projected to be done by the end of the school year. A lot of our content mimics the JA of Greater Washington's website. Our new website is now easier to navigate as our staff is able to go behind the scenes to update content when necessary. In addition, we are saving on monthly costs. Originally the website cost were about $300 monthly and now they are $215 for the whole year. Kaitlyn and Rachel do a lot of behind scenes work on the website. Part of our website has a portal to view board documents.

D. Education

Claudia Barto advised that she, Dr. Christiansen and Rachel Ramos met to discuss becoming the chair of the Education Committee in the new year. Dr. Christiansen advised that in order to be more efficient, he would like to have quarterly meetings in person. During the Education Committee meeting on February 1st Dr. Christiansen stated that he would like to discuss bringing new members into the committee. He is interested in including current educators and administrators of all three levels of school (elementary, middle, and high). Dr. Christiansen would also like to include an early education person and a higher education person. He would also like specific schools to execute the MOU and expand it. Dr. Christiansen would like to increase the effectiveness of our programs, increase the participation with these schools. Embrace new and innovative ways of delivery and work on volunteer work as well as volunteer recruitment engagement.

Kaitlyn provided a few updates from the past two weeks. The biggest update currently is that we have just finished our winter camp with Riviera Beach at the Riviera Beach Marina Village. We did JA Sparks which includes Students from 8th grade through 12th grade. We also held JA Biz Camp with students from 3rd to 6th grade. We struggled a little bit with enrollment however, that could have been attributed to the holidays. We are coming to our spring break camp in March and we have already students enrolling for it. There will also be a Saturday session in February. February 17th they are going to do a JA day at the Riviera Beach center that will also include the families of the students. During the JA day, adults can go into a separate room participate in a banking workshop with a partnered bank. While the adults are in the adult curriculum, we will be doing JA with the kids. They will be provided food. Kaitlyn stated there are
opportunities available if a board member would like to offer to teach the adult curriculum. She stated that if a board member had clientele with a branch in that area who would like to send a representative to conduct the adult curriculum that would be great.

Kaitlyn advised that our program audit for the past school year has been successfully completed and sent to J.A. U.S.A. Fall verification is coming up for this school year on February 15th and as of now, the fall verifications are completed and are being reviewed for thoroughness. Our numbers were 8,500 when this report was completed. However, as of right now we are sitting around 10,000. Kaitlyn stated that spring is where we pick up a bulk of our numbers and therefore is very confident in our goal of 25,000. Kaitlyn continued that throughout the month of May we have BizTown in every single school. We ended the fall semester with BizTown at Equestrian Trails in December and we’ve already started in January. In total, there are 40 total Biz Towns for the year which is the most that our office has seen in about 5 years. Otis Elevators has done a tremendous job with volunteering. They have also donated 10 plus backpacks filled with school supplies for the camp. Every backpack was filled with pencils, journals, composition notebooks, and everything a kid would need for school. Otis Elevators has also contacted us to advise that they would like to do the same thing for the spring camp. They are also talking about doing a Bowl-a-thon team.

Peter Bozetarnik stated that he, Claudia Barto, the Education Foundation, Superintendent Avossa and Mr. Nicholson will be going to Atlanta on February 12th to visit JA high school. Pete stated that there's 15 or 18 people who are going on this trip which includes members of the school district board, area and superintendents, and the Education Foundation. Pete stated that we are on a cusp of doing something very big. Mr. Nicholson and superintended Avossa are incredibly engaged in this project. Pete stated that Mr. Nicholson and his money are very much behind it. Pete shared that he sent Mr. Nicholson a thank you email for all that he has done. Pete stated that Mr. Nicholson replied saying make sure he gets a good return on his investment of the 1.5 plus millions dollars over the last fifteen years. Pete stated that Mr. Nicholson is at a point now where he is looking to build something that is going to be his legacy.

E. Board Development

Pete Bozetarnik

F. Governance

John McGowan

Claudia and I reported last month that we went over the employee manual. We subsequently gave the merged/updated manual to a local attorney to review as a requirement by J.A U.S.A. We have forwarded it to
J.A U.S.A. for their approval. Hopefully they will approve it so that we can finalize the nonprofit requirement first which is our primary objective.

G. President’s Report

Claudia Kirk Barto

Claudia shared that Kaitlyn Smith has won the Southern Regional conference. Each spring we have an opportunity to nominate a rising star, and Claudia nominated Kaitlyn for all the work that she has done with JA. Claudia stated that Kaitlyn started as an intern in the Naples office and she brings a wealth of knowledge with her from previous experiences. Kaitlyn won one of four rising stars across the country. Kaitlyn has also completed a leadership webinar and has the opportunity weekly to check in and practice some of the things that she learned.

Kaitlyn stated that she was grateful for the opportunity and ability to meet the President of J.A U.S.A., and interact with others at nationals.

Claudia mentioned that our pro bono attorney moved to D.C. The executive committee approved for us to enter into an agreement with Legal Aid Society. John Foley reviewed our employee manual and he can also help us with any issues that come up. Legal Aid Society can also do free trainings that may be needed for nonprofit first accreditation. We received our Nonprofit First accreditation for excellence for nonprofit management for 2017. We also received the contract to start that process over again. Typically it would cost $1,800 however, since we are funded by United Way we do not have to pay that cost due to our agreement with them. Anyone who wants to help with the auditing process that would be great.

V. Old and New Business

Pete Bozetarnik

A. The invitations for the gala has to go out by this weekend in order for people to have the opportunity to put the gala on their calendar or to send us an auction item, or write us a check. We really need all hands on deck for this event. If everyone can aim to get 10 people to attend or to a sponsor then that would be helpful.
VI. Adjourn

Pete Bozetarnik asked for a motion to adjourn. Motion was made by Dena Kennedy, seconded by Mark Veil. All in favor, none opposed, meeting was adjourned at 8:53 a.m.

Minutes recorded via: iMeet and transcribed by: Viviana Duplan

Date: January 18, 2018

Signature: ________________________________

Board Secretary Approval: Print Name ________________ Date: __________

Signature: ___________________________________________