MANO EN MANO HAND IN HAND  
51 Main Street · P.O. Box 573 · Milbridge, Maine 04658 · (207) 546-3006 · www.manomaine.org  
BOARD OF DIRECTORS MEETING MINUTES  
January 11, 2012

I. Call to Order and Attendance: Chloe, Kathy, Eric, Larry, Ian, Charlie, Laura

II. Approval of the Minutes: Minutes unanimously approved

III. Public Comment Time: Chris Southerland, student working on research project at USM.

IV. Director’s Report: Ian Yaffe, Executive Director: Director’s report will now be quarterly and not monthly. Ian will be in contact with members about information to include. Program update, staff update, any other issues, more of a narrative, verbal update from staff, and an events calendar, were all mentioned as items to include.

Events: Posada went well, had some issues, but being worked out for future events.

V. Old Business
a. Treasurer’s Report from 09 Nov 2011 and 07 Dec 2011 (Art Emerson) Tabled till next meeting

VI. New Business
a. 2011 Budget: budget reviewed and we ended the year with a surplus. Some budget lines went over due to the surplus.

b. 2012 Budget: Budget reviewed line by line. Should look at getting a rental agreement regarding the space more formalized. Budget includes funds for a fundraising consultant to help direct the annual fund. Budget increase of 43%  
Vote to approve the 2012 budget  
Motion made to accept the budget and it is approved unanimously

c. Office Hours: Change to office hours, business hours will be 8am to 4pm and some hours will be walk in hours in the evening.  
Motion made to keep office a four-day week. 5 in favor / 2 opposed  
Those opposed would like to see a five-day week  
Staff will be available on Fridays by the phone

d. Nonprofit Day in Augusta: We are one of 12 nonprofits selected to attend out of hundreds that applied. Great outreach opportunity. Attendance by board would be welcome. Date is February 2 in the morning
e. Board Giving Participation Level for 2011: 83% (10 of 12)

f. GAP Analysis: used to identify board strengths, weaknesses, and needs.

g. Strategic Planning: Second retreat to finalize the strategic plan for January 19th
Do we want to be a million dollar nonprofit?
Do we want to expand service?
Do we need to change our name?
What do we offer the town of Milbridge?

h. Refreshment Sign-ups: tabled until next meeting

i. Committee Sign-ups: tabled until next meeting

VII. Committee Reports (no reports)

a. Governance

b. Finance: Art Emerson (2011 Treasurer) / Larry Finnegan (2012 Treasurer)

c. Nominating

d. Development

e. Education & Outreach

f. Housing & Community Building

VIII. President’s Review and Board Member Comments

IX. Adjournment at 6:45 pm

Save the Date
Second Board Retreat: January 19
Nonprofit Day in Augusta: February 2 (morning)
Next Board Meeting
Wednesday, February 8, 2012 at 5:00 p.m.
BOAND OF DIRECTORS MEETING MINUTES  
January 21, 2012

Helen’s Restaurant  
Machias, Maine

I. Call to Order and Attendance  
Call to order at 3:20 p.m.  
Members Present: Sasha Alsop, Morna Bell, Chloe Dowley, Art Emerson, Larry Finnegan, Charlie Harrington, Kathy Howell, Eric Kelley, Laura Thomas, and Ian Yaffe (ex-officio).

II. Public Comment Time  
There are no public comments.

III. New Business  
a. Treasurer’s Report: The Board accepted the Treasurer’s report for the months of October and November 2011 as read. There were no discrepancies.  
b. Meetings: The Board will meet on the following dates in 2012: February 8, April 4, July 11, October 3, and December 5. All meetings will start at 5:00 p.m. and will last for approximately two and one half hours.  
c. Strategic Plan: Sasha Alsop, Chloe Dowley, and Laura Thomas will meet with the Executive Director to further develop the strategic plan in preparation for February’s meeting.  
d. Committees: The Board voted to establish the following committees and disestablish all others. The Executive Committee will have the power to act on behalf of the Board when the Board is not in session.  
i. Development: Chloe Dowley (chair), Eric Kelley, and Bahia Yackzan.  
ii. Governance: Morna Bell (chair), Sasha Alsop, and Eric Kelley.  
iii. Finance: Larry Finnegan (chair) and Art Emerson  
iv. Programs: Charlie Harrington (chair), Kathy Howell, and Laura Thomas.  
v. Executive (all current officers): President (chair), Vice President, Secretary, and Treasurer.

IV. President’s Review and Board Member Comments  
There are no comments.

V. Adjournment  
The Board unanimously voted to adjourn at 3:25 p.m.
Board Meeting Minutes
February 8, 2012

Called to order at 5:30 p.m.

1. Attendance:
   Eric Kelley, Bahia Yackzan, Kathy Howell, Charlie Harrington, Morna Bell, Sasha Alsop, Chloe Dowley, Laura, Chloe Dowley, Olivia Perez (by phone), Ian Yaffe

2. Director’s Report:
   * Billable hours are now being tracked. Ian would like us to reach above 30% billable hours (hours of direct service).
   * Non-profit day: Ian met with Kevin Raye to update him on our activities.
   * We have hired 3 new tutors for Migrant Education in January, with 4 more on board as of last week.
   * Ian shared goals of migrant ed. program and achievements of January.

   * Budget: We will need to make sure that we are fundraising to keep up with our quarterly goals. Payroll is roughly $15,000/month currently.

Old Business
   * Strategic Plan: Sasha, Chloe and Ian report on their advances with the strategic planning process. Discussion around our shared understandings (see attached email) and around the question of who we serve.
     Sasha, Ian, and Chloe propose that we change our language to reflect that we are serving people disenfranchised by certain inequities (ie. language acquisition issues, immigration issues) instead of trying to focus on particular populations of people. The board agrees to this.
     Cultural competency is a strength that Mano en Mano has and can share with other organizations, agencies, etc in the region.

New Business:   * Sasha will bring snacks to the next meeting
Tax Payment - We will commit to a payment in lieu of taxes to the town of Milbridge for the years to come. How much should we commit? There is $5,000 in the budget for this - the board votes to agree to this.
Maine Parent Federation - supports families statewide. They have opportunities to apply for funding to work with migrant families and are interested in collaborating with Mano en Mano on these issues and cultural competency training.
Community Mobilization Team - Bahia brings this to the board and would like someone from the staff to do a presentation to this group to teach them about what Hand in Hand does.
Events - Spring Fling is on March 3rd. Bethany needs support with this - contact her.
Tax Prep w/ Eastern Maine Cash and United Way is open to anyone for families who make less than $50,000.

Board to adjourn at 6:50pm.
Mano en Mano / Hand in Hand
Board Minutes
April 4, 2012

I.  Call to Order:  5:15  Chloe, Morna, Larry, Eric, Charlie, Laura, Kathy and Ian with Bahia and Sasha by phone.

II.  Approval of the Minutes:  Minutes reviewed by Ian and approved by the board

III.  Public Comment:  None

IV.  Ian’s review of the director’s report.
   Staff responsibilities aligned to strategic plan
   Paid time off may need to be reviewed in the future
   Currently budget is on track, but grants and annual fund need to pick up to maintain the budget
   Strategic plan and need for continued board oversight
   Fundraiser went well, staff planning raised cost
   Two issues with apartments:  mold and floor
   Migrant Ed:  lots of contact hours and success
   Outreach:  66 different clients with over 100 requests
   Interest expressed in insurance policies by board

V.  a/b. Treasurer’s Reports for December 2011 and January 2012 tabled
   c.  Adoption of the Strategic Plan
       History to be added to the web page
       Plan based on Mano en Mano as a social justice organization
       Importance of being intentional
       Need some clear explanation of “Social Justice”
       Financial capacity maybe include staff

English Language Attainment:  understood, no questions.  This will require additional staff.

Community Connections:  May require change to staffing model

Access to Essential Social Services:  keeps with doing what we are already doing.  Define social capital

Vote to approve draft of the strategic plan.  Ian will continue to work on it and follow model suggested by Charlie for the work plan.  Ian will present a work plan at the next board meeting and provided a bulleted version of the strategic plan.  All voted in favor.

VI.  New Business
a. Tabled

b. Tabled

c. Board and Committee Descriptions: Voted on and approved

VII. Committee Reports

a. Development: Plans for the house parties in Andover, MA with Sasha and with Kathleen Sullivan in Freeport. Charlie will connect with Kathleen about a spring house party. Spring fundraising letter also suggested.

b. Governance: List of prospective board members Ian will add list of who is talking to whom. Goal is to let them know we are interested in them joining the board and to provide them with information. If they are interested, they can be invited to the next meeting to ask questions. Invites are for both new board members and committee members.

c. Finance: Nothing to report or tabled?

d. Programs: Nothing to report or tabled? Next meeting will be Wednesday May the 2\textsuperscript{nd} at the Edge Building at 5:00.

VIII. No comments

IX. Adjournment at 7:15
I. Call to Order and Attendance at 5:15 with Kathy Howell, Eric Kelley, Larry Finnegan, Lewis Pinkham, Brittany Ray, Sasha Alsop, Charlie Harrington, Morna Bell, Ron Ramsay, Laura Thomas, Chloe Dowley, and Olivia Perez in attendance. Also in attendance from staff: Clara Maeder, Julie Olbrantz, Robin Lovrien, and Ian Yaffe.

II. Election of New Members: New members Lewis Pinkham, Brittany Ray, and Ron Ramsay are elected to the board. All voted in favor.

IV. Approval of the Minutes: All voted in favor of the approval of the minutes.

V. Public Comment Time: No public comments.

VI. Director’s Report & Quarterly Narrative: Ian Yaffe, Executive Director: Review of current staffing levels. Working on completing the strategic plan focus on three areas (along with staffing changes). Board needs to give to reach 100% board participation. Mother’s Day event went well, good feedback. Housing is fully occupied, complaints have decreased, and work is mostly done. One issue still needs to be addressed with ventilation. All eligible migrant education students graduated (100%). Blueberry harvest begins with a short program and a long program. Requests for services have increased from last year.

VII. Old Business
   a. Treasurer’s Report for December 2011 (Art Emerson) tabled
   b. Treasurer’s Report for January 2012 (Larry Finnegan) tabled
   c. Treasurer’s Report for April 2012 (Larry Finnegan) tabled
   d. MaineShare Resolution (Executive Committee) reviewed for the entire board
   e. Marriage Matters Maine Resolution (Executive Committee) reviewed for the entire board

VIII. New Business
   a. Scholarship Committee Report (Morna Bell) 1 scholarship given $1,000 to Maria Paniagua. Morna will continue to work on the scholarship committee next year.
   b. Budget Modification Request (Ian Yaffe) Budget to be modified to include new adult education program and movement to a new space. Wages increased to cover changes in staffing and hiring new staff. We want services more measurable. Increases to materials to provide for new projects. Motion made to approve the budget modification. All voted in favor.
   c. Lease for 2 Maple Street (Ian Yaffe) Lease agreement reviewed and discussed. All in favor except
Lewis Pinkham, who abstained.

d. Milbridge Days (Chloe Dowley) July 28th Laura will head this up.

e. Wyman Road Property Sale (Ian Yaffe) Board has no interest unless donation

f. Honorary Membership Status (Sasha Alsop) Voted in and approved by all. Candice Austin, Beth Russet, Eric Kelley, and Morna Bell were nominated and approved by all.

IX. Committee Reports
a. Development: Chloe Dowley (chair). Next meeting: July 17 at 5:00 p.m.
   Parties: August 9 -- 5:30-7:30 at Kathy’s house
   August 16 -- 5:30-7:30 at Sue’s house
   August 15 -- 5:30-7:30 at Kathleen’s house
   Emails will go out to ensure board member attendance


c. Finance: Larry Finnegan (chair). Next meeting: unknown.

d. Programs: Charlie Harrington (chair). Next meeting: unknown. Trip to Colorado, similar organization which may be of some interest.

Fall retreat set for September 29, 2012.

The Board voted to adjourn at 7:36 pm.
BOARD OF DIRECTORS MEETING MINUTES
September 29, 2012

2 Maple Street
Milbridge, ME 04658

Role Call
The Board called the meeting to order at 9:00 a.m. with the following members:
Present: Laura Thomas, Larry Finnegan, Sasha Alsop, Kathy Howell, Chloe Dowley, Olivia Perez
Absent: Brittany Ray, Ronald Ramsey, Abby Hernandez, Bahia Yackzan, Arthur Emerson

Resignation of Board members
The board voted in favor of accepting Louis Pinkham’s resignation.
The board voted to accept Abby Hernandez’s de facto resignation based on limited meeting attendance.

Meeting Schedule for 2013:
The Board voted to meet the 1st Wednesday of each month from 5:00 to 7:00 p.m.

ED Compensation
The Board voted to increase the Executive Director’s compensation from 90%FTE to 100%FTE with a proportional increase in pay for FY13. Based on that, 2012 pay will remain an annual salary of $40,500 and 2013 pay will increase to an annual salary of $45,000. The Board will discuss a Cost of Living Adjustment (COLA) at it’s November meeting.

Election of officers for 2013
The following officers were elected for 2013. Their terms will begin on January 1, 2013 and end on December 31, 2013:
   President: Laura Thomas
   Vice President: Sasha Alsop
   Secretary: Kathy Howell
   Treasurer: Larry Finnegan

Personnel Policy
The Board decided to table the personnel policy revisions for further clarification and authorized an email vote of the Executive Committee. The proposed changes dated October 1, 2012 were approved by the Executive Committee on that date.

Treasurer’s Report for July 2012
The Board accepted the Treasurer’s Report from January-July 2012.

Committees
The following are the current committees of the Board of Directors:
Development – Chloe Dowley (chair) and Judith Tolland
Governance – Sasha Alsop (chair) and Laura Thomas
Finance – Larry Finnegan (chair)
Programs – Charlie Harrington (chair), Kathy Howell, and Laura Thomas

The Board voted to adjourn at 12:50 p.m.
BOARD OF DIRECTORS MEETING MINUTES
November 7, 2012

2 Maple Street
Milbridge, ME 04658

Role Call
Meeting called to order at 5:30 pm with the following members present: Laura Thomas, Larry Finnegan, Sasha Alsop, Kathy Howell, Chloe Dowley, Charlie Harrington, and Ronald Ramsey. Absent: Olivia Perez

Public Comments: There were no members of the public present.

Approval of Minutes: The Board voted to approve the minutes of September 29, 2012 as written.

Director’s Report: The Board accepted the Director’s Report as read.

OLD BUSINESS

 Personnel Policy—Vacation Benefits: The Board voted to table this discussion until next meeting.

NEW BUSINESS

 Resignation of Board members: The board voted to accept, with regret, the resignations of Art Emerson, Brittany Ray, and Bahia Yackzan.
 Advisory Board: The Board voted to direct the Governance Committee to draft a proposal to create an Advisory Board to maintain direct communication between the Board and community leaders, but without being too much of an extra time commitment for those individuals.
 Report from Sue Medley: The Board voted to accept this report as read.
 2013 Health Benefits: The Board discussed that 6 staff members are eligible to receive health insurance, but only 1 would need it for next year. The Board directed the Executive Director to develop a plan to offer flex benefits next year and explore options for providing health coverage to the 1 employee who needs it.
 2013 Cost of Living Adjustment: The Board voted to table this discussion until next meeting.
 Maine Affordable Housing Coalition: The Board voted to join this coalition.
 Compensation Increases, Unemployment Compensation, New Board Member Nominations, and Business Donors: Tabled until next meeting.
 Signing Annual Appeal Letters: The Board signed and sent out appeal letters.

No committee reports filed.

Meeting adjourned at 7:30 p.m.