

**THE CEDARS OF MARIN
BOARD OF DIRECTORS RETREAT
May 22, 2020**

Time and Place: The Board of Directors of The Cedars of Marin met virtually via Zoom on May 22, 2020, upon notice duly given.

Members Present: Participating in the Board meeting in person were Scott Clifford, Jane Brown, Scott Erickson, Mary Gordon, Betty LeFevre, Gail McCallister, Julie McInerney, Madeline Miller, Scott Price, Anna Rosen, Terry Ross, Steve Shaw, Debbie Stutsman, Rebecca Sullivan, and John West. The members present constituted a quorum.

Members Absent: None

Others Present: Also attending the meeting by invitation were: Chuck Greene, Cheryl White, John Pope, Jeanne Lipson, Sue Sherer, and KC Coco.

Opening Statements:

- Scott Clifford called the meeting to order at 12:33pm.
- Scott Clifford was “speechless” in his praise of the staff at Cedars. Everyone has stepped up to provide for participants well-being and each other’s well-being and continued to keep the impact of the virus at bay. Scott acknowledged the people on the ground where the work is most impactful and high-risk and acknowledged the work across the organization.
- Of course, we all heard the sad new about Sharri McNeal’s passing. She will be deeply missed and our hearts go out to her family.

Executive Director Report

- Chuck Greene highlighted that while we did not expect to have our May board meeting online, we are solutions-oriented and have become adept at using Zoom.
- Chuck spoke about Sharri McNeal and the impact she had on him, the organization, the families and the community.
- He made note of the Friday updates that include factual up to date information and demonstrations of the organization’s values.
- Internally we are staying connected and supporting each other (e.g. Cedars United).
- Finally, Chuck shared that finances are in particularly good shape, and should improve even more with the likely implementation of the PPP loan.

Associate Executive Director Report

- Cheryl White highlighted what we know as of now in terms of re-opening our day programs. Most likely, there will be some hybrid model going forward.
- Health Services staff has been developing protocols and training to keep people safe.
- The activities program has definitely not slowed down, check out the Group Facebook page!
- Regarding the state budget, there is a \$54B shortfall. All state departments including DDS have been asked to suspend additional spending. Cuts will be deeper if the State doesn't get the Federal matching funds. Four additional program closure days are included in the Governor's budget. Since the State's budget must be set by June 30th, we will have significant time to reform our budgets given our September 30 fiscal year-end.
- Cheryl will be sending out opportunities for advocacy.

Finance

- Scott Erickson shared that projections for year-end are good.
- He cautioned however that we have experienced some investment losses by about 12-15%.
- The finance team addressed Terry's question regarding Cedars assets.

Development Update

- Jeanne Lipson shared that we are currently in the middle of our Spring campaign and have surpassed our initial goal for the year. We also received a \$25,000 grant from the Raab Foundation.
- Going forward, we need to look at how we steward major donor retention, sustain donors and build our legacy circle. The priority is to establish strong communications with primary donors.
- Chuck commented that we now really understand our Development strategy and fundraising sweet spot which will serve us well into the future.

Action Items:

- Let Jeanne know if you are interested in helping with Cedars Shake Rattle and Bowl.
- Let Jeanne know if you would like to help with the Legacy Campaign (e.g. writing notes, making calls).
- Scott Clifford let everyone know Board action plans are to go out before the next budget cycle.

Dashboard

- Chuck shared that we are still on track in all of our key metrics, with nothing in the “red” (critical, act now).
- Not surprisingly some work has slowed down or been put on hold due to our focus on COVID-19 and physical limitations; but we are fully staffed likely for the first time in Cedars history.

TAC Kitchen

- John Pope described the status of the TAC Kitchen project, which is on budget and on schedule; however, we have spent some of the contingency funds on discovery and remediation of old utilities and structural components.

Strategic Planning and Organizational Culture – Status Update

- Our 5-10 year Strategic Plan is still on track despite the recent focus on to COVID-19.
- KC drilled down on Strategic Goal 6: Organizational Excellence and shared the status of the sub-goals including the project work to date on culture and values.

Other Business

- Scott Clifford deemed the February minutes accepted by the board of directors.
- Scott Clifford moved to approve additional indebtedness through the Federal Payroll Protection Program not to exceed \$1,450,000, subject to review by the Finance Committee. Dan Leese seconded the motion and the board unanimously approved the motion.

Adjournment

- There being no further business, the meeting adjourned at 2:08 p.m. Pacific Time.

Debra Stutsman, Secretary
The Cedars of Marin Board of Directors