

**AGENDA**  
**TASK Board of Trustees Meeting**  
**ETS**  
**May 21, 2013**

**Attendees – Faria Abedin, Qareeb Bashir, Linda Bell, Kieanna Childs Alexander, Ken Buttner, Tracey Destribats, Joe Devaney, David Geltzer, Michael Gluck, Pam Kelly, Emilio Papa, Jim Parker, Michael Rothwell, Lee Seglem, Laney Sokolow, Marty Tuchman, Kathy Wooley, Bob Workman, Dennis Micai, Irwin Stoolmacher**

- Meeting Called to Order at 6:03
- Mission Statement & Moment of Silence – Emilio
- Adoption of Minutes – **Motion by- Kathy, 2<sup>nd</sup> by Bob W, Abstain – Michael G & Jim, Motion Carries**
- Chairperson’s Comments – Tracey
  - Anniversary Event was a huge Success
- Treasurer’s Report – Bob W
  - April 2013 - Great month for fundraising - +\$53,000 over last year
  - Expenses - \$20,000 for anniversary event, \$12,000 in unexpected equipment costs
  - 1.3 mil. cash, almost \$3 mil. in endowments
- Director’s Report -Dennis
  - Thanks for support over last month
  - Ashley Anderson, intern, submitted letter of thanks on the completion of her internship
  - Kathy Wooley received her award from the Robbinsville
  - Adult Ed - 18 students have received their GEDs. Graduation ceremont set for Sept. 18
  - Building renovations -new dishwashers installed
  - Meal count continues to rise
  - Director & Officers liability insurance of \$1 mil. per person has been renewed
  - Bob W & Dennis participated in a charity golf tournament
- Fund Raising – Irwin
  - SouperFest - \$18,000 donations - cost of \$30,000 = - \$12,000, but about \$13,000 in cans were collected so it came out neutral, great publicity & community good will, Tracey noted that it went amazingly well especially for a 1st attempt, Kathy suggested possible bonuses for staff who helped make it possible
  - \$84,000 more collected in donations this past month over last year after the event
  - New donor acquisition is just starting so not much activity yet
- Finance – Bob W
  - Proposed budget looks pretty reasonable. Highlights: 3% increase in salaries, pool for bonuses, equipment purchases, reserves for future purchases, Dennis noted 2 annual salary adjustments (Jay \$31,000 to \$38,000 is recommended, Driver \$12.98 per hour to \$15 per hour), \$1800 for new parents program, \$20,000 for new tile in diningroom & fresh paint, Education reimbursement to \$6000 from \$4000 since more staff are attending school.
  - Board will be asked to vote on the budget next month.
  - It was suggested that salaries may need to be reviewed before next year's budget proposal possibly by the HR committee. Everyone seemed in favor.

- Audit Committee – Michael R
  - Everyone agreed through e-mail to keep Lew Parker as our auditor this year. He has agreed to keep his price fixed this year
- Development – David G
  - The committee met. Irwin's report really covered things.
- Program – Qareeb
  - Recent meeting - 7 members present - Jaime & Jay are officially members of the committee now.
  - Demographic survey has been completed. The results between fall 2012 & spring 2013 are being compared. Those results will be shared next month. Language for ethnicity, etc. was looked at to see if they could be better defined.
  - Trenton Community Health needs assessment - How can they better serve the community?
  - The Parent Initiative - Asking for board approval to go forward with the program – Cost \$18,000 approx. Motion by Laney, 2nd by Bob W - Motion approved unanimously
  - Teen Initiative - Faria sent an e-mail answering questions posed at last board meeting
  - Good & Welfare / Wellness Committee - Wants to put a policy in place of how to handle events where flowers, etc. might be sent in response to a death in the family of a member of the TASK family.
- Strategic Plan – Dennis
  - Board was going to develop a New Member Orientation plan. Now would be a good time as we may be thinking of taking on new board members
  - Succession Planning needs to happen to develop plans for the time when Dennis & Irwin decide to retire
- Investment – Marty - presentation by Zachary Warringer from Merrill Lynch
  - Almost 100% in fixed income with long, short & intermediate term holdings
  - Total of both funds is up from this time last year not counting contributions.
  - All holdings are A rated or better.
  - Long term interest & market fluctuations affect the value of the holdings. Interest rates have held steady at low rates.
  - Value: 2.4 million (unrestricted), \$400,000+ (restricted)
  - Bonds will return to their full value if kept to maturity (10-20 years). If we turned bonds in now we would have a loss. In the long run it is expected that we will come out ahead.
- Governance – Michael G
  - They have received some resumes from interested people. They'll be meeting to decide how to proceed & what they'll be looking for in future new members
- New Business
- Old Business

**Meeting Adjourned at 7:18– Motion by Michael G, 2<sup>nd</sup> by Marty**

**Next Meeting – June 18, 2013 @ Trenton Catholic Academy, July back at ETS, no meeting for August**

**Minutes Submitted by Pam Kelly**