



BOARD OF DIRECTORS MEETING AGENDA

November 14, 2018 @ Skanska Offices, 18615 Tuscany Stone, Suite 25, SA, TX 78258

Brighton Five Year Vision

To set a strong foundation for children of all abilities by being the preferred developmental and educational service provider for early childhood across Bexar County by 2021.

- I. *Call to order.....Lynette P.*
- II. *Review and Approve Minutes.....Lynette P.*
*October 10, 2018 Meeting Minutes**
- III. *Committee Reports*
 - A. *Executive Committee.....Lynette P.*
 - B. *Ad Hoc Capital Campaign Committee.....Lindsay B.*
Campaign Revenue
Campaign Timeline
 - C. *Board Development CommitteeBlake S.*
Board Resignation – Sandi Cavazos
Board Expectations
 - D. *Resource Development Committee.....LeAnn T.*
 - E. *Finance Committee.....Justin T.*
*Board Resolution**
- IV. *Organizational Update*
 - A. *Employee Satisfaction Survey Results (Michele)*
- V. *Other Business*
- VI. *Adjournment**
- VII. *Next Meeting – Wednesday, December 12th, 2018 – Location TBD.*

* Denotes action item.

BOARD OF DIRECTORS MEETING MINUTES

October 10, 2018 @ Chasnoff Mungia Pepping & Stribling Offices, 1020 NE Loop 410, Suite 150, San Antonio, TX 78209

Brighton Mission: Brighton Center provides family & community education and developmental services to children with disabilities or delays empowering them to achieve their individual potential making them successful in every community.

Brighton Five Year Vision: To set a strong foundation for children of all abilities by being the preferred developmental and educational service provider for early childhood across Bexar County by 2021.

ATTENDEES	
Board Members	Blake Stribling, Steve Lyons, Justin Thompson, Meriel Bowman, Elizabeth Marceau, Beki Hutchison, Gerry Soto
Staff	Kim Jefferies, Katrina Campbell, Michele Sierra, Irma Bustos, Michael Guin, Larry Fischer, Ariel Valle, Holly Grogan

I. CALL TO ORDER

- a. Blake Stribling called the meeting to order at 4:07 p.m.

II. REVIEW AND APPROVAL OF BOARD MEETING MINUTES

- a. The board meeting minutes from the September Board Meeting were included in the packet.
- b. Chair asked for review of minutes and any amendments. No amendments from members.

BOARD ACTION	
Motion/Committee Recommendation	Beki Hutchison made a motion to approve the minutes as written for the October 10th, 2018 board meeting.
	Gerry Soto seconded the motion to approve the minutes as written for the October 10th, 2018 board meeting.
Board Vote	Unanimous Approval of the motion to approve the minutes as written for the October 10th, 2018 board meeting.

III. COMMITTEE REPORTS

- a. *Executive Committee – Blake Stribling reported out*
 - i. Blake Stribling informed the Board of Barbara McKee Newman's resignation. Onboard expectations were discussed and decided that a PowerPoint Deck on Board expectations may be helpful.
 - ii. Blake Stribling proposed that the Board Development Committee Chair meet with potential members in lieu of the Chair of the Board to ensure fundraising requirements are understood.
- b. *Ad Hoc Capital Campaign Committee –Katrina Campbell*
 - i. A Revenue Summary Report was provided showing the agency at approximately \$4,986,130 raised to date.
 - ii. A committee activity report was provided showing pending asks and activities.
 - iii. Of note – New ask to include Greehey was submitted on 9/28/18. Kronkosky LOI of \$500,000 was approved with a site visit scheduled for 10/22/18.

- c. *Board Development Committee— Blake Stribling reported out*
 - i. The Board provided an update on new potential board members.
 - ii. The Board resignation of Barbara McKee Newman was presented effective 10/1/18, resignation letter attached.

IV. COMMITTEE REPORTS

- a. *Resource Development— Katrina Campbell reported out*
 - i. A Best Night Ever Board Member participation outline to date was given. Board at Large expectations were discussed regarding BNE and individual/company table contributions.
 - ii. Katrina discussed rescheduling the “Meet Brighton Event” to a later date.

V. Finance Committee – Larry Fischer

- i. Discussed Interim financing for the Capital Campaign and term sheets to date. Proposals have been included from Frost, BBVA and Bank of San Antonio.
- ii. Provided to date Capital Campaign account balances.
- iii. The committee is recommending that we stay with the current CPA firm due to the length of tenure of the current CFO and the fact that the organization is in a capital campaign. The board discussed and recommended that after this year’s audit, the CFO and Finance Committee solicit bids for the FY19 audit.
- iv. Larry informed the Board that he will email Invesco information and matrix to the Finance Committee for their review.

VI. ORGANIZATIONAL UPDATE – Kim Jefferies

- i. Kim provided the board with a Board offsite follow up chart showing 17% of Spanish speaking families being served for FY18.
- ii. The parent survey results were included in the packet for the Boards review
- iii. Michele presented the Board with the Agency Security Assessment, highlighting areas that are in progress, in the renovation plan or to be added to the renovation plan.

VII. ADJOURNMENT

BOARD ACTION	
Motion/Committee Recommendation	Meriel Bowman made a Motion to adjourn the Board Meeting.
	Beki Hutchison seconded the Motion to adjourn the Board Meeting.
Board Vote	Unanimous Approval of the Motion to adjourn the Board Meeting at 4:59 p.m.



Executive Committee Report

November 2018

The Executive Committee did not meet in October. However, the following was discussed via email:

1. Board Member Resignation was shared with Executive Committee.
2. Members of the committee met with other board members to discuss Board Expectations. More information will be shared at the meeting.



Brighton Center

Here there are only ~~Disabilities~~.

Ad Hoc Capital Campaign Committee Report November 2018

The following activity has occurred since the October Board Meeting.

TOTAL RAISED/COMMITTED TO DATE: \$5,089,825 (72% of goal)

Groundbreaking Event on 11/1/2018 was a success! Thanks to all board and committee members who attended.

Information Gathering/Calls:

- Lynette continues to meet with a donor to discuss gift to campaign.
- Barbara reached out to Susan Naylor who is unable to support the campaign.
- Katrina is looking into the Moody Foundation on the request of Barbara.
- Barbara sent letters to Charles Barrett, Janey Briscoe, Ron & Karen Herrmann, Bonnie & John Korbell, Tres & Olive Ann Kleberg, Dick and Jimmie Ruth Evans, Corrina Holt Richter, Abigail Kampmann.
- Barbara is reaching out to Ed Cross, Fully Clingman, Marsha Shields and Phil Pfeiffer.
- Lindsay following up with Carlos Alvarez & Kim Lubel.

NEW Contributions/Pledges: \$107,875

- Gary Pavlik contributed \$5,875 to the campaign for a total contribution of \$10,000 with prior donations (Meriel Bowman)
- Hurd Foundation approved our grant for \$100,000. (Barbara Gentry/Brighton)
- 2 Additional staff members pledged \$1,000 each – Staff total at \$74,500. (Brighton)

Scheduled/Upcoming Ask Meetings:

- John Zachry is visiting Brighton on 11/7/2018. (Barbara Gentry)
- Carroll Schubert from PSI is scheduled for a meeting on 12/5/2018. (Barbara Gentry)

Asks Made/Pending Requests: \$1,568,500

- Mike Lynd Jr.. (Kairoi) - \$50,000
- Sam Kasperek (Kairoi) – \$10,000
- ~~Richmond Family Foundation (Barbara) – This request was declined~~
- Rebecca Mortis – Met with Rebecca and made ask for \$18,500. (LeaAnn Trejo)
- Richard and Beth Morris (Brighton) – considering contribution of \$10,000.
- Bill Greehey (\$1,000,000) – Official request submitted on 9/28/2018 for \$1M. (Elizabeth/Brighton/Barbara)
- Kronkosky site visit held on October 22, 2018. (\$500,000)
- Joan and Herb Kelleher Foundation grant submitted (\$20,000).

Upcoming Requests: \$750,000

- Mike Ciskowski (\$250,000) – Lynette Padalecki
- Anonymous Donor (\$500,000) – Lynette Padalecki

Brighton Center Expansion Project Revenue Summary

<u>REVENUE</u>	Received	Future Pledged	Total Campaign Revenue Secured
Foundations	\$ 391,650	\$ 1,159,910	\$ 1,551,560
Individuals, Board	\$ 55,207	\$ 150,293	\$ 205,500
Individuals, Staff	\$ 20,925	\$ 53,575	\$ 74,500
Individuals, Others	\$ 939,404	\$ 993,861	\$ 1,933,266
Corporations	\$ 393,727	\$ 702,400	\$ 1,096,127
In-Kind	\$ 228,873	\$ -	\$ 228,873
Other	\$ -	\$ -	\$ -
Revenue Committed to Date	\$ 2,029,786	\$ 3,060,039	\$ 5,089,825
TOTAL CAMPAIGN REVENUE REQUIRED (WITH IN KIND)			\$ 7,055,571
REMAINING TO BE RAISED			\$ 1,965,745
% COMMITTED TO DATE			72.14%
% REMAINING TO RAISE			27.86%
Asks Made/Pending	\$ 1,568,500		
Future Asks	\$ 750,000		

FY18

- Oct 2017– Silent phase fundraising begins.
- Aug 2018- Shift staff offices (9) and remove existing portables.

FY19

- Nov 2018 – Public phase of campaign begins – continued fundraising.
- Dec 2018 – Start site work for portables & start construction on multipurpose facility.
- June 2019– Setup portables for inspection/licensing.
- Sept 2019 – Move all classrooms and staff into portables.

FY20

- Sept 2019 – Start construction of lobby, renovation of existing buildings and interior courtyard.

FY21

- Dec 2020 – Construction concluded.
- January 2021 – On site therapy begins.
- June 2021 – Summer Programs begin.



Board Development Committee Report

November 2018

While the Board Development Committee did not officially meet the following actions occurred since the October Board Meeting.

1. Potential Board Members
 - a. Other potential members still in process – have not completed any requirements to date.
 - i. Regan Putnicki (Steve Lyons) – This has been put on hold until Fall 2018.
 - ii. Carlisle Maxwell (Meriel Bowman) – This has been put on hold until Fall 2018.
 - iii. Pape Dawson Representative (Lynette Padalecki)
 - iv. Mike Cisowski, (Lynette) – has been out of town
 - v. Norton Rose Partner (Blake) – should have candidate in next 30 days.
2. Board Member Resignation
 - a. Sandi Cavazos resigned from the board effective 11/5/2018 (See Attached).

Kim Jefferies

From: Cavazos, Sandi <sandi.cavazos@frostbank.com>
Sent: Monday, November 5, 2018 2:35 PM
To: Kim Jefferies
Cc: Adams, Melissa
Subject: Bright Center Board

Dear Kim,

It is with regret that I am writing to inform you of my decision to resign my position on the Board of The Brighton Center, effective immediately.

It has been a pleasure being a part of the Brighton board – a group of talented and dedicated individuals. I am proud of all you have accomplished, and I have no doubt the board will continue these successes in the future under your strong leadership.

Kim, as you know, I am a long-time supporter of you, Brighton and the mission and wish you only the best! I have witnessed first-hand the young lives you are touching.

If I can be of any assistance during the time it will take for us to find a Frost employee to fill the position, please don't hesitate to ask.

Best regards,

Sandi Cavazos



Resource Development Committee Report November 2018

The Resource Development Committee is scheduled to meet on November 13th (after the November Board Packet is distributed). A full update/report will be provided to Board Members at Large at the November Board Meeting.



Finance Committee Report

November 2018

While the Board Finance Committee did not meet the following actions occurred since the October Board Meeting.

1. Proceed with Frost Bank for construction financing
2. Write Business interruption insurance.
3. Proceed with investing in Invesco Funds for short term Capital campaign collections.