



BOARD OF DIRECTORS MEETING AGENDA

May 10, 2019 at Brighton Center, 265 E. Lullwood Ave, SA, TX 78212

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.*
*April 12, 2019 Meeting Minutes**
- III. Committee Reports*
 - A. Executive Committee..... Blake S.*
 - B. Ad Hoc Capital Campaign Committee.....Lindsay B.*
Campaign Revenue & Construction Update
Board Prospect Review – Please be prepared to report on your prospects
Board Crowdsourcing – Campaign Starts (Katrina Campbell)
 - C. Board Development CommitteeRamon H.*
*Election of Officers & Directors**
Board Recruitment Discussion
 - D. Resource Development Committee.....LeAnn T.*
 - E. Finance Committee.....Justin T.*
- IV. Organizational Update – Kim Jefferies*
 - A. United Way Funding*
 - B. FY19 Organizational Performance Update*
- V. Other Business*
- VI. Adjournment**
- VII. Next Meeting – Friday, June 14th @ 2pm at Cypress Towers*

* Denotes action item.

BOARD OF DIRECTORS MEETING MINUTES

April 12, 2019 @ 2:00pm
H-E-B @ Cypress Towers

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	Lynette Padalecki, Steve Lyons, LeAnn Trejo, Blake Stribling, Ramon Hernandez, Elizabeth Marceau
Staff	Kim Jefferies, Katrina Campbell, Holly Grogan, Larry Fischer, Michael Guin, Alix Martinez

I. CALL TO ORDER

- a. Lynette Padalecki called the meeting to order at 2:08 p.m.

II. REVIEW AND APPROVAL OF BOARD MEETING MINUTES

- a. The board reviewed meeting minutes from the March Board Meeting that were included in the packet.

BOARD ACTION	
Motion/Committee Recommendation	LeAnn Trejo made a motion to approve the minutes with amendments for the April 12 th , 2019 board meeting.
	Steve Lyons seconded the motion to approve the minutes as written for the April 12 th , 2019 board meeting.
Board Vote	Unanimous Approval of the motion to approve the minutes as written for the April 12 th , 2019 board meeting.

III. COMMITTEE REPORTS

- a. *Ad Hoc Capital Campaign Committee – Kim Jefferies reported out*
 - i. Kim Jefferies informed the board of raising \$6,331,738, 88% of our Capital Campaign **revised** goal.
 - ii. New contributions and pledges total \$229,000
 - iii. Kim Jefferies and Katrina Campbell have upcoming meeting with Najim to get insight on asking Carlos Alvarez.
 - iv. A meeting already took place with Kim Jefferies and Katrina Campbell to ask Brian Booker to reach out to Susan Naylor for ask.
 - v. The upcoming requests total amount of \$750K with additional \$500K on hold
- b. *Executive Committee – Kim Jefferies reported out*
 - i. The Executive Committee met via phone call on April 5th, 2019.
 - ii. A discussion was held regarding Capital Campaign revenue and prospects. The committee discussed the need for board participation and support.
 - iii. A Steel donation meeting will be held on April 15th, \$200K request to take place.
 - iv. The Committee discussed the Board Recruitment needs, possibility to develop a board pipeline for board membership.
- c. *Board Development & Resource Committee – Ramon Hernandez and LeAnn Trejo reported out*
 - i. The Board Development & Resource Committee did not officially meet but are currently working on potential board members. A draft of prospect lists for board recruitment is

- currently in the process.
 - ii. The Board Development Committee Chair has reached out to each member whose term is expiring in May 2019 to determine their desired course of action.
 - iii. The board profile survey was emailed to board to complete by Board Development Committee Chair.
 - iv. Scott Caroselli has informed the board that he will be resigning with his last meeting to be held in May.
 - v. LeAnn Trejo discussed taking over the Board Secretary position.
- d. *Finance Committee – Justin Thompson reported out*
- i. Larry Fischer discussed issues relating to Superior Health Care Plans and Community First Health Care plans.
 - ii. The Finance Committee informed the board that the 403B Audit will take place in May.
 - iii. Payment for MyEvolve as questioned by HHSC about sole source bid
 - iv. Larry Fischer informed the board that the Audit bids – ADKF were enclosed with the packet. Currently BDO is preparing a bid. Informed the board that we can use Carmona for financial statements and Fischer Herbst for 403B. Fischer Herbst does not do single audit and Carmona will not be doing 403B audits any longer. He proposes that both companies and their rates will increase this year.
 - v. The accounting department received a new employee for A/P to start April 22nd, 2019.
- e. *Organizational Update – Kim Jefferies reported out*
- i. Kim Jefferies introduced the new ECE Director, Alex Martinez.
 - ii. Kim Jefferies gave an update on the United Way funding.
- f. *Other Business*

IV. OTHER BUSINESS – None

V. ADJOURNMENT

BOARD ACTION	
Motion/Committee Recommendation	Blake Stribling made a Motion to adjourn the Board Meeting.
	Elizabeth Marceau seconded the Motion to adjourn the Board Meeting.
Board Vote	Unanimous Approval of the Motion to adjourn the Board Meeting at 3:14 p.m.



Executive Committee Report

5/2/2019

Held via Call: Lynette Padalecki, Meriel Bowman & Justin Thompson

The Executive Committee met on 5/2/2019 and the following items were discussed:

1. Capital Campaign Weekly Update Format – Discussed and proposed a new format for weekly updates
2. Capital Campaign Board Prospects – Discussed the following action items for the next meeting:
 - Confirm which are known no's and need to be removed from the list
 - Identify which prospects need to be contacted to request a meeting at the Brighton center with Board member, prospect, Kim and Katrina **WITHIN THE NEXT 2 WEEKS**
 - Add to the list any large SA companies that have not donated yet – assign these to Board members/Brighton leaders to make contact within the next 2 weeks
 - Should include: USAA, Holt, Gordon Hartman, Frost Bank, retired Spurs' players that have foundations and any others you are aware of
3. Board Development – Discussed the need to develop a board pipeline for board membership. Target of 20 to 25 board members over the next 2 years. Discussion on strategy at next board meeting.
4. The Committee inquired about the crowd funding campaign after the meeting. CEO provided details to the committee for review.



Brighton Center

Here there are only ~~Disabilities~~.

Ad Hoc Capital Campaign Committee Report May 2019

The following activity has occurred since the April Board Meeting.

TOTAL RAISED/COMMITTED TO DATE: \$6,426,738 (90% of REVISED goal)

- \$628,833 must be raised by 7/10/2019 to draw down Mabee Challenge Grant.
- \$739,588 left to meet overall NEW revised budget of \$7,166,326.
- Additional \$34,553 needed to cover construction costs.

Information Gathering/Calls:

- Letters mailed to Kim Lewis, Rod Lewis and Corinna Holt.
- Met with Harvey Najim to solicit help in asking Carlos Alvarez.
- Follow up with Carrol Schubert from PSI was held making an ask. Should hear back in April
- Follow up with Shelly Calhoun, Janine Sauer and Natalie Pfeiffer to make ask.
- Follow up with Brian Booker to ask him to reach out to Susan Naylor.
- Submitted Meadows Foundation & UPS Foundation grant.
- Cory Basso/Lynette Padalecki reached out to Gordon Hartman. Received a decline email.
- Asks made to Cortney Gil and Jennifer Robelo on Campaign Committee.

NEW Contributions/Pledges: \$95,000

- Texas Cavaliers/Individual Donor - \$15,000
- Tokio Marine (Taste Rain Insurance) - \$50,000
- Interest Earned by July 2019 - \$30,000

Scheduled/Upcoming Ask Meetings:

- 5/4/2019 – Winn Family Foundation Site Visit (Meriel Bowman).

Asks Made/Pending Requests: \$1,348,000

- Susan Naylor (\$250,000) – Brian Booker/Barbara Gentry
- Carlos Alvarez (\$250,000) – Harvey Najim/Brighton
- Mike Ciskowski (\$250,000) – Lynette Padalecki
- Richard & Beth Morris (\$10,000) – Brighton
- Mike Lynd Jr. (\$50,000) – Brighton
- Kim Lewis (\$50,000) – Barbara Gentry/Lindsay Bolner
- Rod Lewis (\$75,000) – Barbara Gentry/Lindsay Bolner
- Corinna Holt (\$25,000) – Barbara Gentry/Lindsay Bolner
- UPS Foundation (\$25,000) – Mario Garcia
- Carroll Schubert (\$50,000) – Barbara Gentry
- ~~Gordon Hartman (\$100,000) – Lynette Padalecki/Cory Basso~~
- Meadows Foundation (\$150,000) – Brighton
- Shelly Calhoun (\$3,000) - Brighton
- Natalie & PJ Pfeiffer (\$3,000) – Brighton
- Tom & Janine Sauer (\$1,000) – Brighton
- Cortney Gil (\$3,000) – Brighton
- Jennifer & Francisco Robelo (\$3,000) – Brighton
- Texas Cavaliers Foundation (\$50,000) - Brighton

Upcoming Requests: \$150,000 with additional 500,000 on hold

- Anonymous Donor (\$500,000) – Lynette Padalecki – ON HOLD
- VH McNutt Memorial Foundation (\$50,000) – Larry Fischer
- Winn Family Foundation (\$100,000) – Meriel Bowman

Brighton Center Expansion Project Revenue Summary

<u>REVENUE</u>	Received	Future Pledged	Total Campaign Revenue Secured
Foundations	\$ 998,650	\$ 1,552,910	\$ 2,556,560
Individuals, Board	\$ 59,546	\$ 146,367	\$ 205,500
Individuals, Staff	\$ 24,370	\$ 53,043	\$ 77,413
Individuals, Others	\$ 961,061	\$ 1,021,205	\$ 1,982,266
Corporations	\$ 393,727	\$ 752,400	\$ 1,146,127
In-Kind	\$ 228,873	\$ 200,000	\$ 428,873
Other	\$ 12,780	\$ 17,220	\$ 30,000
Revenue Committed to Date	\$ 2,679,007	\$ 3,743,144	\$ 6,426,738
TOTAL REVISED CAMPAIGN REVENUE BUDGET			\$ 7,166,326
TOTAL ORIGINAL CAMPAIGN REVENUE BUDGET			\$ 7,055,571
TOTAL REMAINING TO BE RAISED			\$ 739,588
TOTAL NEEDED TO DRAW DOWN MABEE CHALLENGE GRANT			\$ 628,833
% COMMITTED TO DATE			89.68%
% REMAINING TO RAISE			10.32%
TOTAL RAISED (WITHOUT MABEE CHALLENGE GRANT)			\$ 5,676,738
CONSTRUCTION ONLY COSTS			\$ 5,711,291
REMAINING NEEDED TO COVER CONSTRUCTION			\$ (34,553)

Capital Report_Prospect

Opportunity Name	Stage	Amount	Next Step	Primary Contact Campaign Member Status
Alamo Concrete - CC Gift	Prospecting	\$5,000.00		Lynette Padalecki
Alan Bennett Foundation - CC Gift	Prospecting	\$25,000.00		Lynette Padalecki
Anonymous - CC Gift	Prospecting	\$500,000.00		Lynette Padalecki
Blake Yeager - CC Gift	Prospecting	\$1,000.00		Justin Thompson
Brett Kerr - CC Gift	Prospecting	\$1,000.00		Justin Thompson
Brian Wilganowski - CC Gift	Prospecting	\$1,000.00		Ramon Hernandez
Chris Gold - CC Gift	Prospecting	\$1,000.00		Justin Thompson
Christus Santa Rosa - CC Gift	Prospecting	\$5,000.00		Steve Lyons
Debra Grandjean - CC Gift	Prospecting	\$1,000.00		Beki Hutchison
Fetch MD - CC Gift	Prospecting	\$1,000.00		Gerry Soto
Gamebreaker - CC Gift	Prospecting	\$5,000.00		Mario Garcia
HCA/Methodist Hospital - CC Gift	Prospecting			Steve Lyons
Herman & Victoria Sanchez	Prospecting	\$1,000.00		LeAnn Trejo
Holt Cat - CC Gift	Prospecting	\$5,000.00		Lindsay, Beki Hutchison, Barbara Gentry
IBM - CC Gift	Prospecting	\$5,000.00		Ramon Hernandez
I-LinCP	Prospecting	\$1,000.00		Steve Lyons
Johnathan Cluck - CC Gift	Prospecting	\$1,000.00		Beki Hutchison
John Zachry/Zachry Group - CC Gift	Prospecting	\$25,000.00		Meriel Bowman
Kim Lewis - CC Gift	Prospecting	\$10,000.00		Lindsay Bolner
Mechanical Reps - CC Gift	Prospecting	\$5,000.00		Steve Lyons
Mike & Meredith Howard/Howard Energy Partners - CC Gift	Prospecting	\$1,000.00		Elizabeth Greehey
Mike Ciscowski - CC Pledge	Prospecting	\$250,000.00		Lynette Padalecki
Momentum Physical Therapy - CC Gift	Prospecting	\$5,000.00		LeAnn Trejo
Monarch Trophy Studio - CC Gift	Prospecting	\$5,000.00		Mario Garcia
MUY Brands	Prospecting	\$25,000.00		April Ancira
Paul Campos - CC Gift	Prospecting	\$1,000.00		Beki Hutchison
Pax Financial - CC Gift	Prospecting	\$5,000.00		Steve Lyons
Rochelle & Manny Rodriguez - CC Gift	Prospecting	\$1,000.00		LeAnn Trejo
Sprocket Productions - CC Gift	Prospecting	\$5,000.00		Ramon Hernandez
SWBC - CC Gift	Prospecting	\$25,000.00		April Ancira
Bonnie & Billy Osborn - CC Gift	Prospecting	\$10,000.00		Meriel Bowman
Diana Morehouse - CC Gift	Prospecting	\$5,000.00		Meriel Bowman
Dr. Scott Campbell - CC Gift	Prospecting	\$5,000.00		Meriel Bowman
Goldsbury Foundation - CC Gift	Prospecting			Meriel Bowman
Jean & Clyde Alexander - CC gift	Prospecting	\$5,000.00		Meriel Bowman
Mars McLean Bowman - CC Gift	Prospecting	\$10,000.00		Meriel Bowman
Susan Kerr - CC Gift	Prospecting	\$1,000.00		Meriel Bowman
Tibaut & Shelly Bowman - CC Gift	Prospecting	\$1,000.00		Meriel Bowman
Winn Family Foundation - CC Prospect	Prospecting	\$100,000.00		Meriel Bowman
Donna & Vincent Real - CC Gift (Inkind)	Prospecting	\$25,000.00		Lynette Padalecki



Board Development Committee Report May 2019

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

1. Potential Board Members – Working on a prospect list for board recruitment.
2. Board Terms – Board Development Committee Chair has reached out individually to each member whose term is expiring in May 2019 to determine desired course of action.
3. Board Profile Survey emailed to board to complete by Board Development Committee Chair.



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Here there are only ~~Disabilities~~.

SLATE OF OFFICERS & DIRECTORS FOR MAY ELECTIONS

Board Officer Nominations:

Treasurer – Justin Thompson

For a two year term beginning May 2019 and ending May 2021.

Secretary – Meriel Bowman

For a two year term beginning May 2019 and ending May 2021.

Board Member Nominations:

Member at Large – Gerry Soto

For a 3-year term beginning May 2019 and ending May 2022.

Member at Large – LeAnn Trejo

For a 3-year term beginning May 2019 and ending May 2022.



Resource Development Committee Report April, 2019

The Resource Development Committee did not meet in the month of April due to Brighton's special event TASTE of the Northside.



Finance Committee Report

May 2019

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

1. Payments from Superior Health care Plans and Community First Health Care Plans. Discuss problems with Board.
2. Payment for MyEvolve as questioned by HHSC about sole source bid.
3. 403B Audit in May.
4. 990 Filing –Filed 990 and advised the Finance Committee, IRS has accepted the filing.
5. Audit bids –
 - a. ADKF, Financial Audit, Single Audit 990 and 403B total \$33,500. Three-year engagement.
 - b. BDO, Financial Audit, Single Audit, 990 403B Audit total \$ 60,650
 - c. Schriver/Carmona Audit 2018 fees \$30,000. Carmona will not perform 403B audit. We will need to partner with Fisher/ Herbst for the 403B Audit.

Brighton Center Dashboard Organizational Performance Measures

BOARD DRIVEN MEASURES

<u>Q1</u>	<u>Q2</u>	<u>Q3*</u>	<u>Q4</u>	<u>YTD</u>	<u>Performance Measure</u>
3.79	3.54	3.58		3.65	Achieve an average of 3.7 hours of service per child in ECI
14% \$ 4,304	147% \$ 37,410	16% \$ 5,822		119% \$ 43,705	Outperform ECE net budget by 20%. (Achieve a deficit of \$29,444 or less)
8.54% \$ 442,117	18.66% \$ 353,019	5.41% \$ 131,783		11.94% \$ 926,919	Achieve an average of 8.5% of revenue from public funds (Achieve 8.5% of budgeted revenue in public funds = \$779,689.62)
72%	86%	90%		90%	Meet 100% of campaign revenue goal by March 1, 2019.

BALANCED SCORECARD DRIVEN MEASURES

<u>Q1</u>	<u>Q2</u>	<u>Q3*</u>	<u>Q4</u>	<u>YTD</u>	<u>Performance Measure</u>
93%	93%**	93%**		93%	Achieve overall parent satisfaction of >= 85%
75%	71%	70%		72%	Improve the social/emotional development for >= 78% of children graduating
98%	94%	93%		93%	Retention of quality staff >= 90%
85%	85%***	85%***	85%***	85%***	Achieve overall staff satisfaction of >= 85%

* Q3 includes only 1 month of data to date

** Survey in Q1 and Q3 only.

*** Measured only 1 x year in FY19 - starting 2 x year in FY20