

BOARD OF DIRECTORS MEETING MINUTES

November 14, 2018 @ 4:00 p.m.

Skanska Offices, 18615 Tuscany Stone, Suite 25, SA, TX 78258

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	Steve Lyons, Gerry Soto, Meriel Bowman, Beki Hutchison, LeAnn Trejo, Lindsay Bolner (Via Phone)
Staff	Kim Jefferies, Katrina Campbell, Michele Sierra, Irma Bustos, Larry Fischer, Ariel Valle

I. CALL TO ORDER

- a. Meriel Bowman called the meeting to order at 4:24 p.m.

II. REVIEW AND APPROVAL OF BOARD MEETING MINUTES

- a. The board meeting minutes from the October 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	Gerry Soto made a motion to approve the minutes as written for the October 10 th , 2018 board meeting.
	Steve Lyons seconded the motion to approve the minutes as written for the October 10 th , 2018 board meeting.
Board Vote	Unanimous Approval of the motion to approve the minutes as written for the October 10 th , 2018 board meeting.

III. COMMITTEE REPORTS

- a. *Executive Committee – Kim Jefferies reported out*
 - i. Kim Jefferies discussed the possibility of changing the frequency, date and time of the monthly board meetings.
 - ii. Kim Jefferies informed the board of the Resignation of Sandi Cavazos effective November 2018.
- b. *Ad Hoc Capital Campaign Committee – Kim Jefferies reported out*
 - i. A Revenue Summary Report was provided showing the agency at approximately 72% of its fundraising goal.
 - ii. A committee activity report was provided showing pending asks and activities.
 - iii. Of note – new contributions/pledges since last update is \$107,875 with \$100,000 being from The Hurd Foundation.

- c. *Board Development Committee— Kim Jefferies reported out*
 - i. The Board provided an update on new potential board members and their current standings.
 - ii. The resignation of Sandi Cavazos was discussed, with the potential of bringing on a new Frost Bank employee in the future.

IV. COMMITTEE REPORTS

- a. *Resource Development— LeAnn Trejo reported out*
 - i. The FY18 Board Scorecard was included in the packet for review.
 - ii. LeAnn Trejo informed the board of the upcoming BNE standings while discussing the board follow up initiatives.
- b. *Finance Committee— Larry Fischer reported out*
 - i. Larry discussed proceeding with Frost Bank for construction financing.
 - ii. The continuation of investing in Invesco Funds for Short term Capital Campaign collections was conversed with the Board.
 - iii. The current audit was in good standing but will review the ongoing 5500 retirement plan.

V. ORGANIZATIONAL UPDATE – Michele Sierra

- a. Michele Sierra updated the Board with the Employee Satisfaction Survey Results. The 2017/2018 results were given with the percentage of comparison between the two years. The timing of the survey was discussed between the Board and the major red fields were discussed amongst the Board and Brighton Leadership Staff in attendance.
- b. Beki Hutchison asked for the full survey to be emailed to her for review of questions.

VI. OTHER BUSINESS – Kim Jefferies

- a. Kim Jefferies discussed RobinHood 210 efforts and what is expected from the outcome with the future profit number to be given at a later date.
- b. Regarding the upcoming construction, Kim Jefferies discussed background checks for all contractors and sub-contractors, as well as a potential sub-contractor orientation.

VII. ADJOURNMENT

BOARD ACTION	
Motion/Committee Recommendation	Beki Hutchison made a Motion to adjourn the Board Meeting.
	Gerry Soto seconded the Motion to adjourn the Board Meeting.
Board Vote	Unanimous Approval of the Motion to adjourn the Board Meeting at 5:00 p.m.