



Board Meeting Minutes May 14, 2019

Present: Allison Wheaton, Tiffany Yoquelet, Michael Simpson, Sara Harper, Sue Shilts

Absent: Heather Hoffman, Jenn Vanderpool

Meeting Called to Order: 11:00a

Consent Agenda: Meeting minutes (April 16, 2019)

Committee Report Discussions

Fundraising/Financial-

- Presentation Finance Committee
 - Goals: Finalize 2018 Balance Sheet, Draft 2019 Balance Sheet and 2019 Budget; Form 990 (due May 15)
 - Progress to date: the 2018 Balance Sheet and 2018 Profit Loss Statement will be attached to the minutes; Michael provided final 990 for Allison to sign and mail
 - Next Steps: 2019/2020 Budget meeting June 11; 2019 Balance Sheet; Grant schedule 2019 (current grants being prepared 3 Rivers Community Foundation and AWS Foundation)
 - What can Board members do to help?: Please attend the Budget meeting on June 11, 2019 – see New Business
- Fall 2019 Stock the Barn and Spring 2020 fundraiser

Program Development-

- SEC Open House May 18 (1-3p) will be a casual event for a few families rather than a formal event as originally envisioned
- SEC riding clients will have a horse show for their families on May 23 from 3:30p-7p
- NW Allen County schools will have an Equine Assisted Learning workshop for 16 middle school emotionally challenged students May 15 at SEC
- The initial 6 week service block (June 3-July 20) will be a continuation for existing clients; registration for future 6 week blocks should be available on-line
- FW Parks & Recreation Dept Spring sessions for adults and children are complete and several participants will be continuing services or volunteering with SEC
- MindCap staff took a tour of SEC in preparation for their camp scheduled in July
- Indiana High School Rodeo @ the Wells County Fairgrounds on May 11 was postponed until the Fall due to wet conditions

Marketing-

- Updated SEC website will be launched in coming weeks (the current webpage is a temporary placeholder); the finalization of the updated website and App have taken longer than originally anticipated
- DisAbility Expo booth on May 11 was successful
- New Veterans programs flyer clearly defines available services; Thank you Sue!

Facility

- Construction on the real estate office adjacent the upper arena is starting soon
- Allison to attend Acres Land Trust meeting this Thursday, May 16 (meeting is to review the survey that was sent out, Acres is compiling the information into an artist rendition of what it could be – for submission to the Foellinger Foundation in August.)
- Outdoor pen for goats and sheep is almost complete
- Herd update: Lakota is in Michigan training

New Business-

- Starting with the June Board meeting, we will alternate Full Board meeting and Committee meetings each month (Note: if there is any information or handouts that need to be shared with the Board between meetings, we will do so)
- June 11, 2019 @ 11am at SEC will be a Budget meeting – all Board members are encouraged to attend
- Eagle Scouts made several bird houses for SEC grounds
- Brown paint was donated for the outside wall of the barn that we are responsible for painting by Sherwin Williams
- Nick, a Veteran and regular volunteer, submitted a proposal to be the SEC Facility Manager to Allison yesterday (more discussion is needed)
- Board Meeting procedures – Committees will report the following at Full Board meetings (10 minute limit):
 - The goal of the Committee
 - Progress to date
 - Next Steps
 - Specific ways that Board members can help the Committee

Old Business-

- Board Manual updates are in process (consistent with practice, website, flyers, FaceBook)
- 3 goals defined at the July 2018 Retreat
 - Create a Finance committee (DONE), and obtain a Fundraising coordinator and a Grant Writer by 2nd quarter 2019 – June 30 is last day of 2nd quarter
 - Hire a Facility staff person at least 20 hours per week by 3rd quarter 2019
 - Renegotiate the SEC lease agreement by June 30, 2019

Announcements/Comments: Next meeting is on the Budget, Tuesday, June 11, 2019 at 11am. at SEC.

Attachments:

- 2018 Balance Sheet
- 2018 Profit Loss Statement