

Ronald McDonald House Charities of Madison
Board of Directors Meeting
 Wednesday, January 26, 2022
Joint Staff and BOD Members
 Live Meeting at RMCH and ZOOM Conference

BOD Members Present: Shawn Arneson, Mary Basel, Amber Bucciferro, Brian Flad, Heidi Kloster, Kathy Kostrivas, Wendy Lommen, Kyle Nondorf (excused), Chris Roth, Nick Shutwell, Jason Speich, Joanne Vaccaro, Shannon Wendricks, Kelly Ruppel

Staff Present: Shauna Thayer, Teresa Van Den Wildenberg, Deborah Still, Nan Thompson, Dan Herzig, Julie Mascitti, Toni Ellingson, Michael Rosenblum

Agenda topic	Discussion and Next Steps
Call to order	Meeting was called to order at 8:01 a.m. <i>See links below in portal for documents referred to at this meeting.</i>
Welcome (Nick)	Nick informed board about portal for meeting documents. He shared proposal to change meeting format to focus on Committee reports. Department updates will feed through the Committee reporting. This change will occur in March. Kelly introduced Michael Rosenblum who joined RMHC-Madison, most recently employed with UW Health.
RMHC Mission Moment – (Kelly)	Kelly shared recent feedback from the Ahmad Reyaz (Afghani Family) and Shiva Bidhar-Sielaff, UW Chief Diversity Officer, thanking the RMHC-M House for the care of the Reyaz Family. Kudos to the team for their collaborative effort to care for this family. <i>See link in Departmental Reports for Mission Moment summary.</i>
Consent Agenda (Nick) <i>See links for documents on portal</i> a. Meeting Minutes – Open Board Meeting (December 8, 2021) <ul style="list-style-type: none"> • Microsoft Word - 2021 12.8.2021_RMHC-M BOD Minutes final (rmhcmadison.org) b. Financials <ul style="list-style-type: none"> • 2021-YE-Balance-Sheet 1.21.22-DRAFT.pdf (rmhcmadison.org) • 2021-YE-Cash-Flows 1.21.22-DRAFT.pdf (rmhcmadison.org) • 2021-YE-Income-Statement 1.21.22-DRAFT.pdf (rmhcmadison.org) 	Motion to approve minutes was given by Kathy and seconded by Mary. December 8 th minutes and 2021 year-end financial reports were approved as written.
Departmental reports (Highlights/Questions (All)) <i>See links for documents on portal</i> Microsoft Word - Dept Update Board January 26 (rmhcmadison.org)	Highlights from reports: 1. Executive Director Summary - Kelly <ul style="list-style-type: none"> • Shout outs to Shauna and Julie for their work on the portal • End of year program statistics were summarized, considering COVID constraints provided over 8,000 room night stays and approximately 250 Care Mobile visits. Strong end of year kudos to all for exceeding budget expectations by \$400K • Thank you to team for their work to keep the House open during pandemic • Revenue – <i>See attached balance sheet link above.</i> Kudos to McDonald’s partnership – RMHC-M leads in the Midwest for the Round-Up program. Many thanks to Wendy and Amber and Guy. The

	<p>Red Shoe Soirée was a great success – thanks to Brian and Mary and Deborah for their work on this first-time event.</p> <p>2. Development and Marketing – Shauna and Deborah</p> <ul style="list-style-type: none"> • Year end largely due to keeping House open – worked to deepen audiences; much of what was done this year will serve as a road map for the coming year. Sustainability and brand awareness is priority. 500 new donors this year! • Job descriptions are completed for Development Officer and Gift Processor & Database coordinator; please share these opportunities in your social networks. • RMHC-M was charity of choice for Keva Sports Center (first time) in December and Dave Jones (first time) in January. • Golf Outing planning begins this week. • Send Love Campaign evaluation and added details for 2022 program is in progress. <p>3. House Director – Michael</p> <ul style="list-style-type: none"> • Michael shared his appreciation for the team in his onboarding process • His focus is on COVID safety restrictions (i.e., use of masks & markings on floor for social distancing in place). • Program updates – Dinner program continues each night despite COVID challenges. Stevenson Family made baked goods for the celebration of MLK day (something they do each year). Augie’s lunches of love are back up and running. • Facilities update – exploring options to replace freezer. <p>4. Guest Services – Dan</p> <ul style="list-style-type: none"> • New booking system GRMHIS – is in process of being rolled out. Currently “sample” system in place and go live planned in March. System also installed in Family Room at SSM-St. Mary’s. • Data collection for full year is available. <p>5. Family Room – Teresa</p> <ul style="list-style-type: none"> • St. Mary’s hired two new social workers will take time to rebuild relations; St.Mary’s is now allowing new volunteers and students to support into the hospital, which is very good for the Family Room to build back volunteers. <p>6. Care Mobile – Toni</p> <ul style="list-style-type: none"> • High no show rate • ER visits avoided statistic – value added – how can we use this data to share our reach
<p>Committee Updates <i>see links for documents on portal</i></p>	<p>Governance Committee (Kathy)</p> <ul style="list-style-type: none"> • Microsoft Word - 1.5.2022 Governance Committee Meeting Minutes v2 (rmhcmadison.org) • Microsoft Word - Board Governance Committee CHARTER FINAL 1.5.22 (rmhcmadison.org) <p>Kathy reported that Governance Committee is meeting every month for now. Charter draft and Board Expectations documents will be voted on later today. Board Talent Assessment draft and plan for implementing this assessment will be discussed at February meeting.</p>

	<p>Finance & Investment Committee (JoAnne/Jason)</p> <ul style="list-style-type: none"> • Microsoft Word - 1.19.2022 Finance Investment Committee Meeting Minutes_final (rmhcmadison.org) • Microsoft Word - Finance and Investment Committee CHARTER_final (rmhcmadison.org) • RMH-Q42021-Summary.pdf (rmhcmadison.org) <p>JoAnne reported that she will co-chair Finance and Investment Committee with Jason. Charter will be voted on later in this meeting.</p> <p>Strategic Planning Committee (Kathy)</p> <ul style="list-style-type: none"> • Microsoft Word - 1.12.2022 Strategic Planning Committee Meeting Minutes FINAL (rmhcmadison.org) • Microsoft Word - Strategic Planning Committee CHARTER 1.12.22 (rmhcmadison.org) <p>Kathy reported that Strategic Planning Committee will meet monthly for now. The charter was drafted and will be voted on later in this meeting. Retreat date survey has led to no single set of dates where everyone can attend. A recommendation to also consider April 12-14 as an alternative was discussed. After checking in with team, the majority of Board Members are able to participate in the April 27-29.</p> <p>Building Committee (JoAnne)</p> <ul style="list-style-type: none"> • Committee met last week. Will meet quarterly after chair and charter is completed. • Charter and selection of chair will be done at next meeting. Kelly stated that she would like an adhoc meeting sooner. JoAnne and Shawn showed their support. • Steve Hoff will be the community member on this committee. He has developed a punch list of work to be done <p>Development and Operations Committees will meet in February.</p> <p>Motion was made to approve all attached committee charters (Governance, Finance & Investment and Strategic Planning Committees) by Shannon and seconded by Kathy.</p>
Adjourn	<p>Meeting was adjourned at 8:48 a.m.</p> <p>Transitioned to Executive Session</p>

Submitted by: Kathy Kostrivas