

**Mesa County RSVP, Inc.**  
**Board of Directors Meeting Minutes**  
July 18, 2007

<b>Members Present:</b>	<b>Excused Absence:</b>	<b>Unexcused Absence:</b>	<b>Ex-Officio Member</b>
Terri Potente		Kay Fiegel	Jean Brewer
Beth Somerville		Verna Seal	
Clayton Dause		Roy Downey	
LeAnn Zetmeir			
Rochelle Larson			
Sandra Austin			

- I. CALL TO ORDER** - The meeting was called to order by Terri Potente at 12:05.
- II. INTRODUCTIONS-** Jean introduced Rachel Nelson-Fortner who is the new Volunteer Manager. She told the board about herself and the board welcomed her.
- III. APPROVAL OF MINUTES-**Rochelle Larson moved to approve minutes as presented; Sandra Austin seconded. The minutes were approved.
- IV. TREASURER'S REPORT-**Verna Seal, Treasure, was not there to report. Jean Brewer gave board members a copy of the financial statement and reported that we had a deficit in the RSVP and the Senior Scholar accounts. Deficits have been offset by our reserve account. The treasurer's report was approved.
- V. BOARD COMMITTEE REPORTS**
- A. Special Events Committee Report: Beth Somerville reported on the ice cream social held on July 12, 2007. She said the event the event was a tremendous success. Attendance was approximately 100 people.
- B. Nominating/Marketing Committee Report: Clayton Dause and Terri Potente are looking for new board members. We are sending a packet to one prospect.
- C. Office Improvement Committee Report: No report.
- VI. OLD BUSINESS**
- A. Terri Potente asked each member to make their annual contribution to RSVP.

- B. Jean Brewer reported on dental insurance for the 2 full-time employees. The cost for coverage is \$40/month. Rochelle Larson moved to approve the dental coverage. Sandra Austin seconded. The motion was approved.

## **VII. NEW BUSINESS**

- A. Policy number 4.1 in the Employee Handbook, Benefit Information, was updated to include dental insurance. A copy of the updated policy was given to each board member. A motion was made by Rochelle and seconded by Sandra. The motion was approved.

## **VIII. STAFF REPORTS**

- A. Executive Director's Oral Report
- B. Written Reports: No staff reports.
1. Volunteer Manager
  2. Senior Scholar Project Manager
  3. Handyman Project Manager

## **IX. OTHER BUSINESS-**

- A. Rochelle Larson discussed the need for fund raising. Jean put together an ASK campaign called "We Put Heart into Community." A letter and magnet will be mailed to volunteers and RSVP supporters asking for donations. The cost of the mailing is \$2,000. Rochelle Larson moved to approve the campaign. Sandra Austin seconded. The motion was approved.
- B. Clayton Dause suggested a board retreat this fall.

- X. **ADJOURNMENT**-Kay Fiegel moved to adjourn at 1:15pm and Rochelle Larson seconded.

## **UPCOMING MEETINGS:**

- Monthly Board Meetings: Third Wednesday of each month at noon unless notified of a change.
- Committee Meetings: As scheduled

**Mesa County RSVP, Inc., Board of Directors  
Jean A. Brewer's Executive Director's Report  
August 15, 2007**

• **Grants**

- **Submitted:** AV Hunter Trust grant was submitted for this fiscal year
- **Pending:**
- **Results:**
- **Reports:**
  - Three final reports were submitted for United Way grants for the RSVP (I did), Handyman (Marianne did) and Senior Scholar Project (Lee did).
  - Three Federal Grant reports were submitted: the Program Progress Report (PPR), the Financial Status Report (FSR), and the PMS 272 Report which is regarding our financial pull-downs.
  - The end of the year report for the AV Hunter Trust grant was submitted with the new grant.

• **Community Organization Group Meetings Attended:**

- **DOVIA Luncheon/Coffees** - The coffee was held at the RSVP office on August 1. Rachel, Marianne and I attended the meeting.
- **DOVIA Colorado Conference on Volunteerism 2008** - RSVP hosted this August meeting regarding the conference. The committee hired Event Masters to help put on the conference.

• **Opportunities Dealt With:** End of the year financial wrap up. It is always difficult to wrap up the end of the year financials. Making sure the bills are all paid and making sure the right bills get paid in the right fiscal year is hard when the budget is in deficit.

• **Media:** I typed up an application for RSVP so we could apply for the Public Information Officers Association media/marketing plan "grant". It is not a financial grant. If we are chosen, we would receive the assistance of this association in evaluating our marketing plan and help developing a better plan. The application is due in September.

## RECRUITMENT REPORT

Rachel Nelson Fortner

July 2007

Volunteer Count: We had five new people join RSVP during the month! Two joined who heard about us from family and one from the newspaper. One was referred to us from one of our agencies. Five members were deactivated - four moved, one dropped for poor performance. We now have 630 active volunteers.

Site Visits: I made four site visits during July - Mosaic, The Tree House, The Senior Center, and the Mesa County Public Library's Literacy Center. I also attended the monthly Human Service Council meeting as a representative of RSVP and a Dovia Luncheon. On my own time, I attended a meeting with the Grand Junction Senior Theatre and promoted the RSVP program.

One Time Projects: We provided volunteers for the following one-time projects during January:

Monthly Invoicing for Marillac Clinic;

Assisting at the Mesa County Fair for five days.

Helping the City of Grand Junction sort clothing for Clothing Drive on six days.

Stuffing registration packets for LiveWell.

MOU's: Mailed out fifteen MOU renewals in July and still waiting on Goodwill agency application.

# Senior Scholar Project Report

July 2007 Activities

Lee Gelatt, Project Manager

*(Lee was off during June)*

*(Prepared 8/7/07)*

Activities: RSVP Ice Cream Social on 7/12/07. I spoke as an agency representative to the United Way Pacesetter Workplace Campaign Chairman training on 7/24/07.

Publicity: Arranged for a picture and blurb about RSVP school tutors and our upcoming training to be in the Sentinel Back-to-School special insert. Also talked with another Sentinel reporter and tried to arrange some photo opportunities for a story about the coming Medicare Bus.

School Relations:

Senior Scholar Volunteers: There are currently 65 project members. During April 2007, 44 SSP volunteers logged 705 hours serving school kids and during May, 31 volunteers logged 298 hours with children.

Grant Activity -

**Submitted:** United Way Final Report

**Pending:** Rotary \$2,000,

**Results:** "No" from Phil Long Community Fund and UPS Foundation. Checks from School District 51 for \$6,500, and Coors for \$5,000

Training - Reading Tutor Training is scheduled for Friday September 14, 2007 with Judy Bauman and Carol Traynor in Emerson schoolhouse at 9<sup>th</sup> and Ute Avenues.

**HANDYMAN PROJECT**  
**July 2007 Activities**  
**Marianne North, Handyman Project Manager**

Activities: In July 2007 we had 21 job requests and no cancellations. This is similar to the number of requests in July 2006.

Fundraising. I am working on grants to submit to the Western Colorado Community Foundation and two other sources, each that provides about \$500. The Handyman Project received \$330 in individual donations in July.

Publicity. I prepared a poster about the recent research on health benefits of volunteering that we will display at our booth with the Medicare bus coming August 6. We worked with the Daily Sentinel to get an article about health benefits of volunteering and a photograph of one of our volunteers installing a grab bar. Hopefully the article will be in the paper this week.

Volunteers: There currently are 19 volunteers. One Handyman was dismissed due to client complaint. We are preparing an ad for the Beacon Resource Directory recruiting Handymen.