



**First Quarter Board of Directors Meeting**  
**Friday, March 10, 2023 10:30 - 12 PM**  
**Step toe & Johnson, 400 White Oaks Blvd, Bridgeport, WV 26330**

**Join Zoom Meeting**

<https://us02web.zoom.us/j/88050128628?pwd=bU9veUNidEVCT0JSYXVRVHBZa2VYUT09>

**Meeting ID: 880 5012 8628**

**Passcode: 832815**

**One tap mobile**

**+13017158592,,88050128628#,,,,\*832815# US (Washington DC)**

[View the Meeting Packet](#)

**Board Members:** Marian Clowes (Chair), Elizabeth Pellegrin (Vice-Chair) Mike Lewis (Treasurer), Janell Ray (Secretary), Dena Cushman, Michelle Foster, Brock Malcolm, Christine Mitchell, David Moran, Jess Puglisi-Sanders, Tres Ross, Patty Showers Ryan, Renee Steffen

**Staff:** Jennie Smith-Peers, Chad Matlick

**In attendance** [Marian Clowes, Elizabeth Pellegrin, Mike Lewis, Janell Ray, Michelle Foster, Brock Malcolm, David Moran, Jess Puglisi-Sanders, Tres Ross, Patty Showers Ryan, and Renee Steffen](#)

**Not in attendance:** [Dena Cushman and Christine Mitchell](#)

**Staff:** [Jennie Smith-Peers and Chad Matlick](#)

## **AGENDA**

### **BUSINESS MEETING**

**Call to Order: Chair Marian Clowes**

**10:30 AM**

[Meeting called to order at 10:33](#)

### **WELCOME & INTRODUCTIONS**

- Welcome and introduction to new board members Brock Malcolm, David Moran, and Jess Puglisi-Sanders

[Jess, Brock, & David introduced themselves, then other board members. Over at 10:42](#)

## Consent Agenda: Chair Marian Clowes

10:45 AM

The following items are part of a consent agenda package. Please review them carefully and if you have questions or concerns contact Board Chair Marian Clowes at [mclowes@sistershealthfdn.org](mailto:mclowes@sistershealthfdn.org) before the meeting.

- Approval of December 2022 BOD Minutes (Exhibit A)
- Mike Lewis Motioned Tres Seconded. Motion Passed

## BOARD ACTION on Approval of Consent Agenda

### Financial Report: Treasurer Mike Lewis

10:50 AM

- 12/2022 Budget Report & Financial Statement (Exhibit B)  
Mike reviewed the balance sheet, brief discussion of membership status  
FY23 Budget to Actuals will be in ongoing financial reports for Board  
Renee, Tres, motioned approved at 10:50

### Director of Membership & Engagement Hiring Update

11:00 AM

- Update from the President & CEO

Jennie discussed Abigail's final departure. 4 interviews, 3 invited to the 2nd interview. More applications are coming in. Hope to make an offer before the end of March. Question about whether we had a Special Fellow.

### Committee Assignments

11:15 AM

- Discussion of Committee Details and Assignments (Exhibit C)

Marian walked through exhibit c. After discussion, the board agreed on a plan to modify the Accounting & Policies & Procedures to allow the F&A committee to handle the audit committee duties as well.

Tres believes the Public Policy & Advocacy Committee should still meet with WVNPA 1x or 2x yearly to compare initiatives. Jennie said Tasha from WVNPA felt it would be good to share resources, and have a joint session after the legislative session. Michelle states the need for the Policy Committee, to the agreement of the board, and is willing to serve. Tres also states willingness to serve.

Mike asked if other committees were open to non-board members, and discussed using committees to recruit new board members. Jennie discussed the value of DEIB and other committees for that purpose.

Tres states that affinity groups should have a fee associated to help with staff time. Jess states that Philanthropy Ohio does not charge an affinity group fee. Marian thinks more discussion should take place on the structure of Affinity Groups. Elizabeth thinks feedback from members is important in this discussion. Additional note by Jennie added after the meeting about an affinity framework that was created/discussed prior to Jennie coming on board. This should be considered moving forward as part of any discussion:

<https://docs.google.com/document/d/1t-BPyiToKCIQ0SXXFwVfwM79QIS2CE16jVMo3noUCwQ/edit?usp=sharing>

Marian motions committees for 2023 will be Executive, Governance, F&A, Membership & Program, and Public Policy & Advocacy. Elizabeth moves, Janell 2nd, motion approved.

Jennie discusses the Committee form, notes that Membership sub-committees are not active this year, but will be once the staff has more capacity.

### Membership Update: Staff

11:30 AM

- As of 2/28 we have received 53 renewals, with a value of \$58.2K in revenue, compared to 52 renewals for \$41.8K in revenue in 2022.
- Administering online memberships through our CRM requires less staff time and resources
- Discussion of Lapsed & Potential New Members Prospects (Exhibit D)

Elizabeth asks how they can help with Lapsed/Prospective Members. Jennie says to take a look at the list, and provide us feedback. Marian says Jackson County & Mason County are interested in joining. Renee says she & Marian can help with People's Bank. Discussion of Eastern West Virginia Community Foundation. Brock mentions Thrasher, MVB, Health Rite. Jennie says she can work on an elevator pitch for potential members, and will follow up then with BOD members on how to use it.

## CEO Report

**11:45 AM**

- The President & CEO will provide an update on strategic priorities, Ascendium and the Conference (Exhibit E)

Jennie presents about Ascendium. Tres notes that Ascendium was an opportunity to engage with national funders. Jennie notes that the matching element, especially the reporting, was challenging. Renee asks what % of grant would be acceptable for future agreements. Jennie discusses the conference & misc updates. New website will include the ability to filter events based on the audience. Programming includes regional roundtables, and also some programming from National Center for Family Philanthropy. Brock asks if there is value on board members attending regional roundtables, and discussion ensued about how it could be valuable for them to show up and represent organization as well as encourage other groups to attend.

## Future 2023 Board of Directors Schedule Meeting

- June 16 (Friday) 10:30 AM -12 PM (lunch provided) - Parkersburg Area Community Foundation, Parkersburg
- [Marian proposes change of venue to Children's Museum in Parkersburg 10:30 - 1:30 PM](#)
- Oct 2 (Mon) 11 AM (lunch provided) - Community Foundation for the Ohio Valley, Wheeling.
- December 1 (Friday) 10:30 AM -12 PM (lunch provided) - Greater Kanawha Area Foundation, Charleston

## Adjournment & Lunch

**12:00 PM**

Renee motions, Tres Seconded, adjourned at 12:02 PM