

Minutes  
Quarterly Meeting of the Board of Directors  
Ronald McDonald House Charities of Greater Washington, D.C., Inc  
Monday, May 13, 2019  
Northern Virginia House

Present: Louie Atangan, Bryan Cleghorn, Brad Cole, Samira Cook Gaines, Julie Jones, Greg Kassing, Scott Marschall, Peter Nguyen, Meera Pillai, Mike Rowen, David Schneider, Kari Swenson, Karen Torres, Neva Van Valkenburg

Present by Telephone: Isaac Green, Kris Grumiaux, Beth Hogan, Martha Parra, Anna Shaw, Sarah Wagner

Excused via Email-Waived: Barbara Johnson, David Nelson, Loren Schwartz

Absent: N/A

Staff: Dustin Davis, Bonni Gregory, Kris Ritter, Sarah Quillen

### **Welcome and Call to Order**

Julie Jones called the meeting to order at 11:05 A.M., confirming everyone that called in for the meeting.

Meera Pillai gave a quick update on the Red Shoe Run 5k.

### **Family Guest Speaker**

The family was unable to join the meeting due to complications at the hospital.

### **Report from Julie Jones**

Julie reviewed the meeting agenda, noting new board member candidate applications must be submitted by July 1.

### **Approval of Meeting Minutes from February 11, 2019**

Brad Cole made the motion to approve the minutes; seconded by David Schneider, and the motion carried.

### **Audit Committee Report**

Sarah Wagner reported on RMHCDC's 2018 audit review; our audit firm, CLA, has a new engagement manager, and all is going according to schedule. The Board will be provided with an audit review update in the third quarter. Karen Torres noted that Global has new financial standards, but that it does not raise any significant concern for RMHCDC.

### **Governance Committee Report**

David Schneider reminded the Board that Julie Jones and Loren Schwartz will be finishing their board commitment and rolling off this November. Also noted was the need for Board members to review their contact lists for potential new members.

### **Development Committee Report**

Brad Cole noted RMHCDC is in the last week to push 5k fundraising and the Board needs to raise about \$20k to meet the Give or Get 20% stretch goal. Brad complimented Sarah Quillen's follow up on the Board's Circle of Influence leads.

### **Programs & Operations Committee Report**

Sarah Wagner reported on RMHCDC's high occupancy numbers, noting that we have already turned 45 families away in the first quarter. Additional topics discussed: DC house repurposing spaces for guest

rooms, Airbnb accommodation options, Accenture application almost finished, DC land sell, and \$10k emergency reserve funds used for DC house plumbing and appliance needs.

#### **House Expansion Subcommittee Report**

Mike Rowen reported on the RMHCDC Feasibility Study. HKS, Davis & Interface Engineering assessed both Houses to maximize number of guest rooms and enhance functionality. The Study proposed: DC House to add six to seven guest rooms with a redesign of common spaces, kitchen, offices and reception plus upgrades and addressing HVAC deficiencies. NoVA house had two options; 1- add six guest rooms with redesign of kitchen, offices and reception plus upgrades and addressing HVAC deficiencies; 2- in addition to option 1 add a second floor to the guest wing for a total of 14 more guest rooms and laundry facilities. Approximate construction timelines: DC House Oct 4, 2019 - Feb 20, 2020 and NoVA House Option 2 Nov 1, 2019 - Aug 6, 2020. Additional topics discussed: years of DC House temporary HVAC fixes, NoVA House cost per room Option 1 vs Option 2, phased construction to reduce guest family disturbances, waived HKS and Davis Construction fees, Global's authorized expansion growth, DC future phase 2 build with parking under House and proximity to hospitals, investigate pricing for maxing out NoVA rooms in Option 2 renovation, increased House operating costs after approved renovations completed, rallying political support around both Houses, and press releases for the expansion.

#### **Report from the Treasurer**

Scott Marschall reported that the Finance Committee supports the \$4.2 million expansion project. The Committee feels the market is high, so it makes sense to use excess portfolio funds to pay for the project, and move forward on the DC House renovations and the Option 2 renovations for the NoVA House. Bryan Cleghorn addressed the \$1.5 million McDonald partnership fund renewal; he and Neva agree owners/operators would support using funds for the expansion project. Additional topics discussed: donation from Neva Van Valkenburg's friend, Global's funds, and capital campaign.

#### **Approval of House Expansion Options, With Additional Redesigns Not To Exceed \$4.2 million Budget**

David Schneider made the motion to approve; seconded by Bryan Cleghorn, and the motion carried.

#### **New Business**

none

#### **Adjournment**

The meeting was adjourned at 12:27 P.M.