

Minutes  
Quarterly Meeting of the Board of Directors  
Ronald McDonald House Charities of Greater Washington, D.C., Inc  
Monday, May 18, 2020  
Zoom Meeting

Present via Zoom: Louie Atangan, Bryan Cleghorn, Brad Cole, Jordan DeDona, Isaac Green, Kris Grumiaux, Jeff Hansen, Beth Hogan, Barbara Johnson, Greg Kassing, Janet Lahr, Scott Marschall, Rob Mooney, David Nelson, Peter Nguyen, Martha Parra, Meera Pillai, Mike Rowen, David Schneider, Kari Swenson, Karen Torres, Neva Van Valkenburg, Sarah Wagner  
Staff: Dustin Davis, Bonni Gregory, Kris Ritter, Sarah Quillen

**Welcome and Call to Order**

Brad Cole called the meeting to order at 11:01 A.M., confirming who joined the Zoom meeting.

**Approval of Meeting Minutes from February 24, 2020**

Kari Swenson made the motion to approve the minutes, which was seconded by Bryan Cleghorn and the motion carried.

**Video**

The board viewed a video of the DC House renovation progress, narrated by Dustin Davis.

**Report from Brad Cole**

Brad reviewed the meeting agenda and gave kudos to Dustin for a fantastic job on the DC house video. He also recognized the Development Team for their success of the Virtual Family Fun Day held May 17th. Brad explained his virtual fundraising 5k through his workplace as an example to keep RMHCDC front of mind and working towards his board Give or Get goal.

**Report from the Treasurer**

Greg Kassing reported that RMHCDC is currently doing well overall with operating and income not far off from projected for Q1. Due to the financial uncertainty driven by the pandemic, the committee reviewed a revised budget anticipating a potential 33-50% shortfall in revenue and a 29% overall decrease in operational expenses. This would engender withdrawing funds from the portfolio to cover the income deficit, as well as the \$4.2 M pledged to the House expansion. Additionally, the investment portfolio has unrealized losses of @ \$1M. To ensure maximum flexibility, the committee decided to open a \$3.5 M line of credit with FVC Bank. Additional topics discussed: \$95k grant from Global, a \$203,000 PPP loan from FVC Bank, continued vendor support, \$1 million donation for Flanagan family wing at NoVA house, and recognition of committee efforts during pandemic.

**Audit Committee Report**

Jordan DeDona reported the RMHCDC annual audit is still in the early stages but projected to be fully executed in June with the reports issued in July. The committee feels this audit will be consistent, with no weaknesses, much like years past.

**Programs & Operations Committee Report**

Sarah Wagner had Dustin Davis report on Program and Operations. Dustin explained the changes implemented in program operations due to the covid-19 outbreak. In mid-March RMHCDC closed all programs, aside from the NOVA House. NoVA House remained open with current occupants, no volunteers, increased cleaning, essential staff only, and no admittance of new families. RMHCDC was ahead of the curve with closures, acting one week earlier than mandated by Global. By the efforts of Georgetown MedStar pediatric team one of our Care Mobiles has been repurposed, providing meals and

medical supplies to our family patients through the Power of 10 program. Additional topics discussed: Global's phased policies to reopen, NoVA house August renovation closure, DC House construction progress, construction donations, administrative staff office trailer, and acknowledgement of the hard work done to maintain operations.

#### **Governance Committee Report**

Louie Atangan reviewed expectations of board members regarding their annual commitment requirements. He stated, due to covid-19, a day of service will likely be taking part in a virtual event. Louie emphasized 2020 Give or Get requirements as it is nearly half-way through the year. He asked members to think about potential new member recruits, being mindful of the need for big networks and proactive development.

#### **Development Committee Report**

Meera Pillai reported on the success of the May 5<sup>th</sup> "Thank You" call-a-thon and May 17<sup>th</sup> virtual Family Fun Day. She virtually introduced Hillary Hughes, the new Development manager, who started February 25<sup>th</sup>. Hillary's primary focus is on the 5k, community events, and grant-writing. Sarah Quillen elaborated on recent major donations: Flanagan \$1 million, FVC Bank PPE, \$25k coming soon, and expansion partner donations / discounts.

#### **New Business**

Brad Cole stated there was no new business.

#### **Adjournment**

With no further business the meeting was adjourned at 12:03 P.M.