

Minutes
Quarterly Meeting of the Board of Directors
Ronald McDonald House Charities of Greater Washington, D.C., Inc
Monday, November 12, 2018
Washington DC Ronald McDonald House

Present: Louie Atangan, Chris Chatman, Bryan Cleghorn, Brad Cole, Samira Cook Gaines, Jason Everett, Isaac Green, Beth Hogan, Barbara Johnson, Julie Jones, Greg Kassing, Peter Nguyen, Martha Parra, Meera Pillai, Mike Rowen, David Schneider, Loren Schwartz, Anna Shaw, Kari Swenson, Karen Torres, Neva Van Valkenburg

Present by Telephone: Kris Grumiaux, Erin Hodson, Scott Marschall, Joe Terpenning, Sarah Wagner

Excused via Email-Waived: N/A

Absent: Alex Kline, David Nelson

Staff: Dustin Davis, Bonni Gregory, Karen Judson, Julie Lowe, Kris Ritter, Sarah Quillen

Welcome and Call to Order

Chair Julie Jones called the meeting to order at 11:04 A.M., confirming everyone that called in for the meeting.

Karen Torres introduced the new RMHCDC board members: Bryan Cleghorn, Beth Hogan, Greg Kassing, Peter Nguyen, Joe Terpenning and Neva Van Valkenburg.

Approval of Meeting Minutes from September 17, 2018

Samira Cook Gaines made the motion to approve the minutes; they were seconded by Isaac Green, and the motion carried.

Report from the Chair

Julie Jones reviewed the meeting agenda and explained there would not be a family guest speaker. Jones also mentioned the Raffa/Marcum merger, and stated that it would not affect RMHCDC in any way. Also noted, the Thanksgiving day of service opportunity on November 20 at Children's Hospital and the annual board member contracts needing to be signed.

Report from the Treasurer

Scott Marschall reported on RMHCDC's Q3 financial position: revenue is slightly down from last year with expenses slightly up, but no significant divergences from the projections. Due to timing issues with cash flow, the committee allowed another 2% withdrawn from the RMHCDC investment portfolio, as per investment policy guidelines. Future meetings will assess funds for NoVA expansion along with DC repairs, 2019 budget review, and investment portfolio allocations.

Development Committee Report

Brad Cole talked about development strategy including: monthly donor thank-you calls by committee members, utilizing board member personal networks, expanding revenue streams and donor pools, board member development orientation / training, greater engagement with community groups and lapsed donors, and working on an increase in the Board's Give or Get policy. Louie Atangan announced that the TD Bank Foundation \$30k grant will be finalized within a month, and Peter Nguyen announced that he is working with an anonymous donor who pledged \$400k over 5 years.

Governance Committee Report

Loren Schwartz reported on the committee's work reviewing the bylaws line by line, striking what currently did not make sense. All present and call-in board members signed up for the 2019 committees: Audit, Care Mobile, Development, Executive, Expansion, Finance, Governance, Programs & Operations, and Red Shoe Run.

Approval of Proposed Bylaw Revisions

Brad Cole made the motion to approve, seconded by Anna Shaw, and motion carried.

Programs & Operations Committee Report

Mike Rowen reported that occupancy in both Houses is up and both have been having waitlists. Operations are running smoothly, with minor furniture purchases and overall repairs. Additional topics discussed: Fitness Mobile's broader community outreach with new programing; DC land sale resolved minor zoning issues; and purchase exploration of a 9-bedroom DC home adjacent to RMHCDC property. Martha Parra asked the Board to keep the need for DC House expansion in mind. CNMS expects significant future patient influx due to new programs of cancer therapies, rare disease treatments, and orphan drug projects.

Presentation by Orr Group

Julie Jones introduced Craig Shelley, Lisa Keitges, and Jordan Richie from the Orr Group to present their findings from the feasibility study of future expansion of the NoVA RM House. The Orr Group recommended a capital campaign of \$5 million over three years and included recommendations for infrastructure changes needed for the campaign to be successful. Key points discussed from the study included: data pulled from comparable charities; board member, staff and donor interviews; and campaign components of Case, Leadership, Donors and Systems. Strengths included: well-received mission and acknowledged need for expansion, a dedicated Board, strong chapter leadership, and a capable donor management system. Challenges included: current board members' networks were not strong enough, no established Major Donor program, insufficient number of donors at higher levels of giving, and the Board Give or Get requirement is far below the area's non-profit standards.

After Presentation Discussion

Karen Torres stated that we need to think about moving forward in multiple phases for both the NoVA House expansion and DC House improvements. Additionally, RMHCDC must catch up with operating expenses. Torres recommended forming an ad hoc committee to create a holistic strategy for future House growth. She asked that the committee contract with an architect to determine what could be done to relieve some of the need in both Houses in the short term (2-3 years) by working within the current House footprints, with the understanding that longer term solutions would also be necessary.

Approval of Establishing A Committee to Increase Capacity at Both Houses

(first task of committee will be hiring an architect to establish expansion possibilities)

Julie Jones made the motion to approve, seconded by Samira Cook Gaines, and motion carried.

Recognition of Members with Ending Terms

Karen Torres thanked Chris Chatman and Jason Everett for their service on the RMHCDC Board of Directors and presented them each with crystal RMHCDC awards.

Additional Comments

Meera mentioned she is facilitating an RMHCDC charity night at the GMU vs Penn State hockey game on December 2nd, with a potential donation of \$17-20k.

Adjournment

The meeting was adjourned at 1:03 P.M.