

**BIG BROTHERS/BIG SISTERS ADVISORY BOARD MEETING**  
**MARCH 18, 2010**

**MEMBERS PRESENT:** J. Bauman, C. Bedwick, H. Berlew, A. Green, J. Kern, C. Mahler, N. Michalisin, J. Nolan, K. Pettinger, A. Smith, D. Toomey, J. Walsh and B. Yeager.

**MEMBERS EXCUSED:** J. Carmody, B. Chopick and V. Splendido.

**STAFF PRESENT:** T. Olaviany.

President D. Toomey called the meeting to order.

**TREASURER'S REPORT:** J. Bauman said later in the agenda there will be a proposal regarding the financial reports. He reported cash balance of \$686,877.00 (a revision to that amount will be included in new business) and said we are in a good financial position. A. Smith asked for follow up on the question at the last meeting, why we are charged interest expenses. Tanya said all programs are charged because of the lag times between when bills are paid and we have meetings. Ann said Vince asked the question so she doesn't know the rationale. N. Michalisin asked about the United Way funds. Tanya said there is \$15,000 remaining to draw down. She anticipates it will be drawn down by the end of April. Tanya said under National standards we are required to have quarterly financial reports. In the past we had them 4 times a year but not quarterly. Chris said she thought we handled that at the last meeting. It was included in the program report that it would be done in February, June, September and November or December. Dennis questioned if we would have anything monthly and John said he will report the cash balances. B. Yeager made a motion to accept the report. H. Berlew seconded the motion and it passed unanimously.

**BOARD DEVELOPMENT:** J. Walsh thanked E. Mahler for reporting at the last two board meetings. The March committee meeting was cancelled and they couldn't find an alternate date. They did updates and there is a potential candidate from Wyoming County, Kevin Baum. They are scheduled to meet on March 23<sup>rd</sup>. Wyoming County was a target area. They also identified a candidate from Mohegan Sun, Jim Sincavage. Bill spoke with him, shared his story and made a follow up call. Bill hasn't heard back from him yet. Jim has a management position at the Arena and Bill will follow up again. Jerry said there is also a third candidate, Mary Brislin who M. Erwine contacted. The committee is also targeting Wilkes and they hope C. Biesecker can suggest a replacement at Procter & Gambol. A parent has not yet been identified. They met their goal of 5 new members. The committee has scratched the surface in working on the by laws. The next meeting will be April 6<sup>th</sup> at 8 am at Perkins. J. Nolan made a motion to accept the report. J. Bauman seconded the motion and it passed unanimously.

**FINANCE AND FUND DEVELOPMENT:** J. Nolan reported there was not a committee meeting in deference to the BFKS meeting. We are now at 221 teams, ahead of last year at this time. We are about \$5,000 behind in sponsor-a-lane. There will be one more BFKS meeting, next Thursday at noon, prior to the March 27<sup>th</sup> event. At the last BFKS meeting J. Kerns contact made a presentation on sports memorabilia for a silent auction. After discussion it was decided that there is too much craziness at BFKS and it would be lost in the shuffle. The August 5<sup>th</sup> golf tournament will be a better venue and audience for it. They will combine several raffles into one. Citizens' luxury box and Penn State chairs from E. Mahler will be included as prizes. Tickets will be available for sale at BFKS and until Walk Around Wilkes Barre. There was some discussion on the length of time between both. Most buy tickets and put them away so no one felt it would be an issue. Tanya asked J. Kern to contact his friend to see what Steelers jersey would be the best fit with the Eagles McNabb jersey. Jim asked if we are buying the jersey and Jack said yes. Tanya said he should also inform him of the date of the golf tournament, Thursday, August 5<sup>th</sup>, at Mount Laurel in Mount Pocono. Chris asked if this is the Woodlands' tournament and Jack said it is. We will be sharing the proceeds with the Children's Association. They sold mulligans last year. Jack said we hope to attract more teams this year since it was last minute last year. He said Bill Yeager did a great job on it. Bill said last year it was at Blue Ridge which is more expensive. Dennis asked if the change of venue will result in a loss of golfers due to the distance. Jack said Mount Laurel is not much further a drive from Wilkes Barre, only ten minutes more. Nick said it could be an advantage since people like to see and play different courses. Dennis asked about plans for Walk Around Wilkes Barre. Jack said the committee will tackle that in April. Dennis agreed all efforts should be on BFKS now. Jack said everyone at the BFKS meeting reviewed the sponsor list to identify calls they could make to people they know for sponsor a lane. He said the problem is major sponsors who gave \$1,000 have decreased the amount to \$125. That is a major issue but efforts will continue to also make new contacts. Dennis asked about the board's participation in sponsor-a-lane. C. Bedwick said so far 13 members have donated \$725. E. Mahler made a motion to accept the report. N. Michalisin seconded the motion and it passed unanimously.

**MARKETING AND RECRUITMENT:** Tanya said everywhere you look or listen you will see or hear BFKS and that will continue. Press releases will be sent to the TV stations and papers inviting them to the event.

**PROGRAM:** C. Bedwick said she is very happy to report the self assessment has been completed. On March 2<sup>nd</sup> the committee held a 2 hour meeting. A. Smith asked at a previous meeting that we pass out copies showing the process fiscal uses in charging BB/BS. Ann also felt it would be helpful to see an organizational chart and how we fit in. Copies of both were passed out for members to review. Chris said the third handout is the Program Director's job description. Since Tanya's title was officially changed it requires board approval for the self assessment. Chris said since committee members review files they should sign a confidentiality statement. She asked Ann, Kay, Dennis and Nick to date and sign the statement after the meeting. Bill asked if the job description should be read. Chris read the job summary. She said Tanya and Ron signed

off on it. C. Bedwick made a motion to approve the job description of Program Director of Big Brothers/Big Sisters. J. Nolan seconded the motion and it passed unanimously. C. Bedwick made a motion to accept the completion of the self assessment. President D. Toomey and the chair of the CSS board will sign it. H. Berlew seconded the motion and it passed unanimously. Dennis thanked the committee members and Chris said she liked having Nick involved in the process. J. Walsh made a motion to accept the report. E. Mahler seconded the motion and it passed unanimously.

**PROGRAM DIRECTOR'S REPORT:** Tanya said she is pleased we have 150 total matches. She anticipates United Way funds will be drawn down by the end of April. After March 27<sup>th</sup> she will begin tweaking a grant submitted last year to OJJDP. We have their recommendations and will be revising to strengthen the proposal for submission. We may also be part of a mentoring grant through Catholic Charities USA. The Little Theatre partnership is going fairly well. We will receive \$1.00 for every ticket sold on opening night. We can sell raffle tickets there and they pass the bucket for donations at all performances. Money from this will be for the 3 teams they have at BFKS. We will realize \$400 from last weekend and there are still three shows. She thanked the program committee members, Chris, Ann, Kay, Nick and Dennis for completing the self assessment. She said it is the driest, time consuming task but it must be done. She said each year it gets smoother. She said she is thrilled with how well the board committees are working together and jelling. She commended everyone. K Pettinger questioned how Good Guides, the Good Will mentoring program in Lackawanna County funded by the grant we lost, is doing. Tanya said someone Ron knows from MANFY has a friend who works for Good Will. This person said even Good Will does not think they will be successful in a mentoring program. Tanya said she has mixed feelings on the Catholic Charities grant but if she can benefit children by being part of it she will. Ann asked if the 4 matches reported closed were because of ages. Tanya said most are related to movement. A lot of families have been transient all along. In these cases student volunteers don't have the capability to get to the children after the moves. In one match there was difficulty in the relationship. Tanya noted a lot of Latino families are leaving Wilkes Barre and returning to New York. Chris noted the waiting list and match numbers are about the same. B. Yeager made a motion to accept the report. C. Bedwick seconded the motion and it passed unanimously.

**OLD BUSINESS:** C. Bedwick asked about participation in the St. Patrick's Day Parade. Tanya said there was so much going on with the Little Theatre and diocesan collection. She was at four masses that weekend and the staff time was needed for BFKS. Chris said we can look into it for next year. Tanya said we will not have the Little Theatre partnership next year and the diocesan appeal might not be on the same weekend. She said the change to daylight savings time also occurred that weekend.

**NEW BUSINESS:** J. Bauman revised the Treasurer's Report to \$684,167.00.

President D. Toomey said Tanya took the words out of his mouth when she said how well the committees are working. He added his appreciation for participation and encouraged members to continue.

**ADJOURNMENT:** J. Nolan made a motion to adjourn.

Respectfully submitted,

Kay Pettinger