

LifeWorks
Executive Committee Minutes
04/14/2017, 12:00 PM – 1:00 PM
South Site

Staff in attendance: Susan McDowell, Lindsey Tran

Call-ins: Trisa Thompson, Jason Belew, Jon Armstrong, Andy Sekel, Wendy Varnell

Absent: Sandra Brown, Trey Halbert, Glenn Neland, Angie McDermott

The meeting was called to order by Trisa Thompson at 12:06pm.

- 1) **Review of March Minutes:** The minutes were reviewed. Trisa moved for approval and the minutes were accepted unanimously.
- 2) **Finance Committee**
 - a. *February Financials*
 - i. Jon stated that there was a Finance Committee call yesterday and reported that we are ahead of budget. Jon reported that the balance sheet is strong cash wise, and cash should be continuing to build up since the Luncheon is coming up. Trisa asks if there are any big red flags, and Jon says no. The February Financials look clean. Jon notes that the Bridge Loan is true debt that we owe, and Jay is currently working with the lender to figure out our best options. Andy asks how we will pay it off in 2018. Jon says that we are planning to pay it off by using East Building as collateral to eventually pay off The Bridge Loan.
 - b. *Audit Procurement*
 - i. Jon notes that the Executive Committee would have to finalize what audit firm we will be using. Exec would have to finalize what audit firm we will be using. Right now, there is a focus on one Austin firm and one Houston firm. The Houston firm is very focused on not-for-profits. Susan adds that it would be advantageous to stay with the same firm, but the other options could bring in different knowledge. Trisa agrees.
 - c. *FY 2018 Budget Process*
 - i. Susan states that she doesn't think that we have anything to fear through the rest of our fiscal year. We are watching the President's budget closely to see if we will be impacted, and there is no direct bad news yet. We will kick off internal budget process next month with scenario planning. Susan reports that we will be prepared to take final budget to the Board in September.
- 3) **Strategic Issues**
 - a. *LifeWorks Rolling 12-Month Road Map*
 - i. Susan asked for input on the rolling 12-month road map. Trisa and Andy stated that they liked it and wanted to keep using this format. Susan notes that she wants to make this a living, shared document on SharePoint.
 - b. *Sustainable Philanthropy/Luncheon*
 - i. Susan reports on Benevon metrics, and states that we are headed into the Luncheon with metrics that indicate success. Susan notes that our goal is to come out of the Luncheon with 160 Legacy Circle Members. Susan states that we are on target for the Luncheon. Rehearsal is Monday. Susan talks about Luncheon itinerary. On a related note, Susan lets everyone know that Anne is leaving to

Nepal and that we have been in a pretty active recruitment in past 6 weeks. Susan states that we received almost 50 resumes and that Michelle has completed 11 phone screenings. From those screenings, Susan, Anne, and Jim will meet with 5 candidates next Thursday. After that round, Susan states that they hope to get 2 finalists to meet with Board Members, the Development Team, and SMT.

- c. **CRM Development:** Susan states that the only thing that has changed since the last meeting is that we are becoming more integrated into using Skype for business. We have been working with AKA to guide us through the final design phase for the CRM. Our #1 priority is that we move forward with the CRM development with deliberate speed. Andy comments that we must be clear with the expectations we are setting so people aren't disappointed when the new CRM is launched. Susan adds that after this phase, it will be important to talk with Kyle and Vicky and ask, "Now that we have the framework designed, what problems will this solve, and which problems won't it solve?" so that we can build towards that expectation.
- d. **Strategic Plan Progress:** Susan reports that we got great feedback from the staff retreat. Susan wants to spend next two months finalizing the strategic plan with Mission Capital to present to the Board in June.
- e. **Communications Committee:** Susan states that Amanda Adams and Monkia Ostrowski are very interested in communications. They are laying foundation for a broader marketing program for the organization. Amanda has kicked off brand analysis and will be reaching out to some Executive and Board Members.
- f. **Research Committee:** Wendy states that at the last Research Committee Meeting there was meaningful conversation about how to sustain the quality of the data for research purposes, all while using SSM to look at clients in more holistic way.
- g. **Meadows Mental Health Policy Institutes:** Wendy states that we brought Meadows in as consultants and we received reports a few weeks ago. Wendy reports that the strength of the report is that it clearly deepens our knowledge about Medicaid. They will present their findings at the beginning of May.
- h. **Works II:** Susan states that the Works II is a priority project. We are still in the process of chasing funding streams, and we are on track to be in front of TDHCA board in May or June. We were hoping to break ground mid-fall.
- i. **FY 2018 Board Recruitment:** Susan notes that it is time to start looking for new Board Members, and Angie has agreed to chair that initiative. Diversity between Board Members is high priority. Susan states that she and Trisa nominate Mary Beth Jester, who has been an advocate, table captain, and been very involved. Trisa shared her impressions of Mary Beth Jester and says she is passionate about LifeWorks and would be a great addition.

Trisa Thompson adjourned the meeting at 1:09pm.

Minutes submitted by Lindsey Tran.

Approved on _____ Board Secretary: _____