

Tree Street Youth Center Board Meeting

Minutes, 12.7.21

Next meeting: Jan. 4, 2022, 5:30

Present: Heidi, Kim, Faye, Julia, Mark, Chuck, Kon, Flor, Megan, Alli, Rakeem, Doris, Randy, Malcolm, Joseph

Excused: Paula, Lin, Mohamed, Marty, Genevieve, Chris, Olga

Budget Presentation Grounding: After working on design and cultivation, the budget decision sets the direction of the organization. The budget is a plan or vision of how we will spend funds in the next year. We will also have a mid-year budget and have a check point in June. The budget is grounded in the fact that Tree changes quite a lot, needs to create fluctuations, around staffing, etc. The Finance Committee has reviewed the budget and voted to recommend adoption.

New expenses/increases:

- Accounting costs have always exceeded the budget so this was increased.
- Bookkeeping- expansion of duties for Lee and Errol, to start supporting Tree in management of DOC, school contracts, and CDBG reports; 12 more hours/month.
- Legal fees: bylaw changes, contract reviews. More expected work for Tree's attorney.
- Redwood leaders, Sequoia leaders: part of DOC partnership, new dimension to programs piloted last year, similar to street leader model. Six young men/women act as leaders in their groups; the pilot has worked very well. These positions lead to growth for the leaders, and is an important programmatic addition. Funding sources already exist for the majority of the funds. The majority goes to youth for stipends.
- Relocation costs: never been in the budget, have used these funds to leverage new talent from out of state.
- Maintenance expenses for upkeep: all costs more for upkeep of the building.
- Maintenance services: board approved in midyear budget, but Julia has yet to find an appropriate person/group. She is looking into partnerships, more mission aligned.
- Supplies: directly related to COVID. Masks, sanitizer, disposables. Just got Sewall grant for that.
- Diversion stipends: never added to budget when DOC contract was amended. Funded by contract, for a stipend dispersal for credible messengers. Reflected in income side. Stipends are pass-through expenses.
- Snow removal; the contract is more expensive.
- Payroll processing: necessary increase because Tree has more staff, after returning to afterschool model, and running full building. This will begin in January.
- Employer paid taxes: increased payroll, more taxes.
- Outings: food, field trips. Excursion based programming, consistent outings.
- Car registration: never in budget before.

Total increase: \$61,894.8

Decreases:

- Operations Consultant: Alli is now an employee.

- Program Data Consultant: not needed, now Alli is full time, taking on these duties.
- Team Leader Line: no longer use this model.
- Mortgage Interest: burned the mortgage.

\$5769.8 full increase, given the decreases.

Discussion:

This might be an opportunity to ask for donations for COVID supplies. NE Bank at one point helped, but the need is constant. Flor will make cakes going forward!!

Re maintenance position: 10 hours/month. Julia will send out the description. The maintenance now requires more time and skill than most volunteers can provide.

Staffing cost Analysis/ increases: Tree needs to be competitive, take care of our people, and the return of youth coming to afterschool programming. \$447,705 increase to \$630,000.

- Payroll –Staffing: 2 new FT Next STEP positions (contract, fully covered).
- FT Diversion position (fully covered by contract) : Adrianna.
- All new hires (Sept.) salary negotiations- baseline increases to program managers and AD of Next STEP.
- Two community Anchors shifting from part-time to FT, participating in leadership structure, bringing perspective from the neighborhood, community. Org. wisdom. Directors are new, not familiar with Tree and Lewiston community. Increased to have more oversight and administrative responsibilities, visioning, and troubleshooting systems.
- Payroll-ED: 0 increase: \$57000, 2022, same as 2021. Changes will be considered as part of the ED evaluation process and as part of sustainability discussions.
- LPS tutors: savings in payroll-district pressure to use tutoring as only last resort. (- \$7200)

These staffing increases are all necessary, due to an increase in kids/programming dynamics coming out of COVID. Coverage is needed to maintain a safe program. This does not include an additional Branches staff member, which had been contemplated. It is more important to have more PT staff on the wings.

Changes in Staffing expenses: \$175,095.

Current budget Assumptions:

- DOC contract: Redwood/Sequoia support and diversion position
- School contract: Next Step and tutoring
- No salary increases; baseline increases over last couple of years.
- No benefit increases: Full time employees have \$2000 benefit for health and wellness, childcare, schooling, prof. development each year.
- Initial \$500 seed for anyone who opens a retirement account, seed for retirement and match
 - o Group 1: less than 2 years of service starting 2022, 2% of plan compensation
 - o Group 2: 2-5 3%
 - o Group 3: 5-7, 4% of plan compensation
 - o Group 4: 7+ of 5% of plan.

Income:

Direct Public Support- Annual Fund: under Ronnie, Alli & Julia, Development \$182,000 goal.

- Firewood Funders, End of Year, community giving, major gifts, online appeal, trek for tree event; Keep track with dashboard.

Government Contract:

- Schools, DOC line , pass-throughs for staff.

Samara: training, consultation support, honorarium.

Total income/expenses: \$999,376.

Grants needed: \$394,368. Typical rate of approval at Tree- 75% of grants, very high. Rebecca does a great job in writing grants. Have devised a plan – hovers around this \$400,000 mark. We do have some current grants that will roll over, and help offset this number. \$275,000 is estimate needed.

Discussion:

ED pay: what if a raise for the ED is recommended? It could be addressed at the midyear review of budget, and during the bigger discussion of sustainability. The ED Evaluation group meets on Dec. 13 as a design group to begin the process.

Chuck: now the budget has reached the point where the staff if 2/3 of expenses.

Mark-: .77 salary/programming, .05- fundraising & grant; .18 Building supplies and expenses. Good

VOTE: Motion to approve budget: Mark Benton moved to accept the budget as proposed, seconded by Chuck Hillier. **Budget Vote: all in favor.**

BIG Gift:

Julia announced that Tree Street is the recipient of a significant donation from close friends of Tree, of \$500,000 . The donors wish to remain anonymous. They would like to support sustainability, and support Julia's leadership and growth.

Julia is proposing an immediate wish list:

Water fountain; Soundproofing the gym; Copyright/intel. Property; tech update.

Chuck moved to adopt the proposal, seconded by Flor. **All voted in favor.**

Group: " think big."

Outside work, cleanup, mural, furniture metal tables. Sustainability, workforce development, community connections.

Computer lab, more bandwidth, support for remote schooling, seed a fund to add lump sum to retirement accounts, canvas greater community for unmet needs, new furniture, playground,

scholarships to a summer camp, a recurring scholarship for graduating seniors, increase stipend for street leaders.

New appliances, staff lounge, vehicle, new furniture, conference event planning, STEM exploration, hiring financial advisors to work with families, students, drivers ed.

Parent days at tree- show parents, scholarship funds rooted in arts, athletics, and academics, lights and sound system in gym, dance studio, chalk board on little's side and interactive play equipment like a balance beam, turf on both sides. Community wide event, like I am Tree, get other people in community to see each other. Workshop of lived experiences.

Brazilian jujitsu, school bus vehicle, abutting property, staff training and youth training on DEI.

Funds for us to meet needs of community, why young people are not participating, don't have things to do for kids, can play big role for Tree. Scholarship Idea for Tree, book scholarship, funding meeting needs of students that is not covered to go to school of choice, supporting staff and tree- to help make ends meet.

Pay driver's ed., transportation fund for participants. Financial planner for families, kitchen, new appliances, staff lounge, or new lounge for all, painting, computer lab, new furniture, vehicles. Outdoor space, coats, jackets, sleds, field trip fund, invest some, event conference (venue), temporary fundraiser (to leverage more funds).

Music studio, kitchen, fleet of bikes in safe space, minibus, buy land across the street and do something amazing, early childcare center or home for samara or sleeping quarters for visitors, volunteer manager.

Look for email, notice about the board portal on the website; coming soon!