



Board Meeting
Wednesday, February 24, 2016
4:30 PM @ SAY Si Central
1518 South Alamo

Serving San Antonio's youth, SAY Si is a year round, long-term, multidisciplinary arts program that provides students opportunities to develop artistic and social skills in preparation for higher educational advancement and professional careers.

AGENDA

- 4:30 P.M. **Welcome and Board President Remarks**
- 4:35 P.M. **Presentation**
SAY SI Insurance Overview – Eddie Polk
- 4:50 P.M. **Action Items:**
- 2016 January Minutes
 - 2016 January Financials
 - Executive Committee Treasurer Vote
- 5:10 P.M. **Strategic Initiatives:**
- Status of Small Scale Event
 - Committee Structures and Goals
 - Discuss Need for Board Strategic Planning
 - Update on Employee Retirement Plan Participation
 - Organizational Report and Resource Update
- 5:50 P.M. **New Business:**
- New Business from the Floor
- 5:55 PM **Announcements:**
Leadership Council Meeting and Lunch: Feb. 25, 11:30 PM
Small Scale Preview Night: Mach 3, 7 PM
Small Scale Auction: Fri. March 25, 7 PM
No Board Meeting in March
- 6:00 PM **Adjourn**

Internal Memorandum

To: SAY Si Board
From: Secretary, Melissa Levine
Date: January 28, 2016
Subject: Board Meeting Notes

Date: 01/28/2016 4:34 p.m. 92% present

Committee Members Present: Richard Davis, Jenee Gonzales, Michael Guarino, Lindsey Johnson, Melissa Levine, Bruce McMillan, Jason Moran, Laurie Posner, Mike Schroeder, Molly Shafer, Dora Verde

Absent: Victoria Suescum

Staff Present: Nicole Amri, Gustavo Garcia and Stephen Guzman

Dora Verde, Board President, called the meeting to order.

Board President Remarks

Welcoming of new board members, with a round table of introductions from both new and old board members.

Action Items

- Motion: Laurie moved to approve minutes, Molly seconded, unanimously approved.
- Re: 2015 Fiscal Year Financials: Board wishes to ask Jon to specify if earned revenue can be utilized for debt reduction or if it is specific to a particular line item.
- Motion: Mike S. moved to approve 2015 Fiscal Year Financials, Michael G. seconded, unanimously approved.

Strategic Initiatives:

- Dora explains Board Committee structures and responsibilities.
- Organizational report & resource update by Administrative Staff: Nicole, Stephen & Gustavo

New Business:

- Fundraiser Update on Small Scale 2016 underwriting, led by Dora and Gustavo.
- Consensus Met: In order to accommodate all current board member schedules, Monthly board meeting dates to change from the fourth Thursday of every month to the fourth Wednesday of every month.

Meeting adjourned at 5:57 p.m.

SAY SI
Balance Sheet
As of January 31, 2016

	Total
ASSETS	
Current Assets	
Bank Accounts	
4122 Frost Operating	255,731.75
5056 Frost Payroll	-1,069.12
9655 Frost Capital	9,680.89
Petty Cash	1,870.12
Total Bank Accounts	\$ 266,213.64
Accounts Receivable	
Receivables	152,760.00
Total Accounts Receivable	\$ 152,760.00
Other current assets	
Other Receivables	10,370.17
Scholarships Payable	1,053.90
Undeposited Funds	372.50
Total Other current assets	\$ 11,796.57
Total Current Assets	\$ 430,770.21
Fixed Assets	
Assets	2,175,936.82
Total Fixed Assets	\$ 2,175,936.82
TOTAL ASSETS	\$ 2,606,707.03
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	3,024.39
Total Accounts Payable	\$ 3,024.39
Credit Cards	
Credit	24,562.16
Total Credit Cards	\$ 24,562.16
Other Current Liabilities	
Accrued Expenses	0.00
AIE Scholarships Payable	1.00
Line of Credit	41,412.60
Payroll Liabilities	5,162.35
Texas State Comptroller Payable	-961.68
Total Other Current Liabilities	\$ 45,614.27
Total Current Liabilities	\$ 73,200.82
Long-Term Liabilities	
Frost Construction Loan	601,203.28
Vehicle Loan	0.00
Total Long-Term Liabilities	\$ 601,203.28
Total Liabilities	\$ 674,404.10
Equity	
Opening Balance Equity	1,724,281.13
Retained Earnings	286,241.16
Net Revenue	-78,219.36
Total Equity	\$ 1,932,302.93
TOTAL LIABILITIES AND EQUITY	\$ 2,606,707.03

SAY SI
Budget vs. Actual: 2016 Budget
January 2016

	Actual	Budget	Total over Budget	% of Budget
Revenue				
1 Donations	14,940.29	10,833.00	4,107.29	137.91%
2 Grants	11.31	82,083.00	-82,071.69	0.01%
3 Sales & Commissions	-669.04	7,083.00	-7,752.04	-9.45%
4 Facility Rental	3,200.00	1,250.00	1,950.00	256.00%
5 Event Income	9,100.00	9,166.00	-66.00	99.28%
7 Reserve Fund		2,083.00	-2,083.00	0.00%
Total Revenue	\$ 26,582.56	\$ 112,498.00	-\$ 85,915.44	23.63%
Gross Profit	\$ 26,582.56	\$ 112,498.00	-\$ 85,915.44	23.63%
Expenditures				
1 Program Expenses	22,644.86	22,080.00	564.86	102.56%
2 Payroll & Benefits	57,248.49	59,582.00	-2,333.51	96.08%
3 Administration and Overhead	14,437.42	9,165.00	5,272.42	157.53%
4 Facility & Maintenance	9,448.71	14,581.00	-5,132.29	64.80%
5 Marketing & Event Expenses	1,022.44	4,166.00	-3,143.56	24.54%
6 Building Reserve Fund Expenses		2,916.00	-2,916.00	0.00%
Total Expenditures	\$ 104,801.92	\$ 112,490.00	-\$ 7,688.08	93.17%
Net Operating Revenue	-\$ 78,219.36	\$ 8.00	-\$ 78,227.36	-977742.00%
Net Revenue	-\$ 78,219.36	\$ 8.00	-\$ 78,227.36	-977742.00%

Small Scale 2016 update:

Underwriting as of today:

\$2,500	Drs. Harry & Molly Shafer
\$2,500	Spectrum Lighting Mr. Tim Eurton
\$1,000	Mr. Mike Schroeder
\$1,000	H-E-B
\$1,000	Frost Bank
\$1,000	Insite Architects
\$1,000	NRP Group
\$750	Palo Alto College
\$500	Ms. Rose Mary Fry
\$500	Mr. & Mrs. Henry & Dora Verde
\$500	Mr. & Mrs. Mark & Melissa Levine
\$500	The McNay Art Museum - Mr & Mrs. Bill & Liz Chiego
\$250	Ms. Jenee Gonzales
\$250	Mrs. Lainey Berkus
\$250	Mrs. Patricia Ruiz-Healy [pledged]
\$250	Ford, Powell & Carson
\$250	Mrs. Penny Wiederhold
\$250	Las Casas Foundation
\$250	Ms. Laurie Posner [pledged]
\$100	Mr. & Mrs. Michael & Tammie Mazzei
\$100	Mr. A.W. Rohde, III
\$14,700	

Artists:

- Total Artists 174, augmented with donated work
- Student projects are also complete and will be placed as silent auction items as well

New Bidding process: bidr – an online text based program that will provide advanced ticketing, day of ticking, text based bidding, easy closeout and real time administrative functions.

Committed Restaurants:

- Bohanan's – food and drink
- Barbaro - drink
- Hot Joy - food
- Aldacos - food
- La Gloria/Fruteria - food
- Oh Yeah Cakes - food
- Liberty Bar - food
- Viva Vegeria! - food
- La Tuna - food



SAY Sí Committees

2016

Executive Committee: The Executive Committee shall be composed of the President, Vice President, Treasurer, Secretary, Advisory Chair, Michael J. Schroeder, and Executive Director. The Executive Committee shall preview and set the Board agenda for all regular and special meetings, review progress of all committees, serve as the primary consultant to the Executive Director, and provide an annual performance evaluation of the Executive Director and compensation recommendation to the Board.

Members: Dora Verde - President, Molly Shafer - VP, Melissa Levine - Secretary, Bruce McMillan - Treasurer, and Mike Schroder, Founder.

Finance Committee

Focus: The Finance Committee shall be composed of at least two (2) Directors. The Committee shall review financial needs of the agency with respect to its present and future programs. It shall also recommend, approve, and present the budget to the Board for approval; review the current fiscal year's operations; submit any relevant reports to the Board; and maintain the Corporation's financial policies. On an annual basis, the Finance Committee shall engage a certified public accountant to audit the financial records and transactions of the Corporation and submit an independent audit report to the Board of Directors. The Finance Committee shall also review, monitor, and direct all investments and maintain the Corporation's Investment Policy.

Members: The Executive Committee will take on the focus on Finance for 2016

Staff Liaison Jon

Governance and Administration

Focus: The Governance and Administrative Committee shall be composed of at least two (2) Directors. The Committee shall be responsible for Board development and maintenance of the Corporation's organizational documents. The Governance and Administrative Committee shall present a slate of nominees for election to the Board of Directors at the December meeting and individual nominees for election throughout the year consistent with Section 3.01. It shall further be the duty of the Governance Committee to prepare a slate of Directors to be elected as officers. Nominations for officers will be considered at the Board's November meeting. The Governance Committee shall then present a slate of officers for election at the Board's December meeting. The Governance Committee shall also maintain the organizational documents and any governance policies of the Corporation and review such documents annually to determine if changes are necessary. The Committee shall make recommendations to the Board if any changes are necessary.

Chairs: Molly Shafer

Members: Victoria Suescum, Rich Davis

Staff Liaison Jon & Nicole

Development Committee

Focus: Development Committee. The Development Committee shall consist of at least two (2) Directors. This Committee provides oversight for fund development, marketing and public relations. The Committee shall formulate plans and programs directed toward ensuring continued financial support of the Corporation, including grants and special gifts from individuals, groups, foundations, and governmental bodies. It shall also be the duty of this Committee to seek out and develop marketing and public relations opportunities to help increase awareness of, and support for, the Corporation.

Chair: Michael Guarino

Members: Jenee Gonzales, Mike Schroder, Dora Verde

Staff Liaison: Gustavo Garcia

Special Events Committee

Focus: Special Events Committee. The Special Events Committee shall consist of at least two (2) Directors. The Chair of the Committee may establish subcommittees and, with the approval of President of the Board, may appoint members to such subcommittee. The purpose of the Special Events Committee is to facilitate any special events and special fundraising programs. The Special Events Committee shall also be responsible for soliciting sponsorships and obtaining board participation for such events.

Chair: Melissa Levine

Members: Rich Davis, Jason Moran, Laurie Posner, Lindsey Johnson

Staff Liaison: Stephen Guzman