

**Board Members Present:**

Kylie Oliver, Jennifer Jiau,  
Peter Doft, Janice DuVall,  
Steve Myrick, Loni  
Lavalier, Torren Owens.

**Guests:** Silvia Ward

**Staff:** Sarela Bonilla,  
Wynston Estis



May 2021  
Board of Directors  
Minutes

**New Business**

Silvia Ward introduced herself to the Board of Directors (BOD). She is interested in the sitting in on board meetings for personal interest.

Overview of board structure explained by Peter Doft.

Steve Myrick is looking at board study for orienting new members.

Peter made a motion to approve the minutes of the previous board meeting. Kylie seconded. Vote: in favor – 7. Motion passed unanimously.

Election certification for new board members: Stephanie Kent and Loni Lavalier.

Slate of officers was elected via email 8-0-1 and will be formalized in this meeting.

Meeting structure was discussed and hand raising needs to be used by all. It can be on camera or using the “raise hand” feature in zoom.

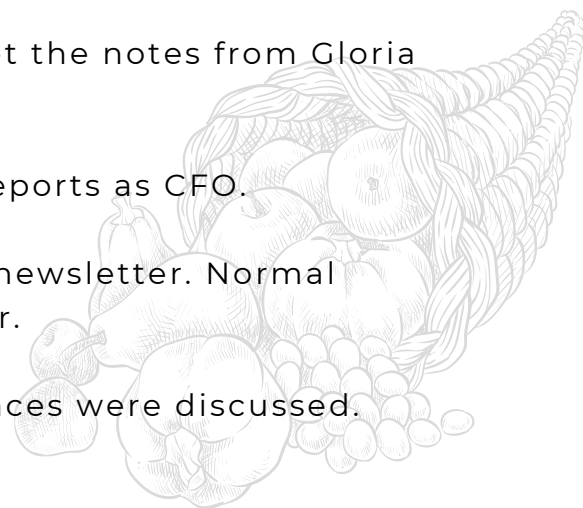
Committee assignments will be going out from Kylie Oliver and board members need to sign up for 2 committees minimum. Committees will need to choose a chair person.

Prior to change over in board Jamie would get the notes from Gloria and then add in the financials.

Jamie will continue delivering the financial reports as CFO.

Amber needs the notes for publishing in the newsletter. Normal workflow will be from Gloria to Kylie to Amber.

An executive session was held. Cafe and finances were discussed.



### Outreach and Education Committee

Janice released the capstone document and will present next meeting for a vote. History project is continuing.

### Finance Committee

The organization's revenue for the month of March was down 27% and down 26% year-to-date compared to 2020. Sales per paid labor hour was \$89.66 compared to \$103.50 in 2020. Total personnel costs for the month of March 2021 were 29.95% of revenue.

The second round of PPP Loan funds are being used for payroll expenses.

### Nominating Committee

Slate of officers election results are: President: Steve Myrick 7-0-1 , Vice President: Paul Coogan 7-0-1, Secretary: Kylie Oliver 7-0-1, Treasurer: Peter Doft 8-0-0

Peter Doft made a motion to ratify the slate of officer. Kylie seconded. Vote 8-0-0

### Bylaws Committee

Steve Myrick said attorney Theresa Tuttle has reviewed the documents

May	2021	2020	\$ Change	% Change
Sales	\$932,330.00	\$760,909.00	\$171,421.00	22.53%
Basket size	39.01	59.68		-34.63%
Customers	24,122	12,818		46.86%

