



# Richie McFarland Children's Center

*Early Supports. Community Connections. Family Strength.*

## ANNUAL MEETING MINUTES

<b>Meeting of:</b>	<b>Richie McFarland Children's Center</b>
<b>Date:</b>	<b>June 22, 2020 – ANNUAL MEETING</b>
<b>Board Members Present:</b>	Helen Crowe, Paul Deranian, Laura Eldridge, Jim Freiburger, Beverly Hodsdon, Karin Caruso, Brenda Plante, Bonnie Staniewicz, Marty Wool
<b>Board Members Excused:</b>	Katie Feeney, Rick Feeney
<b>Staff Members Present:</b>	Peggy Small-Porter, Executive Director; Julie Redlon, Business Manager
<b>Stakeholders Who Voted:</b>	See Below

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*Welcome:* Brenda Plante, President of the Board, welcomed those board and staff members present to RMCC's 2020 Annual meeting via Microsoft Teams due to the pandemic. All RMCC stakeholders were invited to attend the meeting virtually, but the option for remote participation did not yield additional stakeholders. In order to comply with our by-laws the best way we could, we solicited participation by RMCC stakeholders via a Survey Monkey to vote on the Meeting Minutes from our 2019 Annual Meeting, Treasurer's Comments from our 2019-2020 Fiscal Year, and to vote in Board Members for the 2020-2021 Fiscal Year.

### **Business Meeting results recorded from Survey Monkey:**

1. Review of Secretary's Minutes from 2019 Annual Meeting—written report posted on our website for review.

***VOTE VIA SURVEY MONKEY***

MOTION PASSED unanimously with all logged responses in favor of the minutes as written.

2. Review of Treasurer's Comments on Fiscal Year 2020—written report posted on our website for review.

***VOTE VIA SURVEY MONKEY***

MOTION PASSED unanimously with all logged responses in favor of the minutes as written.

3. Voting in Board Members—ballot posted on our website for review.

Board members renewing their term for another year included Brenda Plante (2016), Marty Wool (2016), Laura Eldridge (2017) and Jim Freiburger (2017) and entering the 1st year of their 3-year term: Emily Hammond (2020).

***VOTE VIA SURVEY MONKEY***

MOTION PASSED unanimously with all logged responses in favor of the slate as presented.

4. Thank you to Outgoing Board Members—Three long-term board members were recognized for their significant contribution to the agency:
  - a. Paul Deranian who served a six-year term 2004 through 2010; he returned in 2017 and served through 2020
  - b. Beverly Hodsdon who served a six-year term 2004 through 2021 and returned in 2014 for a second six-year term and served through 2020
  - c. Bonnie Staniewicz who served a six-year term 2010 through 2016; she returned in 2017 and served through 2020
  
5. Closing Remarks—President, Brenda Plante thanked everyone for their commitment to RMCC during such a difficult time and looks forward to the opportunity to meet next year in person for our 50<sup>th</sup> anniversary annual meeting.

Respectfully submitted,  
Laura Eldridge, *Secretary*

**RMCC Stakeholders who Voted on the Business Items for  
The June 2020 Annual Meeting via Survey Monkey**

- |                        |                        |
|------------------------|------------------------|
| 1. Kristin Droste      | 29. James Fishbein     |
| 2. Paul Deranian       | 30. Kit Reno           |
| 3. Karen Caruso        | 31. Lauren Page        |
| 4. Laura Eldridge      | 32. Barbara Simpson    |
| 5. Sue Ford            | 33. Durval Salema      |
| 6. Ellen Doller        | 34. Meredith Pool      |
| 7. Patty Small         | 35. Michael Carbonneau |
| 8. Robert Bethel       | 36. Jessica Carbonneau |
| 9. John Stebbins       | 37. Lynn Aaby          |
| 10. Meg Chicoine       | 38. Val Boulter        |
| 11. Brenda Plante      | 39. Cathy Nickerson    |
| 12. Peggy Small-Porter | 40. Timothy Ferris     |
| 13. Kristin Barrows    | 41. William Clifford   |
| 14. Susan O'Brien      |                        |
| 15. Steve Davis        |                        |
| 16. Tina Wilkinson     |                        |
| 17. Beverly Hodsdon    |                        |
| 18. Joan McCarthy      |                        |
| 19. Nancy Keating      |                        |
| 20. Lee Clifford       |                        |
| 21. Peggy Lee          |                        |
| 22. Jim Freiburger     |                        |
| 23. Luke Martel        |                        |
| 24. Nate Porter        |                        |
| 25. Bonnie Staniewicz  |                        |
| 26. Peter White        |                        |
| 27. Helen Crowe        |                        |
| 28. Amy Ferris         |                        |

**Riche McFarland Children's Center (RMCC)**  
**Treasurer's Comments Annual Meeting 2021**  
**June 28, 2021**

RMCC's Board of Directors and Staff have worked diligently on our organization's strategic plan. We have been guided by the following three priorities:

1. Build Community Support for Early Supports and Services and Enhance RMCC's Reputation for Excellence
2. Preserve Continuity of Care for Children and their Families with a Stable and High-Quality Work Force
3. Strengthen our Financial Base

In order to remain fiscally viable, the Audit & Finance Committee, in partnership with the management team, has focused its work on assuring that our financial base is predictable and sustainable. We thoroughly and consistently analyze our financial standing by reviewing detailed program statistics and the impact on our revenues, cash flow and resource development. This comprehensive review of our operations and finances positions us well to provide data to decision makers and educate stakeholders at the state level. Our goal is to maximize revenues from private insurance, Medicaid, and state budget allocations.

The contract with One Sky Community Services to deliver mandated and entitled Family-Centered Early Supports and Services continued this past year throughout the pandemic. Typically the funding is based on the number of eligible children enrolled and served. Even though our enrollment did not reach expected numbers this past year, there were no adjustments to our contract rate from the state. This made a significant difference in our ability to remain operational.

This past year we partnered with other ESS programs and other health-care providers across the state to advocate for the successful passage of [HB 1623](#), a law that makes permanent emergency measures passed during the coronavirus pandemic in support of telemedicine that mandates reimbursement parity and new modalities to include care through a telephone call and/or virtual visits via video conferencing. This legislation along with HB 1233 First Dollar-In Legislation passed last legislative session further assures private insurance reimbursement for early intervention services. The coronavirus pandemic reduced ESS service hours provided resulting in decreased billings to private insurance and Medicaid, but reimbursement for telehealth kept us on track during this past year.

The remaining revenues needed to balance our budget are fundraised. During the past fiscal year, under the leadership of our Development Committee and staff, and as a result of the prior year consultation with Alan Cantor Consulting, RMCC has continued to rethink philanthropic initiatives to build a more robust fundraising program. Events have been scaled back while working to yield a higher net gain for more mission aligned fundraising programs. We are positioning ourselves to focus on major gift development, creating partnerships with major donors and stakeholders, promoting the role of the board in engaging with all phases of donor development, and increasing the staff time focused on donor cultivation and stewardship.

The coronavirus pandemic altered delivery of services throughout most of the fiscal year ending in 2021. We adhered to Governor Sununu's Executive Orders and practices developed by ESS programs across the state. Our building remained closed to the public for most of this year, but we have continued to care for children and families throughout this entire pandemic. We have done our best to transition to virtual services in support of children and families. Telehealth has been fully incorporated into our toolbox. To support telehealth initiatives, RMCC made significant investments in computer technology and information security including two-factor authentication. To facilitate the reopening of the RMCC facility, funds have been allocated to install a new air exchange system that would meet health and safety codes. Although we look forward to gathering with children, families and staff when deemed safe and feasible, the addition of telehealth will continue to be an extremely valuable mode of service to offer.

Our financial audit was conducted for the second year by Melanson. Our financial statement and IRS 990 were finalized in January for our fiscal year ending June 30, 2020. We ended the year with a positive net income and a strong operating cash position. Copies are available upon request.

In spite of the ongoing pandemic and resulting funding pressures, RMCC will end fiscal 2021 with a strong cash position due to our fiscally conservative approach to running operations. The Paycheck Protection Program received on April 30, 2020 continued to be applied against allowable expenses from July 1 through October 31, 2020. The Audit & Finance Committee oversaw the management of the loan and the application process for loan forgiveness has been submitted with assistance and assurance from Melanson that all of the loan will be forgiven.

As we look beyond fiscal 2021, the organization sees many challenges and opportunities. We will continue to analyze how to deliver the highest quality services to our clients as financial pressures grow. These pressures will continue to increase our reliance on fundraising. The Board and management of RMCC see the challenges ahead and are actively preparing RMCC for the future.

Respectfully Submitted,  
Karin L. Caruso, Treasurer

**RICHIE MCFARLAND CHILDREN'S CENTER  
2021 Slate for Board of Directors**

We are very fortunate this year to have (8) outstanding returning members agree to an additional one-year term. The Governance Committee presents the following slate for your vote:

***Returning Board Members***

Returning board members for a 1-year term include:

Brenda Plante (2016)\*  
Laura Eldridge (2017)\*  
Helen Crowe (2018)\*  
Richard Feeney (2018)\*

Martin Wool (2016)\*  
Jim Freiburger (2017)\*  
Katie Feeney (2018)\*  
Catherine "Kit" Reno (2018)\*

\*The initial year of board service identified in parenthesis.

***New Board Members***

No new board members presented at this time.