

A Refuge: Trauma Informed Therapies
222 West Mission Avenue Suite 122
Spokane, WA 99201

MINUTES

Date: January 2, 2020
Time: 3:00 p.m.

Members Present: Brian Salisbury, Amanda Salisbury, LeAnn Deering, Timari Brower

The meeting was called to order by Amanda Salisbury.

OLD BUSINESS

In lieu of minutes, monthly review of activities for 2019 was approved as presented.

MONTHLY REVIEW OF ACTIVITIES FOR 2019

January- Received Articles of Incorporation from State of Washington from Alicia Levy with Levy Law Firm. Alicia collected forms to apply for the 501c3, Form 1023. Agreed to accept Julie Johnson as intern. Worked on budget development for A Refuge with Stauffer and Associates.

February- Looked at possible new expansion of space, invested in tools for running an effective nonprofit and participated in Grant Magic training.

March- Agreed to apply for State of Washington Health Care Authority (HCA) Trauma Informed Activities (TIA) grant. Agreed to add on space to allow for growth. Alicia Levy drafted management agreement and office sharing agreement between A Refuge: Trauma Informed Therapies and Trauma Informed Therapies (TIT). Began contracting process with Medicaid and Apple Health plans to get A Refuge Tax ID set up for billing purposes. Tierra Leonard sent proposal to expand her job responsibilities to title of Director of Communications.

April- Approved the proposal and application to apply for the Health Resources and Services Administration (HRSA) National Health Service Corps (NHSC) site approval for student loan forgiveness. Hired Tierra for Director of Communications, hours limited to 5-10hrs a week.

May- Approved recommendation to apply for HCA grant; worked on objectives. Discussed meeting with HRSA representative to finalize Memoranda of Understanding (MOU) between agencies for student loan forgiveness. Created new sliding scale that meets requirements for HRSA NHSC application. Applied for liability insurance. Discussed need to hire help with interns and grant. Discussed need for increased administrative support. Agreed to request more interns for next year.

June- Worked on Grant Objectives for HCA. Hired LeAnn Deering as Volunteer Director. Hired Nikki Elster to provide 15 hours of administrative support. Discussed need to hire another clinician. Interviewed interns and approved two.

July- Worked on Grant Objectives for HCA. 501c3 approved. Began planning for Auction in October. Clinician Alan Walter Port II received his Associate license and began with credentialing.

August- Worked on Grant Objectives. Alan Port started scheduling clients.

September- Worked on Grant Objectives. Approved the creation of an organizational Intranet. Agreed to support the Valleyfest event for 2019.

October- Worked on Grant Objectives. Approved employee-led room interior decorating. Approved to be recipient of YWCA's Project Warm Up's winter clothing items for A Refuge clients. Discussed events: Valleyfest booth and volunteers, Auction and volunteers.

November- Interviewed Linda Safford for Fund Development position. Approved Nikki Elster an hourly wage increase for adding insurance billing to her responsibilities. Discussed holding an Auction Volunteer recognition event and event planning for 2020.

December – Hired Linda Safford as Development Director. Discussed opportunity to attend EMDR training for dissociation for all clinical staff of A Refuge. Discussed plans for LeAnn Deering, Linda Safford, and Amanda Salisbury to attend the Central Washington Conference for Greater Good on April 7, 2020 in Yakima, WA.

All members of the Board of Directors signed the annually required Conflict of Interest form.

NEW BUSINESS

The Board voted to approve use of Todoist (www.todoist.com) to create and monitor agenda items for discussion. All items for approval will be published on the Todoist Board of Directors link and electronic votes documented by 10th of every month. The approved minutes will be emailed to all board members by the end of each month.

The Board approved Valleyfest and the Auction fundraiser as events for 2020. LeAnn Deering will follow up with ValleyFest organizers to determine what booth designation A Refuge will need in order to sell auction tickets for the non-profit.

The Board approved the following topics as standing items for discussion at Board meetings: New Hires, Major Expenses, Large Grants, Volunteer Development, Intern Development, Events, Community Partnerships, Professional Development

IN EXECUTIVE SESSION

The Board approved all salaries as proposed for 2020.

Next meeting date **February 10, 2020**