**A Refuge: Trauma Informed Therapies**

222 West Mission Avenue Suite 122

Spokane, WA 99201

**MINUTES**

Date: February 19, 2020

Time: 6:00 p.m. by email

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

The meeting was called to order by Amanda Salisbury.

**OLD BUSINESS**

It has been decided to change digital format of meeting from the to-doist platform which did not work

for BOD to email that is represented in updated bylaws document drafted by non profit lawyer Alicia

Levy – document attached. The Board approved the new Meeting Agenda format as presented.

The by-laws were approved as presented with updates.

The board approved the minutes of the previous meeting as presented.

For ValleyFest: LeAnn researched corporate vs non profit booths to be able to sell auction tickets. Corporate booth is $400 and any sales of goods or services must be approved. $50 for non profit, no direct fundraising. With this information, we will move forward with a non profit booth and create a sign up of those interested in the auction and giving out information on how to sign up for auction.

**BOARD REPORTS**

 Executive Director Report: Amanda discussed ways to increase BOD to seven, thinking of strategic members (financial experts, legal experts, key community members philanthropically, media marketing experts, fundraising experts, community partners). This is necessary for moving forward with larger grant funding. Cindy Wendle (professional banker, recent candidate for Spokane City Council and former Board member at Vanessa Behan) and Susan Ashe, Executive Director of the Health Sciences and Services Authority, have been suggested by Linda Safford. Dr. Natalie Turner is another suggestion.

Finance Report: See 2020 budget attached. It was moved and seconded to approve the organizational budgets for Trauma Informed Therapies, PLLC (TIT) and A Refuge: Trauma Informed Therapies, A Non-profit Corporation (A Refuge). The budget was approved as presented.

Program Report: Development Director Linda Safford charged staff to shorten mission statement, staff agreed upon the following mission statement:

Our mission is to provide quality affordable counselling and education that promotes safe exploration of current struggles and past trauma designed to empower client-centered change and to promote wellness for clients, staff, and the community.

It was moved, seconded and approved to change the mission statement as presented.

Development Report: Linda secured a $5,000 sponsorship from Amerigroup for May's event and the Auction to help secure a venue, food, and drinks. Linda has applied for grants to fund .5 position for admin and referral support, fund .5 of Linda's position.

Volunteer Development Report: Five volunteers attended 4 hours physical space updates on January 18.

**NEW BUSINESS**

 New Hires- Maggie Evans will be part time for both entities: TIT and A Refuge.

Calla Powrie, staff of TIT. A portion of her time to go to clinical supervision serving A Refuge (all

requirements have been met to be an approved supervisor of Washington state).

Christine Russo, staff of TIT. A portion of time going to HIPPA management for all TIT and A Refuge

employees.

Intern Development- Aylin Garcia started in January. She will be on a more clinical track and will share clinical supervision between Amanda Salisbury and Calla Powrie. We will not be requesting interns for the coming academic year.

Events- May Donor Gratitude Event and Mental Health Awareness MOnth. The venue was tentatively set for Maryhill Winery at Kendall Yards, but an opportunity for a no-cost space is still being considered. The theme is being developed around art, with painted doors featuring artist Joel Stehrs.

Community Partnerships – Amanda Salisbury will provide a free parenting class for Shaw Middle School to cover window of tolerance and polyvagal theory interventions to keep calm.

Professional Development- Linda secured a $2000 grant from the Innovia Foundation for Training in Ego State Interventions. Amanda Salisbury, Cathy Wines, Jacqui Nelson, Heather Hart, and Mary Ann Baker attended. Grant covered registration, lunch for both dates, 13 CEUs including EMDRIA credits, DNMS book for each participant, and one flip chart included.

Trauma Informed Therapies will sponsor event for TIT and A Refuge staff to attend for free a suicide training for staff that will meet Washington State requirements. Costs will be offset by offering the opportunity for the public to attend at registration fee of $150.

Legal Development- Alicia Levy has updated Office Sharing Agreement (see attached) to reflect daily operations as it continues to evolve during interim time while non-profit seeks to gain financial independence. The Office Sharing Agreement was approved as presented.

Alicia also updated management agreement (see attached) to reflect daily operations as it continues to evolve during interim time while non-profit seeks to gain financial independence (see attached). Revisions are being made to allow for Amanda Salisbury to suspend payment for labor until A Refuge has finances to pay for her services. The new management agreement will be presented to the BOD for approval when it is completed by Alicia.

Alicia also created a donation form and receipt to reflect donations from TIT to A Refuge during this interim period as A Refuge begins to establish financial independence. The donation form and receipt were approved as presented.

There being no further business, it was moved, seconded and approved to adjourn.

**Next meeting date: Email to be sent by March 10, 2020**