

**TRANSITION HOUSE, INC.**  
**BOARD OF DIRECTOR'S MEETING**  
**THURSDAY • SEPTEMBER 15, 2022 • 5:30 PM**

**TH DROP-IN CENTER – 700 ASP, STE. 4, NORMAN, OK**

**Vision Statement: A community committed to connection, recovery, wellness, and joy.**

**Mission Statement: Changing lives by creating pathways for mental wellness.**

**Impact Statement: Improving our community by providing tools for sustaining mental wellness with skills development, supportive care, and advocacy.**

**Culture Statement: We Listen. We Respect. We Support. We Empower.**

**Value Statement: We believe in inspiring hope for recovery and wellness through healthy connections.**

**Our Commitment to Recovery: Belief in recovery, mutual trust & respect, connection, integrity, fun and gratitude.**

**TH Elevator Speech:** “Transition House is an organization in the Norman community, helping people come to manage their serious mental illness. They do this by providing support, listening to needs, building respect and empowering wellness to positively restore healthy connections in their lives and community. I got involved with this organization because...”

**BOARD MEETING AGENDA**

1. Call the meeting to order
2. Welcome and Introductions – welcome our new Board Fellow: Gerardo Ramirez Perez
3. Consideration of the **Agenda**
4. Consideration of last meeting’s **Minutes**
5. **President’s Report** – Stacey
  
6. **Business**
  - a. Consideration of Bloomerang Proposal for our Donor Database - **Sara**
  - b. Consideration of A Proposal for Comprehensive Governance Audit, Policy Drafting, and Implementation by Alex Towler-Bliss, Culture Connection - **Bonnie**
  - c. Review of the TH FY’22 Annual Report - **Stacey**
  - d. Consideration of FY’23 Goals - **Stacey**
  - e. Appointing Board Committee Chairs - **Stacey**
  - f. Review: Timeline of TH Monthly Areas of Focus - **Stacey**
  - g. Consideration of prospective Board candidates (Ron House, Marilyn Korhonen, Jason Carter) - **Stacey**
7. **Treasurer’s Report** – Rebecca
  - a. **Bank Signature Card for FY’23 Board Officers update**
8. **Board Activity Report** (Board members report on their work related to Transition House fund raising, connections, etc. and their goals for the next month)
9. **Client Report**
10. **Executive Director's Report** – Bonnie
11. As May Arise
12. Adjourn Board meeting

**Enc:** Board Agenda, Director’s Report, Minutes from previous Board meeting (sent in Aug.); Monthly & Financial Reports; Bloomerang Proposal - abbreviated; Governance Proposal

Note - The Following were sent in August: July 2022 TH Board Minutes; Full Bloomerang Proposal; TH Annual Report; TH FY’23 Goals (Here’s the links if needed: [TH FY’22 Annual Report](#); [Goals & Outcomes FY’22](#) | [TH FY’23 Goals & Outcomes](#) | [FY’23 Timeline](#))

**TH Board Meetings for 2022**

- Thursday, January 20, 2022, 5:30pm – cancelled
- Thursday, February 17, 2022, 5:30pm
- Thursday, March 17, 2022, 5:30pm
- Thursday, April 21, 2022, 5:30pm
- Thursday, May 19, 2022, 5:30pm
- Thursday, June 16, 2022, 5:30pm
- Thursday, July 21, 2022, 5:30pm
- No August Meeting
- Thursday, September 15, 2022, 5:30pm
- Thursday, October 20, 2022, 5:30pm
- Thursday, November 17, 2022, 5:30pm
- No December Meeting – TH Holiday Party/Open House – Thursday, December 15, 2022

**Excused:** Kristen

<b>TRANSITION HOUSE, INC., BOARD OF DIRECTORS</b> <small>Our Vision: A community committed to connection, recovery, wellness, and joy.                      Our Mission: Changing lives by creating pathways for mental wellness.</small>			
 <b>Stacey Clement</b> <small>TH Board President Captain Norman Police Department</small>	 <b>Sara King, MPH, CHES</b> <small>TH Board Vice-President OU Health Science Center Lectures, Associate Director of the Bachelor of Public Health Program</small>	 <b>Rebecca Delsigne</b> <small>TH Board Treasurer Branch Manager First Fidelity Bank</small>	 <b>Preston Court, M.Ed.</b> <small>TH Board Member Aquatics Assistant Coordinator University of Oklahoma</small>
 <b>Cary Bryant</b> <small>TH Board President Lieutenant Norman Police Department</small>	 <b>Cathy Billings</b> <small>TH Board Member Director of Community Dev. OK Health Dept.</small>	 <b>Kris Glenn</b> <small>TH Board Member Director   Parking &amp; Transportation University of Oklahoma</small>	
 <b>Cordt Huneke</b> <small>TH Board Member IT Business Partner Boeing</small>	 <b>Kristen Lazalier</b> <small>TH Board Member Principal Gifts Officer, The University of Oklahoma Foundation, Inc.</small>	 <b>Bob Moore, LPC</b> <small>TH Board Member Licensed Professional Counselor &amp; Supervisor</small>	 <b>Darren Moore</b> <small>TH Board Member Real Estate Agent, Meraki</small>
		 <b>Steve Boyer, MA, C-PRSS</b> <small>TH Client Representative</small>	 <b>Charla Young, LCSW</b> <small>Board Clinical Consultant</small>

## DIRECTOR'S REPORT FOR THE SEPT. 15, 2022 BOARD MEETING

### ADMINISTRATIVE REPORT:

- Staff:**
  - Celebrating Staff Anniversaries: Amanda's 4 years on Sept. 16.
  - Vacations: Amanda off Sept. 16 – return Sept. 26. Bonnie off Sept. 24 return Oct. 10.
- Board:**
  - Annual Board Agreement/Conflict of Interest Statement:** Each Board member is asked to complete these at the start of each fiscal year. This also includes a statement of your financial commitment to TH for FY'23. If you have not completed this, **Please bring these completed and signed to TH or you can email them to me.**
  - Board Fellow:** Our new Board Fellow is Gerardo Ramirez-Perez. Welcome Gerardo!
  - 40 for 40 Statements:** If you have not completed your statement – please get that to me asap. I'm linking those with your photos on our website.
  - Committees:** Committees and members for FY'23 will be discussed at our Sept. Board meeting. Stacey, Sara and I met to discuss this on 9/8.
  - Bank Signature Card:** Rebecca is working on the new card.
- Cleveland County Mental Health Task Force:** Another good networking meeting. Some discussion on the proposals for housing in Norman. Jeff Dismukes from ODMHSAS clarified that the information in the paper regarding the number of beds for the new Griffin Memorial Hospital facility was incorrect. The paper indicated 100 beds – Jeff said they will be adding 100 beds to the new facility.
- UWN Kick Off:** Reminder, as a United Way of Norman funded partner agency, we need to focus our attention on this year's campaign and do all that we can to support this effort. UWN is our 2<sup>nd</sup> largest funder and it's an outstanding investment of donor dollars. This year's Goal - \$2 Million!
- FY'23 Goals, FY'22 Outcomes and Timeline:** On Aug. 26, 2022, I sent out these documents. These are also available on our website on the Reports page: [www.thouse.org/reports](http://www.thouse.org/reports).
- TH Annual Report:** This document was also sent out on Aug. 26, 2022 and is also available on the Reports page.
- TH Policy Work:** I've completed the final review of the Employee Handbook. Alex will have the final draft ready for the Board's review by Sept. 15. As soon as I get it, I will forward it to the Board. We will be voting on this at the October Board meeting. After discussion and reconsideration, I think our next policy work needs to be related to our Governance policies. You'll see the proposal from Culture Connection, Alex Towler-Bliss, on projected costs included with Board materials.
- Donor Tracking Tool - Bloomerang:** The full proposal was sent in August. I've included a summary with my report. The following highlights the Bloomerang Proposal:
 

Total First Year Cost: \$2,457.08 Includes: Unlimited users; Unlimited phone, chat, and email support; Unlimited access to live and on-demand product training (via Bloomerang Academy); Online Fundraising Tools with unlimited number of online forms; Nightly address updates and deceased status updates (via TrueGivers); Built-in email marketing tool with 3,750/month; ProspectView by DonorSearch; 1 Free 1-hr Coaching Session; Standard SmartStart package to convert current data into Bloomerang. Ongoing Annual Cost: \$1,291.58 (\$1,207.08 x 7%). NOTE: this annual cost only increases upon the first renewal of the contract. There is not a 7% increase in price each time you renew, only once. The only way to cost will increase from here is by outgrowing your database or adding additional tools/services.

### FINANCE REPORT:

- Financial status/Bank Balance:** Bank Balance for end of Aug 2022 = \$87,226.79. This increase from July is mostly related to receipt of our \$10,000 OEC Foundation grant (please note in the financial reports that there was an error in categorization of the grant – it was put in Other Government Grants – it will be corrected). We also received funds from our SVSC grant and some expenses were down. Please note that in talking with Stacey and Sara, the decision was made to use the preliminary financial reports generated in office by Ilene for Board meetings – then when we received our CPA reports – those will be forwarded to the Board for your review. I've been trying to push our CPA and it's not always feasible to get those reports when I need to get information to the Board.
- DMHSAS funds:** Census was down a bit in August but we continue to be hopeful that we will not see the losses that we have in the past 2 years related to not being able to 'fill our TLP beds'.
- OEC Grant:** Clients presented OEC Foundation Board members with Gifts of Hope. This was a wonderful relationship building opportunity!
- ARPA:** I'm still waiting for updates on this funding opportunity. According to the Center for Non-Profit, \$25 million in nonprofit relief funds will be available for requests soon. Organizations with revenues less than \$750,000/yr. qualify for a \$50,000 grant. As soon as the requests are released, I'll be pursuing these funds.

### FUND RAISING:

- TH Fund Raising:** We are moving into a restricted period for fund raising as a United Way funded partner. This is from Sept. 15 - Nov. 15.

### CLIENT REPORT:

- TL Program Census:** Our census is 10.
- TLP (Transitional Living Program) Graduation:** It's been over a year since we had a TLP Graduation Party. We've had people complete the program but did not wish to celebrate in this manner. Our graduate is Krisa, whose story was told through a music video that was part of JBJ'22. Here's a link to her video: <https://youtu.be/MTMruZDKQmo>. Krisa is one of the people who is willing to share in hopes that she can inspire and possibly help others. Because of her willingness to help – she gave us permission to share part of her journey, not only through the JBJ video, but I also created a 1 minute video that highlights her journey and successes – here's the link to that video: <https://youtu.be/ly5TrwaPnic>. Please take some time to watch these videos and listen to her comments. She along with others tells us how important TH is to them in their recovery journey. More important, they remind us of the hope – they show us that with appropriate treatment, time and support – recovery is possible and happening. Her story is one of many examples that will help others understand the value of the work of TH.
- COP Activities:** Kaylee and the staff have worked hard to increase Community Outreach Program engagement. The hard work is paying off and we're excited to see this program getting back on track!



***There is Hope for Recovery! Thank You for being a part of that hope for so many!***

# Transition House, Inc., Monthly Report

Aug 2022

## I. PEOPLE SERVED

<b>A. Total # of (Unduplicated) Participants:</b>	<b>63</b>
<b>B. Transitional Living Program (TLP)</b>	
1. Number of Clients:	12
2. Details:	
# of males:	9
# of females:	3
# employed:	4
# volunteering outside of TH:	0
# in school:	0
# in crisis bed:	0
3. TL Days:	305

## II. INCOME/EXPENDITURES

<b>A. Total Income:</b>	<b>\$38,093.86</b>
<b>B. Total Expenditures:</b>	<b>\$27,629.76</b>
<b>C. TLP</b>	
1. Expenditures:	\$21,830.92
2. TLP Client Fees:	\$1,241
3. Cost/TLP Day:	\$71.58
<b>D. COP</b>	
1. Expenditures:	\$5,798.84
2. Cost/COP Contact:	\$30.05

## C. Community Outreach Program (COP)

	duplicated	unduplicated
1. Total # of Participants:	60	51
Drop-In:	49	
Activities:	9	
Community Wellness Project:	2	
Student Wellness Project:	0	
2. Total # of Contacts:	193	
Drop-In:	189	
Activities:	20	
Community Wellness Project:	2	
Student Wellness Project:	0	
3. Details:		
Services:	# Participants	# Contacts
Supportive Counseling:	6	12
Crisis Intervention:	0	0
Grocery Shopping:	4	4
Community Living Support:	6	10
Social/Recreational:	46	161
Grocery Shopping/ Social:	3	3
Grocery Shopping/Com. Living:	1	1
Community Wellness:	2	2
<b>Unduplicated Totals:</b>	<b>51</b>	<b>193</b>

## IV. NARRATIVE

August was a busy month for staff training. Amanda is updated as a Therapeutic Options trainer and Kaylee and Jack have completed their housing trainings. Thanks everyone for participating in these trainings!

We were excited to have our Staff Planning Retreat this month. Despite the challenges, we're very proud of all that we've achieved during FY'22. As we work to continue to increase our awareness and accountable to our FY'23 Goals, we've created a new format that will hopefully be an even more meaningful and useful tool for Staff and Board.

Also completed in August is the FY'22 TH Annual Report. As an agency, we pride ourselves on our transparency, so on our website on our Reports page are a variety of documents including our FY'22 Goals & Outcomes and our Annual Report. The link to the page is [www.thouse.org/reports](http://www.thouse.org/reports). Thanks to our Staff and Clients for your help. This year I asked our TLP clients who were interested to join me in preparing the narrative for the Annual Report. Their feedback and input make this one of our better Annual Reports.

I am always so grateful that our People are willing to share their wisdom so others can better understand them and their needs. At TH, we continue to value our People - and that includes their input as we share a reflection of our work through our reports. One of the powerful statements from someone in the TLP:

**"We're the People who shouldn't be making it... and We Are!"**

For me, that statement reflects the messages they've been given about how hopeless they should be... and yet, they've found a safe place that empowers their hope while supporting their unique journey to a better life. In terms of Outcomes, the following reflects average percentage of TLP and COP clients who had improvements/maintenance in essential areas related to recovery: **Quality of Life: 84%** ● **Mental Illness Management: 78%** ● **Social/Recreational Skills: 79%** ● **Work Related Skills: 84%** ● **Community Living Skills: 83%**



Another highlight from August was sharing of some special Gifts of Hope with our agency's attorney who is helping with our policy develop - who is also a donor. The other was presented to the Board of the OEC Foundation. This Foundation has been providing funding for client essential for several years. It was wonderful that our supporters had a chance to visit directly with the people they are helping - and our People were able to express their gratitude to them directly.

Special Thanks to Jack for his work with a new Men's Group. The feedback on this group has been very positive!

*Bonnie L. Peruzzi, MHR, Executive Director*

9/9/2022

## Transition House, Inc., Monthly Report

Aug 2022	
<b>V. HOURS OF DIRECT SERVICES:</b>	<b>258</b>
<b>A. Individual Basis (total hours):</b>	<b>119</b>
1. Daily Living:	19.5
2. Pre-voc./Vocational:	0.5
3. Social Skills:	17.5
4. Crisis Intervention:	6
5. Treatment/Rehab. Plans:	61.5
6. Supportive Counseling	14
<b>B. Group Basis (total hours):</b>	<b>87</b>
1. Daily Living:	53.5
2. Pre-voc/Vocational:	0
3.Social Skills:	33.5
<b>C. Com Outreach (total hours):</b>	<b>33.5</b>
1. Structured Activities:	9
2. Drop-In:	21.5
3. Community Wellness Project	3
4. Student Wellness Project	0
<b>D. Referrals/Screening/Interviewing (total hours):</b>	<b>18.5</b>
<b>VI. HOURS OF NON-DIRECT SERVICES:</b>	<b>271.5</b>
1. Consultation:	162.5
2. Documentation & Activity Prep:	42.5
3. Training:	66.5
8/8 Therapeutic Options Recert- Amanda, 8/12 Housing First- Amanda Kaylee Jack, 8/18 CoC+ Coordinated Entry -Kaylee, Fair Housing and the 7 Protected Classes- Kaylee Jack, 8/31- Oxford House-how do I get my	
<b>VII. HOURS OF ADMINISTRATIVE WORK:</b>	<b>264</b>
1. Meetings:	16.5
2. Community Contacts:	15.5
3. Administrative Duties:	232
<i>Guest Speaker (who, when)</i>	
<b>VIII. SCREENING FOR T.H. PROGRAM:</b>	
1. Total #of Inquiries:	45
2. Total #of Referrals Received:	12
3. Total # Interviewed For Admission:	6
4. Total # Accepted:	2
<b>IX. DONATIONS to T.H.:</b>	
<b>1. Volunteer Names:</b>	<b>Volunteers Hours</b>
	0
	0
	0
	0
Laurel Woulfekotte	3
Mary Lee	7.5
<i>Total:</i>	<b>10</b>
<b>2. In-Kind Donations (List of Donors; Items Donated):</b>	<b>Estimated Value</b>
Bob Moore - consultation	\$400
<b>TOTAL:</b>	<b>\$400</b>

## Transition House FY'23 Monthly Financial Report

TH INCOME:		Admin:	FR:	TL:	COP:	Total:	Aug FR FY'23	TH Budget FY'23	\$ Over Budget	% of Budget
Contributions	20.00	3.40	0.40	3.40	12.80	20.00	20.00	8.33	11.67	240.10%
United Way/Norman	3,833.33	651.67	76.67	1,215.01	1,889.99	3,833.33	3,833.33	3,833.33	0.00	100.00%
Fund Raising										
Fund Raising Exp.	2,500.00						(48.03)	(208.33)	160.30	23.06%
Fund Raising Inc.	20,500.00						0.00	1,708.33	(1,708.33)	0.00%
FR Events - Total	(48.03)	(8.17)	(0.96)	(19.41)	(19.50)	(48.03)	(48.03)	1,291.63	(1,339.66)	-3.72%
DMHSAS										
Unreimbursed services	0.00								0.00	0.00%
**ODMHSAS contract-billed	0.00								0.00	0.00%
DMHSAS	20,941.67	3,560.08	418.83	14,659.17	2,303.58	20,941.67	20,941.67	22,500.00	(1,558.33)	93.07%
Other Gov. Grants	11,250.89	1,912.65	225.02	8,325.66	787.56	11,250.89	11,250.89	1,416.67	9,834.22	794.18%
Foundation Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	833.33	(833.33)	0.00%
Civic Clubs Donations/Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	83.33	(83.33)	0.00%
Donor Drive	837.00	142.29	16.74	535.68	142.29	837.00	837.00	1,833.33	(996.33)	45.66%
Client/Participant Fees	1,241.00	210.97	24.82	1,005.21	0.00	1,241.00	1,241.00	683.33	557.67	181.61%
Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00	(25.00)	0.00%
Miscellaneous	18.00	3.06	0.36	0.00	14.58	18.00	18.00	0.00	18.00	100.00%
<b>TOTAL</b>	<b>38,093.86</b>	<b>6,475.96</b>	<b>761.88</b>	<b>25,724.72</b>	<b>5,131.31</b>	<b>38,093.86</b>	<b>38,093.86</b>	<b>28,666.62</b>	<b>9,427.24</b>	<b>132.89%</b>
<b>TH EXPENSES:</b>										
Salaries	17,557.72	2,984.81	351.15	11,236.94	2,984.81	17,557.72	17,557.72	18,286.67	(728.95)	96.01%
Employees Health, Dental, Life Ins.	891.26	151.51	17.83	570.41	151.51	891.26	891.26	2,666.67	(1,775.41)	33.42%
Worker's Comp.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	416.67	(416.67)	0.00%
FICA/Pay.Tax/OES	1,343.18	228.34	26.86	859.64	228.34	1,343.18	1,343.18	1,658.33	(315.15)	81.00%
Legal/Accounting	222.50	37.83	4.45	142.40	37.83	222.50	222.50	833.33	(610.83)	26.70%
Office Supplies	73.97	12.57	1.48	47.34	12.57	73.97	73.97	166.67	(92.70)	44.38%
Telephone/Internet/Website	312.37	53.10	6.25	199.92	53.10	312.37	312.37	375.00	(62.63)	83.30%
Postage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33.33	(33.33)	0.00%
Rent	4,200.00	714.00	84.00	2,688.00	714.00	4,200.00	4,200.00	4,200.00	0.00	100.00%
Utilities	1,356.41	230.59	27.13	868.10	230.59	1,356.41	1,356.41	1,000.00	356.41	135.64%
Household	17.05	2.90	0.34	10.91	2.90	17.05	17.05	200.00	(182.95)	8.53%
Maint/Rep-Property	0.00	0.00	0.00	0.00	0.00	0.00	0.00	83.33	(83.33)	0.00%
Maint/Rep-Equipment	381.37	64.83	7.63	244.08	64.83	381.37	381.37	416.67	(35.30)	91.53%
Training/Development	0.00	0.00	0.00	0.00	0.00	0.00	0.00	333.33	(333.33)	0.00%
Food	126.03	21.43	2.52	80.66	21.43	126.03	126.03	166.67	(40.64)	75.62%
Client Supplies/Activities	1,026.22	174.46	20.52	656.78	174.46	1,026.22	1,026.22	766.67	259.55	133.85%
Streaming Services	24.98	4.25	0.50	15.99	4.25	24.98	24.98	20.83	4.15	119.92%
Vehicle - Gas	46.65	7.93	0.93	29.86	7.93	46.65	46.65	166.67	(120.02)	27.99%
Vehicle - Maint/Repair	50.05	8.51	1.00	32.03	8.51	50.05	50.05	208.33	(158.28)	24.02%
Vehicle- Insurance/Tag	0.00	0.00	0.00	0.00	0.00	0.00	0.00	233.33	(233.33)	0.00%
Dues & Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	41.67	(41.67)	0.00%
Advertising	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.33	(8.33)	0.00%
General/Prof Liability	0.00	0.00	0.00	0.00	0.00	0.00	0.00	266.67	(266.67)	0.00%
Dir./Officers Liability	0.00	0.00	0.00	0.00	0.00	0.00	0.00	167.50	(167.50)	0.00%
Other Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
<b>TOTAL</b>	<b>27,629.76</b>	<b>4,697.06</b>	<b>552.60</b>	<b>17,683.05</b>	<b>4,697.06</b>	<b>27,629.76</b>	<b>27,629.76</b>	<b>32,716.67</b>	<b>(5,086.91)</b>	<b>84.45%</b>
Dif. Between Inc vs Exp:	10,464.10	1,778.90	209.28	8,041.67	434.25	10,464.10	10,464.10	(0.02)	10,464.12	#####
Overall Program %		17%	2%	64%	17%	100%	Bank Balance	\$87,226.79		

## Transition House FY'23 Year to Date Financial Report

TH INCOME:		Admin:	FR:	TL:	COP:	Total:	Year to Date FY'23	TH Budget FY'23	\$ Over Budget	% of Budget
Contributions	40.00	6.80	0.80	6.80	25.60	40.00	40.00	16.70	23.30	239.52%
United Way/Norman	7,666.66	1,303.33	153.33	2,430.02	3,779.97	7,666.66	7,666.66	7,666.70	(0.04)	100.00%
Fund Raising									0.00	0.00%
Fund Raising Exp.	2,500.00						(68.03)	(416.70)	348.67	16.33%
Fund Raising Inc.	20,500.00						100.00	3,416.70	(3,316.70)	2.93%
FR Events - Total	31.97	5.43	0.64	12.92	12.98	31.97	31.97	3,000.00	(2,968.03)	1.07%
DMHSAS										
Unreimbursed services	0.00								0.00	0.00%
**ODMHSAS contract-billed	0.00								0.00	0.00%
DMHSAS	40,191.67	6,832.58	803.83	28,134.17	4,421.08	40,191.67	40,191.67	45,000.00	(4,808.33)	89.32%
Other Gov. Grants	11,250.89	1,912.65	225.02	8,325.66	787.56	11,250.89	11,250.89	2,833.30	8,417.59	397.10%
Foundation Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,666.70	(1,666.70)	0.00%
Civic Clubs Donations/Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	166.70	(166.70)	0.00%
Donor Drive	4,559.00	775.03	91.18	2,917.76	775.03	4,559.00	4,559.00	3,666.70	892.30	124.34%
Client/Participant Fees	1,842.00	313.14	36.84	1,492.02	0.00	1,842.00	1,842.00	1,366.70	475.30	134.78%
Interest	34.38	5.84	0.69	5.84	22.00	34.38	34.38	50.00	(15.62)	68.76%
Miscellaneous	18.00	3.06	0.36	0.00	14.58	18.00	18.00	0.00	18.00	100.00%
<b>TOTAL</b>	<b>65,634.57</b>	<b>11,157.88</b>	<b>1,312.69</b>	<b>43,325.20</b>	<b>9,838.81</b>	<b>65,634.57</b>	<b>65,634.57</b>	<b>65,433.50</b>	<b>201.07</b>	<b>100.31%</b>
<b>TH EXPENSES:</b>										
Salaries	34,378.12	5,844.28	687.56	22,002.00	5,844.28	34,378.12	34,378.12	36,573.30	(2,195.18)	94.00%
Employees Health, Dental, Life Ins.	3,031.29	515.32	60.63	1,940.03	515.32	3,031.29	3,031.29	5,333.30	(2,302.01)	56.84%
Worker's Comp.	4,407.00	749.19	88.14	2,820.48	749.19	4,407.00	4,407.00	833.30	3,573.70	528.86%
FICA/Pay.Tax/OES	2,817.62	479.00	56.35	1,803.28	479.00	2,817.62	2,817.62	3,316.70	(499.08)	84.95%
Legal/Accounting	297.50	50.58	5.95	190.40	50.58	297.50	297.50	1,666.70	(1,369.20)	17.85%
Office Supplies	142.08	24.15	2.84	90.93	24.15	142.08	142.08	333.30	(191.22)	42.63%
Telephone/Internet/Website	622.71	105.86	12.45	398.53	105.86	622.71	622.71	750.00	(127.29)	83.03%
Postage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	66.70	(66.70)	0.00%
Rent	8,600.00	1,462.00	172.00	5,504.00	1,462.00	8,600.00	8,600.00	8,400.00	200.00	102.38%
Utilities	2,592.61	440.74	51.85	1,659.27	440.74	2,592.61	2,592.61	2,000.00	592.61	129.63%
Household	256.09	43.54	5.12	163.90	43.54	256.09	256.09	400.00	(143.91)	64.02%
Maint/Rep-Property	43.50	7.40	0.87	27.84	7.40	43.50	43.50	166.70	(123.20)	26.10%
Maint/Rep-Equipment	749.04	127.34	14.98	479.39	127.34	749.04	749.04	833.30	(84.26)	89.89%
Training/Development	0.00	0.00	0.00	0.00	0.00	0.00	0.00	666.70	(666.70)	0.00%
Food	375.01	63.75	7.50	240.01	63.75	375.01	375.01	333.30	41.71	112.51%
Client Supplies/Activities	1,196.56	203.42	23.93	765.80	203.42	1,196.56	1,196.56	1,533.30	(336.74)	78.04%
Streaming Services	49.96	8.49	1.00	31.97	8.49	49.96	49.96	41.70	8.26	119.81%
Vehicle - Gas	136.66	23.23	2.73	87.46	23.23	136.66	136.66	333.30	(196.64)	41.00%
Vehicle - Maint/Repair	50.05	8.51	1.00	32.03	8.51	50.05	50.05	416.70	(366.65)	12.01%
Vehicle- Insurance/Tag	0.00	0.00	0.00	0.00	0.00	0.00	0.00	466.70	(466.70)	0.00%
Dues & Subscriptions	263.00	44.71	5.26	168.32	44.71	263.00	263.00	83.30	179.70	315.73%
Advertising	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16.70	(16.70)	0.00%
General/Prof Liability	0.00	0.00	0.00	0.00	0.00	0.00	0.00	533.30	(533.30)	0.00%
Dir./Officers Liability	2,003.00	340.51	40.06	1,281.92	340.51	2,003.00	2,003.00	335.00	1,668.00	597.91%
Other Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
<b>TOTAL</b>	<b>62,011.80</b>	<b>10,542.01</b>	<b>1,240.24</b>	<b>39,687.55</b>	<b>10,542.01</b>	<b>62,011.80</b>	<b>62,011.80</b>	<b>65,433.30</b>	<b>(3,421.50)</b>	<b>94.77%</b>
Dif. Between Inc vs Exp:	3,622.77	615.87	72.46	3,637.64	(703.20)	3,622.77	3,622.77	0.20	3,622.57	#####
Overall Program %		17%	2%	64%	17%	100%	100%			

# Bloomerang Overview for Transition House, Inc.

Board Meeting - 9/15/2022

Link: [Bloomerang Proposal - Transition House, Inc.](#)



# Total First Year Cost

**\$2,457.08**

- Database: \$1,207.08
- Standard SmartStart (conversion): \$1,250.00

## What's Included:

- Unlimited users
- Unlimited phone, chat, and email support
- Unlimited access to live and on-demand product training (via Bloomerang Academy)
- Online Fundraising Tools with unlimited number of online forms
- Nightly address updates and deceased status updates (via TrueGivers)
- Built-in email marketing tool with 3,750/month
- ProspectView by DonorSearch
- One Free 1-hr Coaching Session
- Standard SmartStart package to convert current data into Bloomerang

\*\*You will be billed 60 days after signing your proposal because of your conversion process. The invoice you receive once you submit your payment information will reflect that



# Ongoing Annual Cost

**\$1,291.58**

- NOTE: the annual cost only increases upon the first renewal of the contract (1,207.08 x 7%). *There is not* a 7% increase in price each time you renew your contract. It only happens once.
- The only way to cost will increase from here is by outgrowing your database, or adding additional tools/services.



# Transition House

## A Proposal for Comprehensive Governance Audit, Policy Drafting, and Implementation

September 6, 2022

**Prepared by Alexandra Towler-Bliss, Esq., CAP**

Delivered by email to [bperuttze@thehouse.org](mailto:bperuttze@thehouse.org) on September 9, 2022

Dear Transition House Board of Directors,

This proposal includes recommendations for an audit of existing Board governance documents, policy drafting, and implementation of best practices.

As the governing body, the Board of Directors is the backbone of every Section 501(c)(3) public charity. This collective governance structure promotes equitable leadership of public entities. The collective structure works best when functioning at the direction of written policies and procedures, providing each Board participant with the information needed to contribute in those areas corresponding to each individual's unique gifts.

When the Board lacks structure in the form of written directives, we often see Board members wanting to give back in the most efficient and helpful way, but lacking the information and direction necessary to do so. The result might look like a completely unengaged Board, a Board with one or two members performing the majority of duties, or a Board focusing in areas which are not helpful to the organization as a whole.

In order to promote and efficient, highly functioning Board of Directors, I recommend the following documents to every Section 501(c)(3):

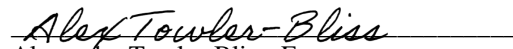
1. Bylaws – governing election, term limits, and removal of Board of Directors and Officers, as well as meetings and voting, and including a description of duties for the Board as a whole and for each individual Officer position.
2. Governance Policies – governing Board committees, their structure, and their duties, as well as record-keeping, whistleblowing, and a code of conduct.

The Bylaws are like the “laws” of the Board; it is a legal document and should be reserved for mostly static Board procedures. In contrast, the Governance Policies are a living, breathing document and may be amended to respond to the specific needs of Transition House as it grows and changes.

Please feel free to ask questions, express concerns, and provide feedback. This kind of engagement and active governance ensures that we come up with policies that will work specifically for Transition House.

I adore this work! Thank you for trusting me with it.

Sincerely,

  
Alexandra Towler-Bliss, Esq.  
Culture Connection, CEO  
[alex@cultureconnectionok.com](mailto:alex@cultureconnectionok.com)  
(405) 990-0317



Project Phase	Project Process	Cost Estimation
<p align="center"><b>Phase 1</b> Governance Audit</p>	<p>Review of existing Bylaws and Governance Policies.</p> <p>Draft a Legal Recommendation regarding needed amendments and additional policies.</p> <p>Once drafted, I will send the Legal Recommendation to Transition House leadership for feedback, questions, and approval prior to conducting the Phase 2 drafting work.</p>	<p>3.5 to 4 hours.</p>
<p align="center"><b>Phase 2</b> Policy Amendment and Drafting</p>	<p>My legal recommendations go one of two ways:</p> <ol style="list-style-type: none"> <li>1. The Bylaws and Governance Policies I review are so out of date and generic that it is more cost-effective to start with the Culture Connection Bylaws and/or Governance Policies Template, which I then tailor.</li> <li>2. The Bylaws and Governance Policies I review are mostly up to date and so specific to the needs of the organization that it is more cost-effective for me to amend what you already have in place.</li> </ol> <p>Based on my review of the Bylaws and Governance Policies, I will recommend one of the above approaches. The recommendation will be based on what is most cost effective for the organization.</p>	<p align="center"><u>Templates</u></p> <ol style="list-style-type: none"> <li>1. The Bylaws Template is \$875.00, which covers the cost of drafting Draft 1 and Draft 2 of the Bylaws. Meetings are conducted at my hourly rate.</li> <li>2. The Governance Policy Template is \$1,750.00, which covers the cost of drafting Draft 1 and Draft 2 of the Governance Policies. Meetings are conducted at my hourly rate.</li> </ol> <p align="center"><u>Updates in Lieu of Template</u></p> <p>Amendment drafts are conducted at my hourly rate and may vary based on the updates required.</p>
<p align="center"><b>Phase 3</b> Implementation of Best Practices</p>	<p>Meeting with the Board of Directors to:</p> <ol style="list-style-type: none"> <li>1. Train on Bylaws – includes, but is not limited to, a training on elections of Directors and Officers, meetings and meeting minutes, removal, Board of Directors duties, and other Bylaw compliance.</li> <li>2. Train on Governance Policies – includes, but is not limited to, a discussion of each Board Committee Charter, breaking the Board into those Committees listed in the Governance Policies based on interest and skillset, and helping facilitate scheduling of regular Committee and Board meetings.</li> </ol>	<p>Bylaws Training: Estimated 1.5 hours</p> <p>Governance Policies Training: Estimated 1.5 hours</p>

**Project Completion Disclaimer.** *The above projects are conditional upon Culture Connection receiving the information and/or action required to complete all documents and training.*

**Hourly Rate.** Meetings and conference calls related or unrelated to the above referenced documents shall be at \$295.00 per hour. Meetings and calls shall be determined by Transition House. All hourly rate work must be pre-approved in writing by Transition House, including an amendment to those projects listed above, estimated hours, and deliverables.

