



BOARD OF DIRECTORS MEETING

**August 28, 2018
12:00 p.m. – 1:15 p.m.**



Board Meeting

August 28, 2018 - 12:00 p.m.

Bryan's House Office, 3610 Pipestone Rd, Dallas, TX 75212

	<u>Page #</u>
1. Call to Order, Introductions & Other (Ryan Friend)	
2. Review and Approval of Minutes 06/26/18	3 – 5
3. Officers Nominations (Ryan Friend)	6 – 7
4. CEO Report (Abigail Torres)	
a. Introduction of New Staff	
b. Way Forward Theme	
c. Policies & Procedures	
d. 2019 Spring Luncheon – Save the Date	
e. New Revenue Streams	
5. Finance Committee Report (Steve Aman)	9 – 32
a. Recap June 30, 2018 Results	
b. Financial Statements – July 31, 2018 Results	
c. Audit Engagement	
6. Development Update.....	33– 43
7. Adjournment	
8. Appendix	44 – 49
a. Key Dates	
b. Way Forward Deck (separate attachment)	
c. Therapy Program (separate attachment)	
d. Departmental Reports	
i. Operations	
ii. Program	
iii. Social Services	



Board of Directors Meeting - 08/28/18

Minutes from June 26, 2018 Meeting

BRYAN'S HOUSE BOARD OF DIRECTORS MEETING
Thompson & Knight, 1722 Routh St. 75201
June 26, 2018

Name	Status	Name	Status	Name	Status
Chris Aydam	T	Clay Hosterman	A	Steven Upchurch	P
Homer Brown	P	Kayla Marshall	A	Debra Villarreal	A
Elizabeth Dacus	T	Ryan McCuller	P	Jessica Whitt Garner	P
Ryan Friend	P	Stuart Newsome	P	Chad Wynn	A
Donna German	P	Jean Raub	P	Abigail Erickson	P
Ronnie Godby	A	Rust Reid	P	Steve Aman	P
Linda Hall	A	Ken Sheffield	A		
Tommy Haskins	A	Tinsley Silcox	A		

Status: A-Absent, P-Present, T-Telephone

Call to Order – The meeting was called to order at 12:05 PM by Ryan Friend.

Review and Approval of Minutes from 05/22/18 Meeting – The board reviewed the minutes the Board Meeting dated May 22, 2018. A motion to approve the minutes was made by Rust Reid, seconded by Homer Brown and approved by all.

CEO Report – The board was updated on the following items:

- Celebration and Thanks – The Board celebrated the services of outgoing President Linda Hall. The Board also acknowledged and thanked Jessica Garner for her role in leading the Program Committee and officially thanked Chad Wynn, Clay Hosterman and Tinsley Silcox each of which are rolling off the Board at the end of the fiscal year
- Government Contract Review – Shannon Hendricks is currently reviewing the provisions of all government contracts. The goal of this review is to document the measurement and reporting requirements and the annual income anticipated by contract to confirm the contract's ongoing feasibility.
- New Board Members – The Board reviewed the biographies of Mercedes Owens and James Erwin who were being presented as candidates for Board positions. A nomination to elect these individuals as Board Members was made by Donna German, seconded by Jessica Whitt Garner and approved by all.

Finance Committee Report – The Board reviewed the May financial statements and projected annual results.

- April Financial Statements – It was noted that year to date Revenues were ahead of plan by \$175k, Expenses were over budget by \$281k.
- Projected Annual Results – Projected annual financial results for the period ending 06/30/18 were presented and discussed. It was noted that, while development efforts have been sufficient to cover the Development budget, additional funds will need to be raised in order to cover the projected expenses which will be over budget by an estimated \$312k. The known and projected revenues for June as well as other potential sources were presented and discussed.

2018-2019 Fiscal Budget⁷ – The budget for fiscal year 2018-2019 was presented to the Board. The Finance Committee reviewed the budget package at the June Finance Committee meeting and a motion was made to present the budget to the Board for their review and approval. After review of the budget a motion to accept the budget as presented was made by Jean Raub, seconded by Rust Reid and approved by all.

Executive Session – The Board went into Executive Session at 1:10 pm.

Resumption of Regular Meeting – The regular meeting was resumed at 1:25 pm.

A motion was made to authorize outside counsel to file the Memo as previously reviewed with the Texas Department of Family and Protective Services. This motion was made by Stuart Newsome, seconded by Jean Raub and approved by all.

The meeting was adjourned by Ryan Friend at 1:30 pm.

Prepared by Steve Aman



Board of Directors Meeting - 08/28/18

Officer Elections



FISCAL YEAR 2018 – 2019 OFFICER NOMINATIONS

President:	Ryan Friend
President-Elect:	Steven Upchurch
First Vice-President:	Donna German
Second Vice-President:	Homer Brown
Secretary:	Stuart Newsome
Treasurer:	Elizabeth Dacus



Board of Directors Meeting - 08/28/18

CEO Report



Board of Directors Meeting - 08/28/18

Finance Committee Report



Finance Committee Meeting - 08/16/18

Minutes from June 21, 2018 Meeting

BRYAN'S HOUSE BOARD OF DIRECTORS – FINANCE COMMITTEE MEETING
June 21, 2018

Name	Status	Name	Status	Name	Status
Homer Brown	A	Donna German	A	Rust Reid	P
Elizabeth Dacus	T	Linda Hall	A	Abigail Erickson	P
Ryan Friend	P	Ryan McCuller	T	Steve Aman	P

Status: A-Absent, P-Present, T-Telephone

The meeting was called to order at 11:00 a.m.

1. **Minutes.** The Minutes from the May 15, 2018 meeting were reviewed. A motion to approve the minutes was made by Rust Reid, seconded by Ryan Friend and approved by all.
2. **Financial Update.** The committee reviewed the current cash position and May financial statements. Year to date revenues and expenses are ahead of plan by \$175k and behind plan by \$281k respectively. Revenue for the month and year to date exclude \$161,000 in grants which are not recognizable in current period under GAAP (\$111,000 CSBG Grant and \$50,000 ESG Grant). Salaries for the month are over budget as a result of utilization of temporaries and selected bonuses paid in the month. Year to date Salary expenses are over budget due to the additional of unplanned new services and more use of temporaries to fill vacancies.

The cash position and availability as of June 19 (pro forma for pending deposits) was 3.0 months of coverage which is consistent with prior months.

3. **Projected Annual Results.** Projected annual financial results for the period ending 06/30/18 were presented and discussed. It was noted that, while development efforts have been sufficient to cover the Development budget, additional funds will need to be raised in order to cover the projected expenses which will be over budget by an estimated \$312k. Based on the projections it was estimated that \$277k is needed to be raised in the month of June to meet the overall target. The known and projected revenues for June as well as other potential sources were presented and discussed.
4. **Preliminary Budget.** A draft of the revenue budget for fiscal year 2018-2019 was presented to the committee. After discussion and suggested changes the following motion was made by Ryan Friend, seconded by Ryan McCuller and approved by all:

The Finance Committee recommends the Budget for the fiscal year 2018/2019 to the Board for their review and approval.

5. **Adjournment.** The meeting was adjourned at 12:10 p.m.

Prepared by Steve Aman



Finance Committee Meeting - 08/16/18

June 30, 2018 Income Statement

Open Arms, Inc.
Income Statement
For the Twelve Months Ending June 30, 2018

	Curr Month Actual	Curr Month Budget	Monthly Variance	YTD Actual	YTD Budget	YTD Variance
<u>Revenue and Other Suppt</u>						
Government Contracts	55,727.62	45,725.00	10,002.62	649,526.89	415,000.00	234,526.89
Private Grants	50,000.00	60,000.00	(10,000.00)	680,240.00	537,000.00	143,240.00
Public Contributions	132,976.49	32,163.00	100,813.49	449,935.23	537,000.00	(87,064.77)
Special Events	31,100.00	982.00	30,118.00	271,647.85	262,829.00	8,818.85
Program Income	3,811.73	2,337.00	1,474.73	45,254.47	28,000.00	17,254.47
Miscellaneous Income	313.64	0.00	313.64	1,557.50	0.00	1,557.50
Rental Income	0.00	0.00	0.00	0.00	0.00	0.00
In Kind Contributions	0.00	0.00	0.00	0.00	0.00	0.00
Int, Invest & Misc Inc	0.00	0.00	0.00	0.00	2,000.00	(2,000.00)
Total Revenue	273,929.48	141,207.00	132,722.48	2,098,161.94	1,781,829.00	316,332.94
<u>Expenditures</u>						
Salaries	100,848.12	96,727.98	4,120.14	1,337,736.91	1,160,736.00	177,000.91
Benefits	21,965.23	23,591.87	(1,626.64)	278,600.55	283,091.00	(4,490.45)
Direct Program Costs	8,858.64	8,166.59	692.05	102,011.02	98,000.00	4,011.02
Occupancy Expenses	17,002.85	10,198.77	6,804.08	159,659.94	122,404.00	37,255.94
Equip Leases & Repairs	1,454.58	1,380.27	74.31	31,880.86	16,563.00	15,317.86
Office Exp & Supplies	1,960.86	1,839.11	121.75	25,261.97	22,131.00	3,130.97
Training & Travel	1,896.92	1,279.85	617.07	21,260.57	15,420.00	5,840.57
Network/IT Spt	841.01	950.25	(109.24)	18,049.28	11,403.00	6,646.28
Public Rel & Brd Dev	2,386.32	412.13	1,974.19	21,093.77	5,000.00	16,093.77
Special Event Exp	0.00	0.00	0.00	37,505.92	0.00	37,505.92
Fundraising Supplies	0.00	1,083.37	(1,083.37)	5,865.67	13,000.00	(7,134.33)
Professional Services	2,984.29	1,488.27	1,496.02	40,025.99	30,361.00	9,664.99
Interest & Inv Fees	428.22	310.00	118.22	5,678.40	3,720.00	1,958.40
In-Kind Expense	0.00	0.00	0.00	0.00	0.00	0.00
Miscellaneous	2,316.67	0.00	2,316.67	2,433.78	0.00	2,433.78
Total Oper Expenses	162,943.71	147,428.46	15,515.25	2,087,064.63	1,781,829.00	305,235.63
Net Oper Profit(Loss)	110,985.77	(6,221.46)	117,207.23	11,097.31	0.00	11,097.31
Depreciation	7,255.86	0.00	7,255.86	86,664.65	0.00	86,664.65
Total Depreciation	7,255.86	0.00	7,255.86	86,664.65	0.00	86,664.65
Assets Rel from Fnd	0.00	0.00	0.00	0.00	0.00	0.00
Tot Assets Rel from Fnd	0.00	0.00	0.00	0.00	0.00	0.00
Total Unreal Gain/(Loss)	0.00	0.00	0.00	0.00	0.00	0.00
Net Income (Loss)	103,729.91	(6,221.46)	109,951.37	(75,567.34)	0.00	(75,567.34)

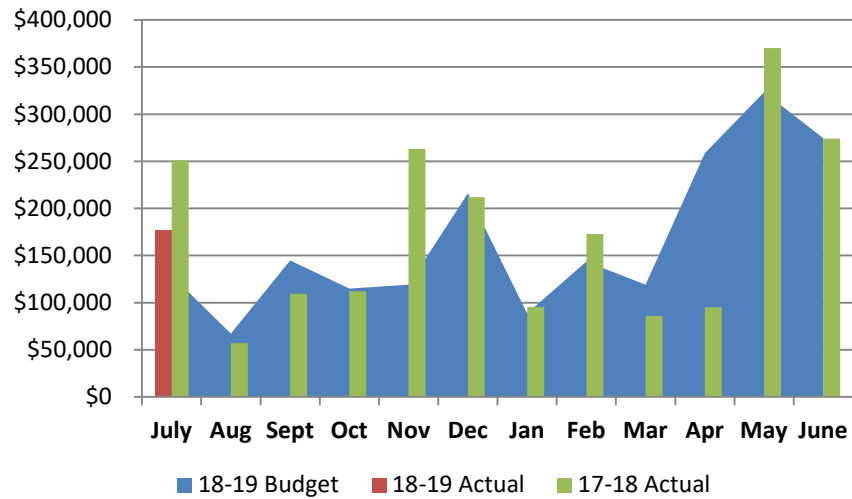


Finance Committee Meeting - 08/16/18

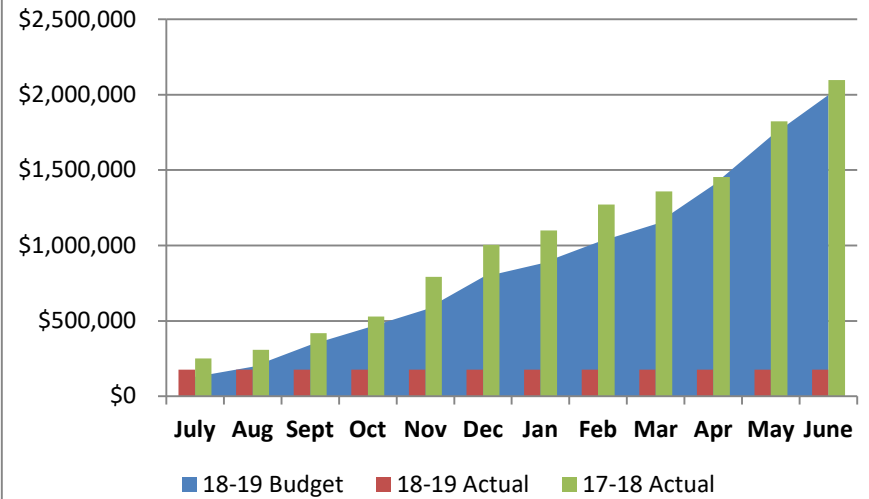
Current Financials

Giving Comparison

Monthly

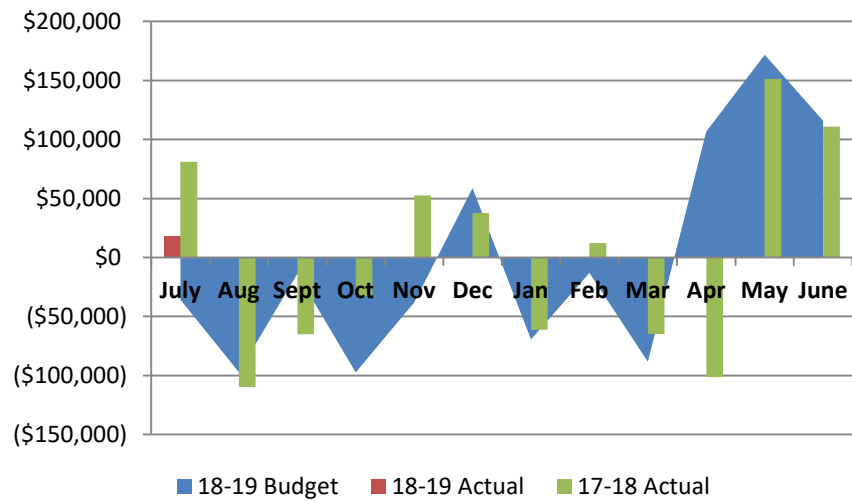


Cumulative

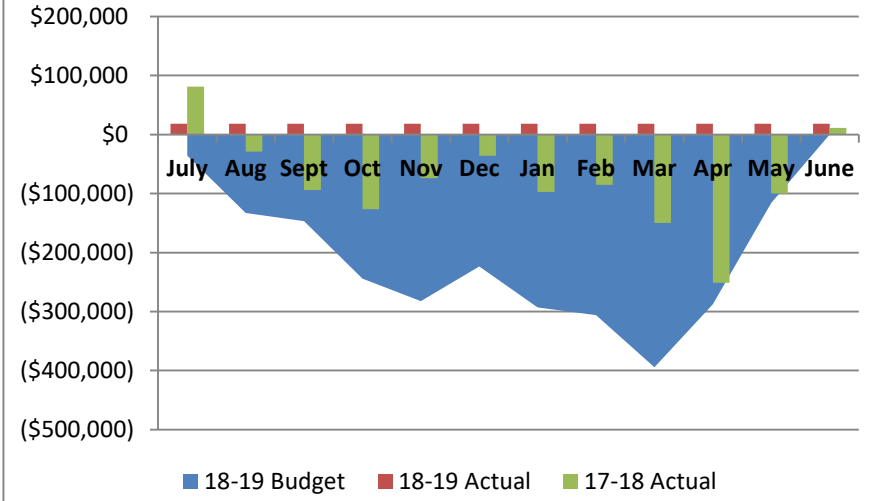


Surplus / (Deficit)

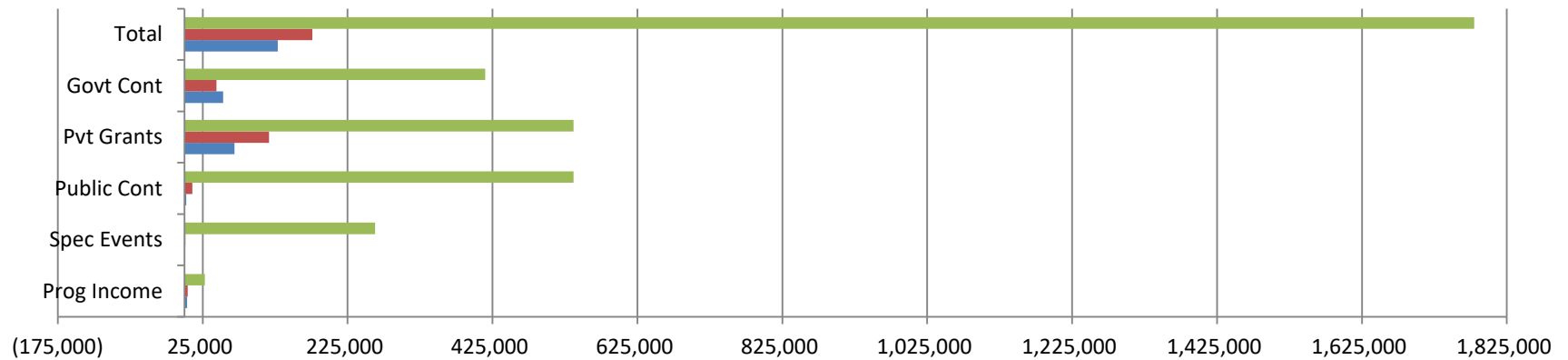
Monthly



Cumulative

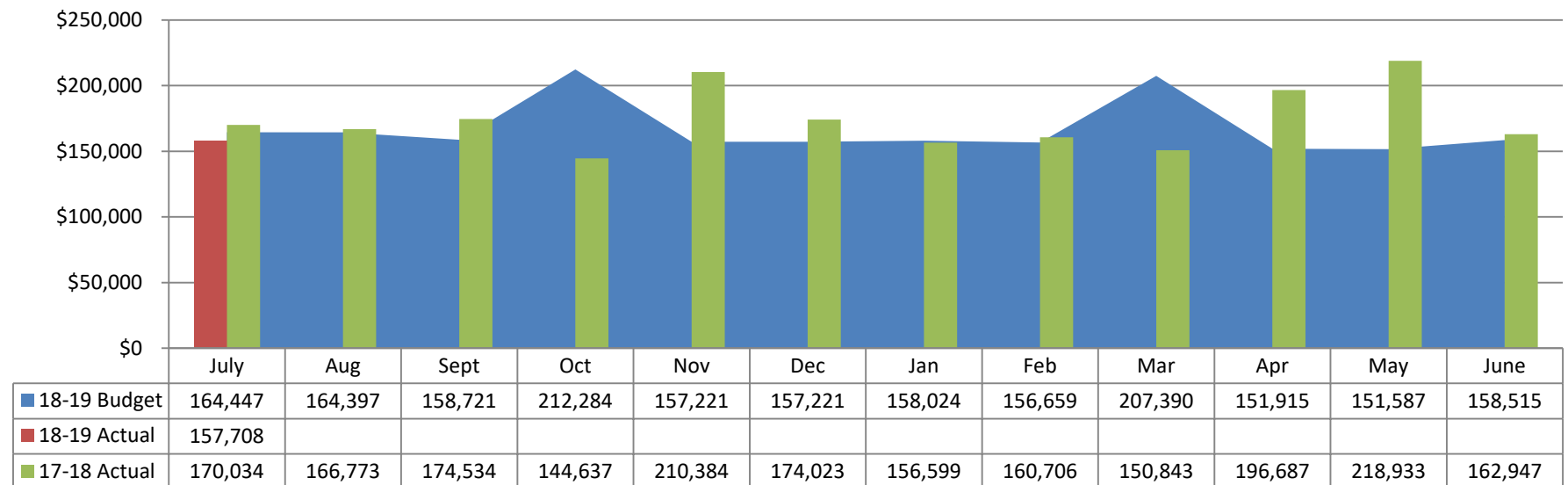


Revenue By Source



	Prog Income	Spec Events	Public Cont	Pvt Grants	Govt Cont	Total
■ Ann Bdg	28,000	262,829	537,000	537,000	415,000	1,779,829
■ YTD Act	4,115	1,000	10,682	116,500	43,854	176,152
■ YTD Bdg	3,500	500	2,337	69,000	53,365	128,702

Monthly Expenses



Note - November 2017 & April 2018 contain 3 pay periods

Open Arms, Inc.
Balance Sheet
July 31, 2018

	<u>July 31, 2018</u>	<u>June 30, 2018</u>
<u>ASSETS</u>		
Cash and Cash Equivalents	310,613.37	365,550.82
Investments @ FMV	0.00	0.00
Government Contracts	143,515.10	122,279.83
Other Receivables	0.00	0.00
Pledges Receivable	366,456.33	321,670.00
Prepaid Expense	2,586.26	1,212.00
Deposits	0.00	0.00
	<hr/>	<hr/>
Total Current Assets	823,171.06	810,712.65
	<hr/>	<hr/>
Fixed Assets Less Accum Deprec	1,963,355.73	1,970,611.59
	<hr/>	<hr/>
Total Assets	<u><u>2,786,526.79</u></u>	<u><u>2,781,324.24</u></u>
 <u>LIABILITIES AND NET ASSETS</u>		
Current Liabilities		
Accounts Payable	51,689.96	54,032.16
Regions Line of Credit	0.00	0.00
Payroll Liabilites	(4,073.09)	(431.13)
Other Payables	4,000.00	4,000.00
Accrued Compensable Absences	33,428.91	33,428.91
	<hr/>	<hr/>
Total Current Liabilities	85,045.78	91,029.94
	<hr/>	<hr/>
Long Term Capital Leases	0.00	0.00
	<hr/>	<hr/>
Total Liabilities	85,045.78	91,029.94
	<hr/>	<hr/>
Net Assets	2,701,481.01	2,690,294.30
	<hr/>	<hr/>
Total Liabilities & Capital	<u><u>2,786,526.79</u></u>	<u><u>2,781,324.24</u></u>
Beginning Net Assets	2,690,294.30	2,765,861.64
Net Surplus/(Deficit)	11,186.71	(75,567.34)
Ending Net Assets	2,701,481.01	2,690,294.30

Open Arms, Inc.
Income Statement
For the One Month Ending July 31, 2018

	Curr Month Actual	Curr Month Budget	Monthly Variance	YTD Actual	YTD Budget	YTD Variance
<u>Revenue and Other Suppt</u>						
Government Contracts	43,854.34	53,365.00	(9,510.66)	43,854.34	53,365.00	(9,510.66)
Private Grants	116,500.00	69,000.00	47,500.00	116,500.00	69,000.00	47,500.00
Public Contributions	10,681.85	2,337.00	8,344.85	10,681.85	2,337.00	8,344.85
Special Events	1,000.00	500.00	500.00	1,000.00	500.00	500.00
Program Income	2,356.05	3,500.00	(1,143.95)	2,356.05	3,500.00	(1,143.95)
Miscellaneous Income	1,759.31	0.00	1,759.31	1,759.31	0.00	1,759.31
Rental Income	0.00	0.00	0.00	0.00	0.00	0.00
In Kind Contributions	0.00	0.00	0.00	0.00	0.00	0.00
Int, Invest & Misc Inc	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue	176,151.55	128,702.00	47,449.55	176,151.55	128,702.00	47,449.55
<u>Expenditures</u>						
Salaries	111,466.82	107,220.00	4,246.82	111,466.82	107,220.00	4,246.82
Benefits	20,126.35	23,697.00	(3,570.65)	20,126.35	23,697.00	(3,570.65)
Direct Program Costs	8,262.41	8,167.00	95.41	8,262.41	8,167.00	95.41
Occupancy Expenses	11,167.48	11,408.00	(240.52)	11,167.48	11,408.00	(240.52)
Equip Leases & Repairs	1,489.91	2,500.00	(1,010.09)	1,489.91	2,500.00	(1,010.09)
Office Exp & Supplies	1,020.85	1,668.00	(647.15)	1,020.85	1,668.00	(647.15)
Training & Travel	263.94	1,250.00	(986.06)	263.94	1,250.00	(986.06)
Network/IT Spt	446.86	1,084.00	(637.14)	446.86	1,084.00	(637.14)
Public Rel & Brd Dev	482.27	417.00	65.27	482.27	417.00	65.27
Special Event Exp	0.00	3,333.00	(3,333.00)	0.00	3,333.00	(3,333.00)
Fundraising Supplies	0.00	458.00	(458.00)	0.00	458.00	(458.00)
Professional Services	1,283.41	2,333.00	(1,049.59)	1,283.41	2,333.00	(1,049.59)
Interest & Inv Fees	372.88	500.00	(127.12)	372.88	500.00	(127.12)
In-Kind Expense	0.00	0.00	0.00	0.00	0.00	0.00
Miscellaneous	1,325.80	417.00	908.80	1,325.80	417.00	908.80
Total Oper Expenses	157,708.98	164,452.00	(6,743.02)	157,708.98	164,452.00	(6,743.02)
Net Oper Profit(Loss)	18,442.57	(35,750.00)	54,192.57	18,442.57	(35,750.00)	54,192.57
Depreciation	7,255.86	0.00	7,255.86	7,255.86	0.00	7,255.86
Total Depreciation	7,255.86	0.00	7,255.86	7,255.86	0.00	7,255.86
Assets Rel from Fnd	0.00	0.00	0.00	0.00	0.00	0.00
Tot Assets Rel from Fnd	0.00	0.00	0.00	0.00	0.00	0.00
Total Unreal Gain/(Loss)	0.00	0.00	0.00	0.00	0.00	0.00
Net Income (Loss)	11,186.71	(35,750.00)	46,936.71	11,186.71	(35,750.00)	46,936.71

Cash Availability as of 08/06/18

S:\Financial Statements\Rolling Income Statement 09-30-17 NEW FORMAT.xlsx\Cash 08/11/18 4:47:PM

	08/06/18	07/25/18	06/19/18	05/13/18
Current Regions Balance as of 08/06/18	309,442	346,881	408,485	378,740
Less Reserve for Next PR - 08/09/18	(48,138)	(48,138)	(48,138)	(48,138)
Less Outstanding Checks	(1,125)	(2,108)	(8,105)	(31,367)
Projected Cash Before Pending Items	260,179	296,635	352,242	299,236
<u>Pending & Restricted Items</u>				
Less Total Payables Due	(34,874)	(44,860)	(47,984)	(47,984)
Less Restricted	(16,847)	(16,847)	(15,067)	(18,667)
Subtotal Pending Items	(51,720)	(61,707)	(63,051)	(66,651)
Net Cash Position	208,459	234,928	289,191	232,585

Pending Receipts

Subtotal Pending Receipts	0	0	0	100,000
Proforma Cash	208,459	289,191	289,191	332,585

Months of Carry Available

Avg Monthly Revenues (6 Lowest Mos) (a)	70,530	70,530	70,514	67,691
Avg Monthly Expenses (Since 07/16)	(166,568)	(167,083)	(166,890)	(164,500)
Avg Monthly Loss	(96,038)	(96,553)	(96,375)	(96,809)

<i>Number of Months of Carry - Proforma</i>	<i>2.2 mos</i>	<i>2.7 mos</i>	<i>3 mos</i>	<i>3.4 mos</i>
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^(a) To be conservative the lowest six months of revenues since 07/31/16 were used

Open Arms, Inc.
Aged Payables
As of Aug 10, 2018

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is printed in Detail Format.

Vendor ID Vendor Contact Telephone 1	Date	Invoice/CM	0 - 30	31 - 60	61 - 90	Over 90	Amount
ADP ADP Screening	7/31/18	1006058-07	29.79				29.79
ADP ADP Screening			29.79				29.79
ADT Johnsion Control	5/11/18 8/1/18	30400526 30845230	1,718.85			996.00	996.00 1,718.85
ADT Johnsion Contr			1,718.85			996.00	2,714.85
AFLAC AFLAC	7/31/18	576607	1,451.22				1,451.22
AFLAC AFLAC			1,451.22				1,451.22
AMES AMES PRINTIN	6/26/18 6/29/18	34884 34891		35.00 35.00			35.00 35.00
AMES AMES PRINTIN				70.00			70.00
AT&T AT&T	7/1/18 7/9/18 7/19/18	16622145 7 214-819-04 171-798-95	1,459.76	53.13 234.37			53.13 234.37 1,459.76
AT&T AT&T			1,459.76	287.50			1,747.26
ATMOS ATMOS	7/24/18	303516115	64.81				64.81
ATMOS ATMOS			64.81				64.81

Open Arms, Inc.
Aged Payables
As of Aug 10, 2018

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is printed in Detail Format.

Vendor ID Vendor Contact Telephone 1	Date	Invoice/CM	0 - 30	31 - 60	61 - 90	Over 90	Amount
AYS, INC. AYS, INC. 817-797-1069	6/20/18	180380		135.00			135.00
AYS, INC. AYS, INC.				135.00			135.00
BEN E KEITH BEN E KEITH	8/8/18	18149218	553.60				553.60
BEN E KEITH BEN E KEITH			553.60				553.60
BENCHMARK C BENCHMARK C	8/3/18	1004	300.00				300.00
BENCHMARK C BENCHMARK C			300.00				300.00
BRILLIANT BRILLIANT ENE	7/27/18	93186204-8	1,692.67				1,692.67
BRILLIANT BRILLIANT EN			1,692.67				1,692.67
CHILD CARE C CHILD CARE C	6/22/18 7/6/18 7/6/18 7/13/18 7/20/18 7/27/18	333641 334289 335090 335582 336448 337139	 2,327.05 2,620.37 2,732.79	2,370.04 2,527.72 1,823.73			2,370.04 2,527.72 1,823.73 2,327.05 2,620.37 2,732.79
CHILD CARE C CHILD CARE C			7,680.21	6,721.49			14,401.70
Concentra	7/30/18	319393626	83.00				83.00

Open Arms, Inc.
Aged Payables
As of Aug 10, 2018

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is printed in Detail Format.

Vendor ID Vendor Contact Telephone 1	Date	Invoice/CM	0 - 30	31 - 60	61 - 90	Over 90	Amount
Occupational He							
Concentra Occupational H			83.00				83.00
DALLAS WATE City of Dallas	7/27/18	051051405	1,146.06				1,146.06
DALLAS WATE City of Dallas			1,146.06				1,146.06
DASH DASH MEDICAL	8/1/18	1116070	227.40				227.40
DASH DASH MEDICA			227.40				227.40
DATA Datamax	7/5/18 7/25/18 7/25/18 8/6/18	1210071 LQ0659702 LQ0623604 1228050	 1,070.06 308.64 138.58	84.67			 84.67 1,070.06 308.64 138.58
DATA Datamax			1,517.28	84.67			1,601.95
DRING DRING AIR CO	7/1/18	1807035		525.00			525.00
DRING DRING AIR CO				525.00			525.00
EMT LLC EMT LLC	6/30/18 7/31/18	21225 21227	 1,850.00	1,950.00			 1,950.00 1,850.00
EMT LLC EMT LLC			1,850.00	1,950.00			3,800.00

Open Arms, Inc.
Aged Payables
As of Aug 10, 2018

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is printed in Detail Format.

Vendor ID Vendor Contact Telephone 1	Date	Invoice/CM	0 - 30	31 - 60	61 - 90	Over 90	Amount
FOURSQUARE	7/1/18	34747		679.50			679.50
FOURSQUARE	8/1/18	34805	679.50				679.50
FOURSQUARE			679.50	679.50			1,359.00
FOURSQUARE							
GREENPATH	6/18/18	61818		435.00			435.00
GREENPATH IR	7/17/18	0214	1,088.00				1,088.00
GREENPATH			1,088.00	435.00			1,523.00
GREENPATH IR							
HUMANA	8/1/18	234083482	1,281.06				1,281.06
HUMANA/EMPL							
HUMANA			1,281.06				1,281.06
HUMANA/EMPL							
KAPLAN	6/9/18	4786494			396.80		396.80
KAPLAN EARLY							
KAPLAN					396.80		396.80
KAPLAN EARL							
PHILI	8/1/18	040287132	1,042.35				1,042.35
Philadelphia Ins							
PHILI			1,042.35				1,042.35
Philadelphia In							
PRAEGER	7/31/18	LEGAL 7/18	1,175.00				1,175.00
LAWRENCE J.							

Open Arms, Inc.
Aged Payables
As of Aug 10, 2018

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is printed in Detail Format.

Vendor ID Vendor Contact Telephone 1	Date	Invoice/CM	0 - 30	31 - 60	61 - 90	Over 90	Amount
PRAEGER LAWRENCE J.			1,175.00				1,175.00
Regions Bank	7/31/18	5133 7/18	264.99				264.99
Regions Bank	7/31/18	7440 7/18	353.16				353.16
	7/31/18	0627 7/18	1,136.89				1,136.89
	7/31/18	8319 7/18	143.63				143.63
	7/31/18	5006 7/18	828.92				828.92
	7/31/18	4605 7/18	176.37				176.37
	7/31/18	9334 7/18	296.26				296.26
Regions Bank Regions Bank			3,200.22				3,200.22
RUIZ, BRIANNA BRIANNA RUIZ	7/2/18	SALARY 7/		78.00			78.00
RUIZ, BRIANNA BRIANNA RUIZ				78.00			78.00
SIERRA SHRED SIERRA SHRED	6/5/18 7/3/18	18-0605-19 18-0703-12		65.00	65.00		65.00 65.00
SIERRA SHRED SIERRA SHRED				65.00	65.00		130.00
SUPPLYWORK SUPPLYWORK	7/23/18	448089490	1,515.83				1,515.83
SUPPLYWORK SUPPLYWORK			1,515.83				1,515.83
T-MOBILE T-MOBILE	7/14/18	443287945	219.22				219.22
T-MOBILE T-MOBILE			219.22				219.22

Open Arms, Inc.
Aged Payables
As of Aug 10, 2018

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is printed in Detail Format.

Vendor ID Vendor Contact Telephone 1	Date	Invoice/CM	0 - 30	31 - 60	61 - 90	Over 90	Amount
TERMINIX	6/13/18	376434010		134.00			134.00
TERMINIX PRO	7/11/18	377257089	134.00				134.00
TERMINIX			134.00	134.00			268.00
TERMINIX PRO							
UNITED	6/15/18	500961		249.00			249.00
UNITED MECHA							
UNITED				249.00			249.00
UNITED MECH							
UNITED HEALT	8/1/18	118559120	13,394.33				13,394.33
UNITED HEALT							
UNITED HEALT			13,394.33				13,394.33
UNITED HEALT							
UNUM	8/1/18	0470522-00	968.61				968.61
UNUM LIFE INS							
UNUM			968.61				968.61
UNUM LIFE INS							
WASTE	8/1/18	2478619-21	1,094.97				1,094.97
WM DALLAS							
800-772-8653							
WASTE			1,094.97				1,094.97
WM DALLAS							
Wise Resource	7/31/18	552	2,523.34				2,523.34
Wise Resource							

Open Arms, Inc.
Aged Payables
As of Aug 10, 2018

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is printed in Detail Format.

Vendor ID Vendor Contact Telephone 1	Date	Invoice/CM	0 - 30	31 - 60	61 - 90	Over 90	Amount
Wise Resource Wise Resource			2,523.34				2,523.34
Report Total			48,091.08	11,414.1	461.80	996.00	60,963.04



Finance Committee Meeting - 08/16/18

Audit Engagement

July 30, 2018

Board of Directors
Open Arms, Inc. dba Bryan's House and Bryan's House Foundation
3610 Pipestone Road
Dallas, Texas 75212

Understanding of Engagement

We are pleased to confirm our understanding of the services we are to provide for Open Arms, Inc. dba Bryan's House and Bryan's House Foundation (Organization) for the year ended June 30, 2018.

We will audit the consolidated financial statements of the Organization, which comprise the consolidated statement of financial position as of June 30, 2018, the related consolidated statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the consolidated financial statements.

We understand that the Organization has not made expenditures in excess of \$750,000 of monies received from Federal or \$750,000 in State award programs. This consideration includes the use of all State and/or Federal funds whether received directly from a State and/or Federal department or agency or as a secondary recipient from any other source, has not received either directly or indirectly as commodities or other tangible or intangible property from a State and/or Federal award program, or participated in or received any benefits from any State and/or Federal loan, loan guarantee or insurance program during the audit period requiring any State and/or Federal program compliance auditing.

Audit Objective

The objective of our audit is the expression of an opinion about whether your consolidated financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles (GAAP). Our audit will be conducted in accordance with U.S. generally accepted auditing standards and will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion. We will issue a written report upon completion of our audit of the Organization's consolidated financial statements. Our report will be addressed to the board of directors of the Organization. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add an emphasis-of-matter or other-matter paragraph. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or to issue a report as a result of this engagement.

Audit Procedures

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We may also request written representations from the Organization's attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the consolidated financial statements and related matters.

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the consolidated financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free of material misstatements, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Organization or to acts by management or employees acting on behalf of the Organization.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the consolidated financial statements. However, we will inform the appropriate level of management of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our audit will include obtaining an understanding of the Organization and its environment, including internal control, sufficient to assess the risks of material misstatement of the consolidated financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to you and those charged with governance internal control related matters that are required to be communicated under professional standards.

Other Services

We will prepare the Organization's federal information return for the year ended June 30, 2018 based on the information provided by you. We will also assist in preparing the consolidated financial statements and related notes of the Organization in conformity with GAAP based on the information provided by you.

We will perform the services in accordance with applicable professional standards, including Statements on Standards for Tax Services issued by the American Institute of Certified Public Accountants. The other services are limited to the consolidated financial statement and tax services previously defined. We, in our sole professional judgement, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities. We will advise management with regard to tax positions taken in the preparation of the tax return, but management must make all decisions with regard to those matters.

Management Responsibilities

You are responsible for designing, implementing, and maintaining internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the fair presentation in the consolidated financial statements in conformity with GAAP. You are also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the organization from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the consolidated financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the consolidated financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Organization involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the consolidated financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Organization received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring the Organization complies with applicable laws and regulations.

You agree to assume all management responsibilities for the tax services, consolidated financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, and other confirmations we request and will locate any documents selected by us for testing.

Amy Michie is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

We estimate our fees for these services will be \$13,000 for the audit, \$1,550 for the Bryan's House information return and \$1,200 for the Bryan's House Foundation information return. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter and our fees will be adjusted accordingly. Our invoices for these fees will be rendered as work progresses and are payable on presentation.

You agree that any dispute (other than our efforts to collect an outstanding invoice) that may arise regarding the meaning, performance or enforcement of this engagement or any prior engagement that we have performed for you, will, prior to resorting to litigation, be submitted to mediation, and that the parties will engage in the mediation process in good faith once a written request to mediate has been given by any party to the engagement. Any mediation initiated as a result of this engagement shall be administered within the counties of Dallas, Texas or Tarrant, Texas, by a mutually agreed upon mediation organization and any ensuing litigation shall be conducted within said county, according to Texas law. The results of any such mediation shall be binding only upon agreement of each party to be bound. The costs of any mediation proceeding shall be shared equally by the participating parties.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



A Limited Liability Partnership

Open Arms, Inc.
dba Bryan's House and Bryan's House Foundation
Page 5

RESPONSE:

This letter correctly sets forth the understanding of Open Arms, Inc. dba Bryan's House and Bryan's House Foundation.

Officer Signature

Date



Board of Directors Meeting - 08/28/18

Development Committee Report



Department Report: Development

8/28/18

Highlights:

- Jumpstart Program
- Special Events
- United Way/Employee Giving Programs
- Grants
- FY18 Annual Report, Social Media and Website

Report Detail:

1. Jumpstart Program

Bryan's House was chosen as one of 10 local nonprofits in Network for Good *Jumpstart Program*. This gift/grant and partnership is valued at \$5,500. It will build capacity for us using technology, hands-on virtual expert coaches and more for the next 12 months. The main areas of focus for us through the program are growing our individual giving, online giving and increasing donor communications.

The program official started mid-August and will run for the next 12 months.

For more information, visit: <https://www.jumpstartfundraising.com/>. Also see the attached overview page and press release.

2. Special Events

- 9/20/18 North Texas Giving Day

North Texas Giving Day will take place on Thursday, September 20th. Our goal is to raise \$13,000 that day. New this year is the opportunity to pre-schedule donations between September 10-19th and the addition of Peer-to-Peer FUNdraising pages. See the attached Board Fundraising Plan for more ways to get involved or contact Melissa for information on how to set-up your own Peer-to-Peer FUNdraising page.

- 9/22/18 Trigger's Toys: Ultimate Cocktail Experience

Trigger's Toys will be hosting their annual Ultimate Cocktail Experience fundraiser on Saturday, September 22nd. Trigger's Toys has pledged \$50,000 to Bryan's House for our Therapy Program. Please consider attending their event in support of Bryan's House.

- **11/8/18 GENSLER Clay Shoot**

GENSLER is hosting their annual Clay Shoot on Thursday, November 8th. Bryan's House has been selected as a co-beneficiary along with Hope Kids. We are committed to helping them have a successful clay shoot and will be encouraging our donors to consider sponsoring or participating. More details to follow.

- **11/17/18 Bands of Hope Gala**

Bryan's House was selected (for the second year in a row) as the beneficiary of the Bands of Hope Gala. Last year's resulted in an \$8,000 gift to Bryan's House. We are hoping for the same if not more this year. Tickets start at \$65 and table sponsorships are \$3,500.

- **11/20/18 Bryan's House 30th Anniversary Open House**

To celebrate our 30th Anniversary, we are hosting an open house. Please plan to attend.

- **5/2/19 Bryan's House *WAY FORWARD* Spring Luncheon**

Our 2019 luncheon is scheduled for Thursday, May 2, 2019 at the Belo Mansion. Target has signed on our as presenting sponsor and we will be featuring their *Cat & Jack* adaptive clothing (modeled by BH children). Our honorary chair is Senator Jane Nelson and Luncheon Chairs are Rhonda and Fraser Marcus.

The 2019 Wisdom Hope Awardees are:

Clinical: Scottish Rite Hospital

Corporate: Gensler

Community: Roslyn Dawson Thompson, CEO Dallas Women's Foundation

Philanthropy: Linda and John McFarland

Collaboration: Community Council of Greater Dallas

Humanitarian: Linda Hall

3. United Way/Employee Giving

Does your company participate in United Way giving? Or participate in an employee giving program? If so, please let Melissa know for potential speaking engagements. Last year, we visited with three local UPS Freight locations and received \$28,000 in employee pledges (payroll deductions). We would love to grow our annual employee giving revenue.

4. Grants

Pending Grants:

<u>FUNDER</u>	<u>AMOUNT REQUESTED</u>	<u>Submitted</u>
ORIX Foundation	\$ 15,000.00	FY18 submission
Dallas Children's Charities (Margarita Ball)	\$ 5,000.00	FY18 submission
Hillcrest Foundation	\$ 35,000.00	July
Elizabeth Toon Charities	\$ 20,000.00	July
Chi-Omega Christmas Market	\$ 35,000.00	July
Dallas Women's Foundation *	\$ 30,000.00	July
Lowe Foundation	\$ 25,000.00	July
Dallas Stars Foundation	\$ 20,000.00	July
Helen Gertrude Sparks Charitable Trust	\$ 10,000.00	July
The Dallas Foundation (Community Impact)	\$ 25,000.00	July
W.W. Caruth Foundation **	\$ 250,000.00	August
	\$ 470,000.00	

*We were selected for a site visit with the Dallas Women's Foundation. A date will be confirmed after September 13th.

**This is a new capacity building grant. We submitted a request for new technology (for our programs) and an intake specialist.

Upcoming Submissions (next 30 days)

<u>FUNDER</u>	<u>Amount to Request</u>
Matajek Family Foundation	Send intro letter
Parks Family Foundation	Send intro letter
David M. Crowley Foundation	\$ 50,000.00
BBVA Compass	\$ 2,500.00
WFAA Make A Difference Day	\$ 5,000.00
Moody Foundation	\$ 30,000.00
TEGNA Foundation	\$ 5,000.00
Harry W. Bass, Jr. Foundation	\$ 20,000.00
Anonymous Foundation	\$ 50,000.00
Meadows Foundation	\$ 150,000.00
The Mike and Mary Terry Family Foundation	\$ 25,000.00
Hirsch Family Foundation	\$ 10,000.00
DISE Fast Pitch	\$ 10,000.00
	\$ 357,500.00

5. FY18 Annual Report, Social Media and Website

Annual Report: We are in the process of gathering impact data for our FY18 annual report. The report will be released in October/November, along with our audited financials.

Social Media: We have contracted the Pulley Project to manage our social media for the next six months. They will officially begin in September and will focus on our Jubilee Society memberships.

Website: We are in the process of revamping our website with the assistance of Dovetail Creative. The process will begin in early September.

Jumpstart

— The 12-Month Program to Increase Revenue, Not Expenses —

funded & presented by:

Community Council >>
Advancing Solutions...Empowering Lives

"Jumpstart" is a 12-month program to help nonprofits with limited time and staff increase revenue, without increasing expenses, through personal coaching, planning, and fundraising software.

The Community Council of Greater Dallas has partnered with Network for Good to offer **10 nonprofits** alleviating the symptoms and causes of poverty in Dallas County a grant to participate in the program.

After applying for a grant and being selected to participate, your organization will:

- Craft a donor-centric message and case for support;
- Build and deploy a repeatable monthly fundraising calendar ;
- Identify, engage, and acquire a wider base of individual donors;
- Develop an effective stewardship and cultivation process to retain donors;
- Leverage your donor data to identify and capture donor upgrade opportunities;
- Time-efficiently execute your plans through integrated fundraising software.

At the end of the yearlong program, your nonprofit will be equipped to:

- Repeat your fundraising calendar, increasing annual fundraising targets;
- Retain new, first-time donors you have acquired to expand your base of donors;
- Cultivate existing donor relationships to upgrade their support to major gift levels;
- Leverage your donor and giving data to create priorities, goals, and measure results.

- selected participants will receive \$5,500 in annual fundraising support -

see following page for details

FOR IMMEDIATE RELEASE

August 13, 2018

Community Council Develops One-of-a-Kind Approach to Alleviating Poverty in North Texas

DALLAS, TX – Twenty-five percent of families with children in Dallas County live below the poverty line. Dallas has the third highest child poverty rate among large US cities. We often refer to levels of poverty like this as a cycle. As in, we work to “break the cycle of poverty.” There is, however, a second and often unseen cycle that threatens to silently undermine the success of those aspiring to alleviate the causes and conditions of poverty. While North Texas nonprofits are subject to the ensnaring effects of this cycle, it is not a native challenge. It is a long-standing, national challenge.

That silent-killer is the Underdeveloped Cycle. While trapped within this Cycle, community-based organizations operating as frontline service-providers struggle to sustain enough funding to not only keep their staff and operations going, but also growing.

As funding at the federal, state, and local levels decline, the basic revenue model for many of these social-service agencies has eroded, further fortifying the Underdeveloped Cycle. Consequently, as a nonprofit’s over-dependence on single-source funding mixes with the ever-shifting funding priorities of our government and grantmakers, too many of our local leaders are left feeling frail, and flat-footed.

Too often, our North Texas nonprofit “Chief Everything Officers” lack the sophistication and structures to help them diversify revenue and sustain grant-funded programs. Amidst a rising “Hardship Index” – an increased demand for nonprofit services coupled with a decrease in funding to supply them – organizations who cannot afford to employ large fundraising teams are searching for simple, functional, and economical solutions to raise money, without increasing expenses.

There are now major political, economic, demographic and technological factors working against our local leaders. Too many nonprofits are facing significant financial hardships and uncertain futures. Many don’t know what to do.

In response, and on the heels of an election and legislation that has only increased concerns about how best to nurture philanthropy, the Community Council has embraced a renewed focus on building the fundraising capacity of these frontline service-providers.

As the Council tackles both cycles – the Cycle of Poverty and the Underdeveloped Cycle – through a one-of-a-kind approach, it hopes the outcomes are not limited to North Texas. Rather, it plans to openly share its learnings and outcomes data to serve as a national model, setting a new precedent for capacity-builders working far beyond our county lines.

By serving as the convener for a variety of funding partners – including the State’s Community Services Block Grant (CSBG) program, local grantmakers and individual philanthropists – as well as direct service providers and “backbone” agencies – including nonprofit consultants, associations, and membership organizations – the Council has assembled a collaborative and holistic approach to disrupting these cycles.

Underpinning this approach is an emphasis on building the region’s fundraising capacity through ongoing, intensive technical assistance. We know that the causes of poverty cannot be eradicated through a one-year, or even a multi-year, grant. To truly move the needle and create lasting change, we must ensure that the nonprofits providing services to our vulnerable communities become self-sustaining, with the ability to expand their impact without relying on more granted or public dollars.

To that end, the Council has partnered with the social enterprise, Network for Good, and its Nonprofit Capacity Building Fund, to rollout an enhanced version of its “Jumpstart” model for up to 30 nonprofits who are alleviating poverty in Dallas County. The Jumpstart model combines an evidence-based framework, a national network of fundraising consultants, and modern fundraising technology to help participating organizations develop a right-sized fundraising plan, and increase giving from individuals donors.

Recognizing the progress made through existing initiatives with a shared focus, like the Communities Foundation of Texas’ *North Texas Giving Day*, the Council’s aim is to equip participating organizations with the structure and strategy to capture their share of the “giving pie.”

Now, as the holiday giving season quickly approaches, the first cohort of Jumpstart participants has been selected through a competitive process, and with the input of nearly 20 local grantmakers.

This cohort was created to comprise a true task-force, representing missions and impact strategies that influence the multi-faceted nature of poverty, including education, financial literacy, workforce development, housing, motherhood, domestic violence, and more.

These organizations and their respective leaders are:

- Alley's House, Brenna Wriston
- Alive at Last, Alisa Evans
- Bryan's House, Abigail Erickson
- Drug Prevention Resources, Beth Wilson
- Families to Freedom, Sarah Nejd
- Harmony Community Development Corporation, Candy Bradshaw
- In My Shoes, Maria Eichhold
- Irving Cares, Becky Vogel
- LifeLine Shelter for Families, Melinda Rogers
- Urban Inter-Tribal Center of Texas, Larry Jefferson

Through their work with the Council, and during their time in the Jumpstart Program, this group will be set on a trajectory to reduce their dependence on foundation and public support. Instead, they will embrace a revenue generation model designed by Network for Good that concentrates on individual donors and technology to diversify and expand general operating revenue.

The launch of this cohort will be quickly followed by additional Jumpstart opportunities, the rollout of a next-generation Learning Management System, and similar, wrap-around capacity-building programs.

While this is a big step, it is only the first, and we must work together to disrupt the cycles of poverty in North Texas for good. To this end, on October 24th, the Council will be hosting a roundtable-style breakfast for all grantmakers interested in the initial learnings of this project, and to begin sharing its preliminary research.

If you are a grantmaker and would like to participate in this roundtable, please RSVP by October 15th to Michelle Metzger, Executive Assistant to Cheryl McCarver, Chief Impact Officer, at mmetzger@ccadvance.org.



Board of Directors – Giving Day Fundraising Plan

Name: _____

Date: _____

North Texas Giving Day 2018 is September 20! In support of **Bryan's House**, and as a dedicated board member, I will support and raise money for our North Texas Giving Day campaign in the following ways:

Between now and September 20, I will:

- ☐ Follow our Facebook and Twitter/Instagram accounts]and share posts about #NTxGivingDay.
- ☐ Watch the North Texas Giving Day Board Engagement Video
- ☐ Ask my friends and colleagues to connect with **Bryan's House** on Facebook, Twitter, Instagram and LinkedIn.
- ☐ Send an appeal letter to my contacts.
- ☐ Send an appeal email to my contacts.
- ☐ Phone people I know and ask them to join me in giving to **Bryan's House**.
- ☐ Phone current donors even if I don't know them, to ask them to consider a gift on North Texas Giving Day.
- ☐ Provide names and contact information of prospective donors to staff so we can build our mailing list.
- ☐ Contribute to matching funds.
- ☐ Setup a FUNdraising page to support **Bryan's House**.

On North Texas Giving Day (September 20), I will:

- ☐ Promote our campaign by forwarding emails and liking, commenting and sharing social media posts.
- ☐ Make an online donation to our organization at www.NorthTexasGivingDay.org.
- ☐ Ask my friends and colleagues to donate to our organization on North Texas Giving Day.
- ☐ Participate in our organization's North Texas Giving Day event.
- ☐ Throw a party/host an event at which I will ask my friends to donate.

Following North Texas Giving Day, I will:

- ☐ Sign thank you cards and letters for our North Texas Giving Day donors.
- ☐ Make calls to thank our North Texas Giving Day donors.

Other great ideas I have for attracting individual donations on North Texas Giving Day include:

I will act on these ideas with a goal to raise \$_____ on September 20, 2018.

UNDERWRITING CONTRACT:

Way Forward Spring Luncheon, Awards & Fashion Show 2019

Fashions by Target's Cat & Jack Line
Honorary Chair – Senator Jane Nelson
Event Chairs – Rhonda and Fraser Marcus
Date: May 2, 2019 Where: Belo Mansion
Time: 11:30 a.m. – 1:00 p.m.

SPONSORSHIP LEVELS

_____ \$25,000 Presenting

Presenting sponsor recognition at the event
Three premier tables of ten
VIP reception invitation & photos
Name recognition on event signage, appropriate
printed materials and in ALL media formats

_____ \$10,000 Runway

One table of ten with exceptional seating
Pre-luncheon VIP reception invitation & photo
Name recognition on event signage, appropriate
printed materials and in the media

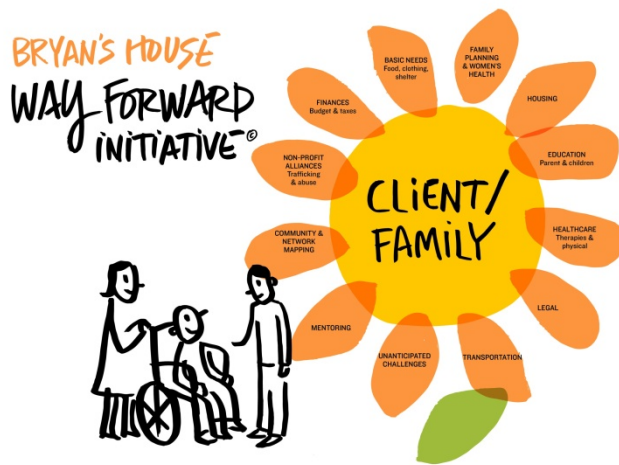
_____ \$5,000 Vogue

One table of ten with exceptional seating
Name recognition on event signage, appropriate
printed materials and in the media

_____ \$1,000 Boutique

4 tickets to the event
Name recognition on event signage, appropriate
printed materials and in the media

_____ \$125 Individual



_____ \$15,000 Designer

Two premier tables of ten
Pre-luncheon VIP reception invitation & photos
Name recognition on event signage, appropriate
printed materials and in the media

_____ \$7,500 Wisdom Award

One table of ten with preferred seating
Pre-luncheon VIP reception invitation & photo
Name recognition on event signage, appropriate
printed materials

_____ \$2,500 Fashionista

6 tickets to the luncheon
Name recognition on event signage, appropriate
printed materials and in the media

_____ \$500 Model

2 tickets to the event
Name recognition on event signage, appropriate
printed materials and in the media

_____ Dutch Table (List 10 names on back for \$1,250)

I/we cannot attend, but I/we wish to make a donation to Bryan's House in the amount of \$ _____ *

DETAILS

Individual, Foundation or Company Name: _____
Contact (if company) _____ Title _____
Name written as _____
Address _____
City _____ State _____ Zip _____
Phone _____ Email _____
Signature _____ Date _____

PAYMENT OPTIONS

My check enclosed in the amount of \$ _____ *
Credit Card – Charge \$ _____ to (circle) AMEX MASTERCARD VISA Exp. Date _____
Card Number _____ Name _____
3 Digit Sec. Code _____ Signature _____ Billing Zip Code: _____

I wish to be a sustaining donor at \$10 a month. Please charge my card until: (list year/month) _____

Please return this contract to Melissa Cavazos via scanned email at mcavazos@bryanshouse.org or mail with payment details to Melissa Cavazos at 3610 Pipestone Road, Dallas TX 75212. If you have any questions or would like to speak directly with someone, you may contact Melissa at 214-559-3946. Thank you for your valued support. For tax purposes, your donation minus the cost of food per person (\$25) will be the deducted amount.



Board of Directors Meeting - 08/28/18

Appendix - Departmental Reports



BOARD OF DIRECTORS MEETING SCHEDULE

FISCAL YEAR: 2018-2019

The Board of Directors generally meets the fourth Tuesday, at least six times annually, beginning after July 1. This year, the Board will meet seven (7) times.

The regular meeting time is **12:00 noon.**

Unless board members are otherwise notified, the meetings are held at Bryan's House. When it becomes necessary for the Board to meet at a time not regularly scheduled, adequate notice will be given to Board Members.

Scheduled Meeting Dates

August 28, 2018

October 23, 2018

December 4, 2018

January 22, 2019

March 26, 2019

May 21, 2019

June 25, 2019

Updated 7/13/2018



Department Report Operations Manager

Highlights:

- **Security Assessment**
- **Janitorial Service**
- **Broken Irrigation Pipe in the Administrative Side**

Report Detail:

Security Assessment

On Tuesday, August 14th we all had training by Scott Silverii retired S.W.A.T security officer. Scott is helping us update the current emergency preparedness plan. We want to place a plan of action to reduce risk, increase safety, and are prepared for any random threat.

Janitorial Service

Currently taking bids for new janitorial services. Elevated Janitorial Services last day will be August 31, 2018.

Broken Irrigation Pipe in the Administrative Side

We have experienced a broken tube in the sprinkler system, in the administrative area. We believe it was caused by the shifting of the earth, and have scheduled an irrigation professional to assess the situation and handle the repairs.

Children's Program Report

August 2018

Weekly Childcare	total active	Impacted/HIV	SN	Siblings	Staff Children	Other (harvey)		Black African American	Hispanic	White/Caucasian	Other		Families	Avg. Household Income	Avg. Family Size	Zip Codes	Counties
	59	19	28	10	2	0		24	30	3	2		43	\$ 35,814.55	4	24	Dallas/Ellis
Out-of-School/Respite		Impacted/HIV	SN	Siblings	Staff Children			Black African American	Hispanic	White/Caucasian	Other		Families	Avg. Household Income	Avg. Family Size	Zip Codes	Counties
22		1	13	8	x			4	12	0	6		17	\$ 34,232.23	3.5	14	Dallas, Tarrant

- Childcare = current number of children in child care (July 31, 2018)
- Out-of-School and Respite = total attendance year-to-date (July 1, 2018 – July 31, 2018)

Highlights:

- Our “Dwight Powell ‘Lucky 7’ Summer Camp” began June 4 and ran through August 10. The children engaged in a variety of STEAM (science, technology, engineering, arts, and math) activities that culminated in a lemonade sale that funded a pizza party! They had visits from the Perot museum, Legoland, Sea Life, and Dwight Powell.
- Our annual report for NAEYC accreditation was submitted. We are awaiting confirmation of acceptance.
- We were selected to host a 2nd DISD PreK Partnership classroom this year and are awaiting confirmation of results from the RFP submitted in June that will reimburse us \$15,000 per classroom for overhead expenses.

Needed from Program Committee:

- Kayla and I have taken on a special project revising all of the agency's policies. We will need the Program Committee to help revise program specific policies. Look for more information to come!



Department Report (Social Services)

Highlights (August 17, 2018):

- Total families Served in FY 2018 Update
- RW Audit for Childcare Services (Germane Solutions)
- CSHCN 90 day review Update
- Back to School Event
- Parent Workshop

Report Detail:

1. **Update:** Families Served by end of FY 2018 = **228**; Individuals Served by end of FY 2018 = **882**

2. RW States Services audit for Childcare services completed on June 13, 2018 by Germane Solutions Inc. They reviewed the RW Universal Standards compliance for FY 2018.

- ***The final report for the DSHS 2018 Monitoring Project recommends that we submit a Corrective Action Plan (CAP) for all indicators below 100%.***
- ***For eligibility indicators below 100%, a CAP is required and 90-day submissions, showing results of 10 chart pulls per every 30 days (This process must continue until eligibility indicator reaches 100%).***
- ***2-3 PDSAs required for each service category for any indicator(s) at or below 50% (HRSA/HAB measures need to be prioritized).***
- ***1 CAP required per service category for any one (1) indicator per service category at or below 50%.***

Results returned with Four (4) findings pertaining to client documents and eligibility requirements. Seventeen (17) of the findings apply to agency policies and procedures that need to be updated to meet contract Universal Standards of Care.

Our CAP Response is due within 25 calendar days from the date we received notice, (September 1, 2018).

3. A 90 day CSHCN follow-up desk review for Case Management Services was completed on August 13, 2018. Results returned with the following comments:

“The program reviewed the 4 client case files submitted for Bryans House’s 90 day review. The cases reviewed indicated significant improvement and progress. The ISP goals looked great! Below are just a couple things to remember: Include all family needs to the clients ISP. For example; if a client’s parent needs assistance finding a doctor or dentist, this should have a goal on the ISP.”

“Great job, keep up the good work.”

5. The Annual Back to School Event was held on August 11, 2018 at the Dallas Multi-Purpose Center.

Total participants: ***46 Families (176 individuals). We distributed approximately 91 backpacks with school supplies.***

6. Our Social Services Department hosted a parent workshop on the evening of August 14, 2018. The topic was ***Cardiopulmonary Resuscitation (CPR) & Emergency Preparedness***. The training was provided by Mr. Robert DeHorney, who is a Certified CRP trainer and RN. Mr. DeHorney is contracted to provide CRP training to the Dallas ISD personnel and he works for ***Respiratory Associates of Dallas and The American Hearts Association***. This workshop training was provided at no cost to the agency or our parents. Approximately 20 parents participated.

What we need from committee this month:

Help seek and obtain venue for the Christmas/Holiday Family Party.