



Dashboard Indicators - CEO

FY10 (July 1, 2009- June 30, 2010)

Indicator	Baseline	Target					Comments	
		July	S e p t	N o v	J a n	M a r c h		M a y
Programmatic Benchmarks	92% (23) of 25 benchmarks						93% (29) of 31	Includes benchmarks for all program areas: Family Advocacy, Community Engagement – local and national, and Training and Technical Assistance – local and national. Compiled quarterly; report 4x per year– Nov, Jan, May, and July. (See attachment for description of all Program Outcomes and Benchmarks.)
Program Revenue – Training/Consultation Fees	\$67,423						\$80,000 (19% increase)	Includes local and national training and consulting services not funded by our OVW grants.
Increased Fiscal Management Effectiveness – Net Revenue/Expenses	0						0	Target is \$0 difference between expenses and revenue.
Increased Human Resource (HR) Effectiveness	HR audit findings: Overall good compliance/practice; priorities for FY10 established						1) Update all job descriptions. 2) Update Employee Handbook. 3) Review/update hiring, selection, and orientation process.	These are the three priorities recommended by the HR consultant for FY10. A timeline and process for completing them will be established by July 30 (to include discussions with Management Team and other staff as needed).
Compensation Study	1 employee group completed (advocates) in FY08; 4 employee groups still under development						100% of 9 employee groups	There are a total of 10 employee groups. The 4 to be completed in FY09 (managers/directors, program coordinators/lead advocates, trainers/consultants, and finance/admin) are behind schedule and will be completed by July 30, 2009; the remaining 5 employee groups will be completed by March 2010.
Board Relations	TBD - Performance review rating by Board						TBD – To increase performance review result	Once the performance evaluation process is completed, the baseline and target can be updated.

Key: **Red—Act Now!** **Yellow—Watch** **Green—Celebrate!**
 Baseline data is from FY08 unless otherwise noted.



Dashboard Indicators - CEER
 FY10 (July 1, 2009- June 30, 2010)

Indicator	Baseline	Target					Comments	
		July	S e p t	N o v	J a n	M a r		M a y
Fund Development – Individual Donors	\$53,172 (as of May)						\$100,000	This remains a stretch goal as the economic environment is uncertain.
Fund Development – Foundation/ Corporation \$ Secured	\$710,520 (as of May)						\$966,649	This figure represents a 36% increase.
Fund Development – Special Events	\$31,149 (as of May)						\$50,000	Did not reach goal last year. This is the same amount as last year. We will do a large fundraiser in the spring. Please see development plan for more detail.
Marketing – Product Sales	\$31,083 (as of May)						\$45,000	Stretch goal. Budgeted at \$30,000.
On-line Donations	\$7,700 (as of May)							This represents a 25% increase from FY09.
E-newsletters	0						Increase by 20% by end of FY.	E-Newsletters began in April 2009. Baseline to be established during first quarter of FY10.
National/ Transnational Partnerships	3						6	



Committee Roles and Responsibilities

Current Committees

- Executive Committee
- Nominations/Board Development Committee
- Finance Committee
- Marketing Committee

Role of Committee Chairs*

- Set meeting agendas and run meetings
- Set the tone for committee work
- Work closely with the CEO or CEER and other staff liaisons to the committee
- Oversee the logistics of the committee's operation
- Ensure that members have the information they need to do their jobs
- As the committee's link to the board, consult as needed with and report to the board chair
- Report to the full board on committee decisions, policy recommendations, and other committee business
- Assign work to committee members
- Ensure distribution of committee minutes/notes and reports to members
- Initiate and lead the committee's annual evaluation, a process in which committee members review their accomplishments in relation to committee goals and reflect on areas of the committee's work that needs improvement

Role of Committee Members*

Committee members are asked to make a serious commitment to participate actively in the committee's work, including substantive participation in committee meetings and decisions.

Expectations are to:

- Volunteer for and willingly accept assignments and complete them thoroughly and on time
- Stay informed about committee matters, prepare well for meetings, and review and comment on meeting minutes/notes and reports
- Get to know other committee members and build a collegial working relationship that contributes to consensus
- Participate actively in the committee's annual evaluation

Priorities for August – September 2009

- Each committee should meet at least once prior to the September board meeting to establish priorities and key activities/tasks to be accomplished by June 30, 2010.
- Committees (with the exception of the Executive Committee) are encouraged to seek non-board members to participate as committee members. Committee Chairs may want to confer with the Board Chair and/or Nominations/Board Development Committee Chair, and staff liaisons, to determine possible candidates for their committees.
- Committee Chairs should complete a Committee Planning Form (see sample attached) and submit to the Board Chair and CEO prior to the September Board Meeting.
- There will be time on the September Board Meeting Agenda for Committee Chairs (or designated liaisons) to provide committee reports/updates.

Adapted from **Nonprofit Board Committees: How to Make them Work, by Ellen Cochran Hirzy. Published by the National Center for Nonprofit Management*



Casa de Esperanza Board of Directors

Committees

Executive

The Executive Committee is empowered by the board to address key issues between Board meetings. The Board Chair and, whenever possible, the Executive Committee determines Board meeting agendas. The Board later ratifies executive committee decisions.

Board Development

The Board Development Committee is responsible for reviewing Board composition needs (expertise, skills, affiliations, etc.); recruitment of new Board members and recommending candidates/slate to the Board; recommending a slate of officers to the Board; and working with the CEO/other staff to conduct orientation sessions for new Board members and training sessions for the full Board as appropriate.

Finance

The Finance Committee is responsible for reviewing annual budgets prepared by staff; working with the Finance Manager as needed to design financial reports that are user-friendly and ensure that reports are accurate and timely; ensuring completion of annual audit; and reporting any key financial concerns or recommendations.

Marketing

The Marketing Committee is responsible for reviewing and enhancing marketing and communications plans and securing resources to advance marketing efforts to achieve the strategic plan.



Sample Committee Planning Form
Fiscal Year 2009 (July 08 – June 09)

Committee Name	Board Development Committee
Committee Chair	Alicia Cordes
Staff Staff Lead	Patti Tototzintle, Nancy Cicero Patti Tototzintle
Committee Charge	The Board Development Committee is responsible for reviewing board composition needs (expertise, skills, affiliations, etc.); recruitment of new board members and recommending candidates/slate to the board; recommending a slate of officers to the board; and working with the CEO/other staff to conduct orientation sessions for new board members and training sessions for the full board as appropriate.
Committee Members	Board: Magui Rubalcava Shulman, Gloria Fressia, Julie Zimmer, Athena Adkins Non-Board: Alicia Cordes (Chair), Gloria Perez
Meeting Frequency	Monthly between December '08 and June '09
Meeting Schedule for FY 09 (July 08 – June 09)	December Meeting: Monday, December 8, 8:30 a.m. Future meeting dates: TBD
Meeting Location (if applicable)	TBD
Priorities for FY 09	<ol style="list-style-type: none"> 1. Recruit at least 4 new board members to start July 2009. 2. Ensure an effective orientation process is in place for the new board members. 3. Facilitate orientation prior to July board meeting.
Next Steps/Key Activities	<ol style="list-style-type: none"> 1. Finalize meeting schedule for the rest of the fiscal year. 2. Identify targeted skills, background, expertise needed on the board. 3. Develop a board recruitment plan/process and timeline.



Board of Directors: “Board Buddies” Expectations and Assignments

Casa de Esperanza recognizes the importance of supporting new Board members to become fully engaged members of the Board of Directors. In order to accomplish this important step, Board members with a long tenure are expected to—from time to time—serve as “Board Buddies” to the new members.

We want this experience to be a good one for both the “seasoned” and the new Board members. The time period for the Board Buddy interaction is six months. The expectations for the Board Buddies are to:

- Make a personal connection with the new Board member before, or soon after, her or his first official meeting of the Board of Directors. This connection is to introduce yourself, welcome the member to the Board of Directors, and answer any questions that the new member may have about her/his role, logistics of meetings, etc.
- Sit with the Board member at meetings (at least until she/he feels comfortable with the group).
- Connect with the new Board member between Board meetings to talk about “Board business” and to answer any questions. This includes meeting at least once in person during the six months, if feasible.
- Provide feedback to Patti Tototzintle after participating in this initiative to enhance its impact.

Assignments for FY10

Athena Adkins – Rick Johnson
Gloria Fressia – Nicole McKoin
Ruth Simmons – Diana Villeda
Rusty Barceló and Yolanda Cotterall – Miguel Ramos

Thank you!



**Board of Directors
Meeting Schedule
July 2009 – June 2010**

Full Board Meetings

Date	Time and Location
Wednesday, July 22, 2009	5:00 – 7:00 pm Griggs Office
Wednesday, September 23, 2009	5:00 – 7:00 pm Griggs Office
Wednesday, November 18, 2009	5:00 – 7:00 pm Griggs Office
Wednesday, January 27, 2010	5:00 – 7:00 pm Griggs Office
Wednesday, March 24, 2010	5:00 – 7:00 pm Griggs Office
Wednesday, May 26, 2010	5:00 – 7:00 pm Griggs Office
Annual Board Retreat: TBD	

Executive Committee Meetings

Date	Time and Location
Wednesday, August 26, 2009	7:30 – 9:00 am Egg and I, 2550 University Ave., West, St. Paul
Wednesday, October 28, 2009	7:30 – 9:00 am Egg and I
Wednesday, December 16, 2009	7:30 – 9:00 am Egg and I
Wednesday, February 24, 2010	7:30 – 9:00 am Egg and I
Wednesday, April 28, 2010	7:30 – 9:00 am Egg and I
Wednesday, June 23, 2010	7:30 – 9:00 am Egg and I



Terms of the Board of Directors

One Term = Three Years

BOARD MEMBER	03	04	05	06	07	08	FY09	FY10	FY11	FY12
Karen Smith (2005)										
Gail Baev/Rusty Barceló (2006)				Gail	Rusty					
Gloria Fressia (2006)										
Yolanda Cotterall (2006)										
Athena Adkins (2008)										
Ruth Simmons (2008)										
Rick Johnson (2010)										
Nicole McKoin (2010)										
Miguel Ramos (2010)										
Diana Villella (2010)										

Note: The end of the fiscal year is June 30.

First term
Second term