

RIANDA HOUSE BOARD OF DIRECTORS MEETING AGENDA

Thursday, March 16, 2022, 4:00 - 5:30 pm at Rianda House

Welcome

Bonnie

Consent Agenda

Approve February Minutes

Reports

Finance Committee Report

Maury

Executive Director Report

Maury

Development Director Report

Becky Jo

Program Manager Report Report

Amanda

Governance Committee Report

Bonnie

Board Development

Libby

New Business

15th Anniversary Update

Becky Jo, John, Carroll

Old Business

Board Development

Peter, Libby, Becky Jo

Upcoming

Next Board Meeting, April 20, 4:00-5:30pm, Rianda House

Rianda House Board of Directors Meeting Minutes

Thursday, February 16, 2023

4:00-5:30 pm

Members Present: Peter, Bonnie, Steve, Carroll, Leslie, John. Absent: Jon

Staff: Maury, Libby

Welcome and Call to Order

Peter confirmed a quorum, and began the meeting at 4:05pm. He welcomed John Muhiner to the Board of Directors.

Consent Agenda: Approve November Minutes.

Bonnie moved to approve; Carroll seconded. Approved unanimously.

Reports:

Finance Committee (distributed earlier) Maury reported as of January 31, we have \$622,214 in checking and savings and \$644,081 in investments. Bonnie moved and Carroll seconded to receive the report. Motion carried unanimously.

Executive Director (distributed earlier) Maury revised his 2023 key objectives: Quantitative Growth, Fiscal Growth, Digital infrastructure improvements, Organizational Growth, Qualitative Growth. Maury would like to find a way to help Ben Hill develop a plan for home visits with isolated seniors in the upper valley.

Development Director (Distributed earlier-Katherine) Maury reported Katherine needed a break to care for her father. He has arranged for Becky Jo to assume her duties as a temporary staff member. This will generate some salary savings for the budget. Calculating gifts received and expected, we need to raise \$405,661 in 2023 to underwrite the 2023 budget, which is Maury's fiscal goal. Maury asked the Board to help him make contacts with prospective donors to raise \$200,000 of this amount this spring.

Program Manager Report (distributed earlier-Amanda) 694 participants in upper valley Rianda house programs in January. Amanda, Maury, and Robin have been meeting with Mary Stuard to develop ways to improve programming quality and quantity. Some new program opportunities have been offered in Angwin and other up valley locations.

Governance Committee (Bonnie) She is reviewing our bylaws and will proposing some changes in the near future.

New Business Leslie, newly elected Board treasurer, plans to solidify Rianda Bank accounts to a primary account with one bank.

Rally for Rianda plans were discussed. Consensus was to hold an open House at Rianda on May 20 honoring Priscilla Upton. Programming would include music on the porch, complimentary wine and appetizers and/or food truck(s), a few show cars, advance fund raising with board members providing Maury entree to prospective donors in selected venues, including home settings.

\$200,000 fund raising goal: (100k match challengers, 100k donations). Terry Clark's 50k can be used to help supplement this as needed.

Old Business Libby reviewed our prospective board members list.

Adjourned at 5:30pm.

RIANDA HOUSE
Executive Director's Report: March 2023

5 Key Objectives for 2023

1. Quantitative Growth: Increase the number of monthly participant engagements to 1000/month. **February: 701**
 - Expanding beyond the house
 - Applied for city Grant with Ben Hill and am in dialogue with him.
 - Activities in Calistoga Mobile home parks

2. Fiscal Growth: Raise \$760,000 and establish reliable systems for sustained income.
Currently: \$81,098

Goal: 760,000

Who	Amount
Total Received	\$81,098
EXPECTED	
ERC	\$119,000
Jules Grant	\$80,000
Vintners	\$50,000
City of St. Helena	\$30,000
City of Calistoga	\$3,000
Total Expected	\$282,000
Grand Total	\$363,098
Still to Go	\$396,902

The next 4 weeks, approaching our supporters personally will be my #1 priority in an attempt to raise 100k in match challenger support.

3. Digital Infrastructure: Fully implement Boomerang CRM and integrate it with all peripheral software and new website.
 - Working to migrate all key functions to Bloomerang and learn to use it as we prep for the Rally.
4. Organizational Growth: Create an operations manual for all key functions of Rianda House.
 - Becky Jo is working with us to assess and record key functions.
5. Qualitative Growth: Develop a written assessment tool to track participant growth in: strong, connected, giving. Use this tool in 2023 to begin to show growth of participants.
 - Questionnaire has been developed.

Also...

Joined Rotary this month
Spoke at Kiwanis

The Article on the next page will appear in the Star today to kick off our event in Priscilla's honor.

Life After Death

“Is there life after death?” In a very real sense, the answer is, “Yes.” Take Priscilla Upton as an example.

On July 16, 2022, Priscilla was fighting the late stages of cancer. I joined a parade that passed in front of her home, communicating gratitude and solidarity. Eleven days later, she was gone.

Priscilla made her exit from Rianda House a split second before I made my entrance. Though I never met her, I bump into her regularly. Her presence here remains as solid as the walls.

While sitting in a board meeting, some thorny question will arise. Priscilla’s name is absent from the official agenda, but she retains her seat at the table, speaking through those who knew her. “Priscilla would say this.” “Priscilla would do that.” Her wisdom still guides us.

Priscilla’s kindness is with us too. A board member, who suffered devastating loss in the fire, was telling me of her deep concern for his well-being in the aftermath. As he spoke, it was obvious that he was not just conjuring up an old memory but drawing on a living presence.

This past year has been a season of change at Rianda House: a new Executive Director, new staff, turnover on the board... Add to this a backdrop of climate change, political unrest, an unstable economy... Shall we curl up in a ball? Retreat into our shell? Priscilla’s can-do spirit shouts, “No!” We listen. We carry on, returning to pre-pandemic levels of service, with an eye to expanding our programs and activities to every square inch of the UpValley.

Priscilla continues to lead the charge in our fundraising as well. This is the season when we invite the community to support UpValley seniors. Not only was Priscilla lavish in her own giving to Rianda House; she inspired others to follow suit. As I sit at my desk, considering my own gift, I feel her nudge me to relax my grip on my dollars and plunge deeply into the joy of giving.

What I am describing is usually called legacy but it could just as easily be called life after death. This isn’t sloppy sentiment. It’s as measurable as gravity. Our lives set forces in motion that carry on long after we are gone. These forces ripple out to eternity, without loss of energy; dispersed, but never diminished.

This is why what we do today matters so much. We are all swimming in the same pool. Our actions don’t just affect us. They affect others, including those who will be here long after we are gone.

On May 20, from 1:00-4:00pm, Rianda House will celebrate its 15th anniversary with an Open House. We will especially honor the contribution made by Priscilla Upton. But Priscilla is not alone. Rianda House is a force for good in the UpValley thanks to a host of Priscillas who are gone but still very much among us.

We hope you will join us. And her. And them.



To: Board of Directors

From: Becky Jo Peterson

Date: 3/14/23

I'm delighted to be on board as part of the Rianda House team. After discussions with Maury, it seems that my skills and experience may be helpful in filling in where Katherine left off as much as possible. However, the main focus of my time will be to help organize and systematize the organization to use all the technology available and run as efficiently as possible. Between this work and my current contract with Libby and Rianda House, I will be working about 20 hours per week.

So far, Maury and I have worked to finalize the targets for Match Challengers and created a system to track our communications with them and the results. Maury sent his solicitation letter to those people and asked to meet with them. We have already received a \$2,500 donation from Beth Novak Milliken to use for the match, and we'll be setting up appointments for the other potential match challengers in the next week.

I am working to make Bloomerang the CRM that we use for everything at Rianda House. We'll be working with Amanda on policies and procedures for Programs and will eventually move to doing that same work for Operations.

I have a Rianda House email: beckyjo@riandahouse.org and am using my cell phone as the main contact number for me: (707) 338-1334. I'll be in the office most Tuesdays and working from home on Mondays and Thursday afternoons. Please feel free to contact at any time.

Rianda House
March 2023

Community & Connections:

- Connected with Lauren Haugan at Rancho de Calistoga – we are going to start offering 4 classes per month for Rancho de Calistoga residents: Tai Chi, Chair Yoga, Hatha Yoga & Balance and Stretch. Our Tai Chi instructor, Diana Latorre will be teaching all classes except Balance and Stretch, I will be teaching. The classes will **not** be advertised since it is for Rancho de Calistoga residents only. The payment for Diana will come out of the Calistoga Community Grant.
- Starting in April, the first Wednesday of every month from 9-12pm, we will have a volunteer group meeting at Skyline Wilderness Park at the Martha Walker Garden with Native Plant Society to assist with maintaining the garden, increase socialization and have another opportunity for an outdoor activity (and out of town activity).
- Robin and I have two focus group conversations planned for this month, which we will take our data and feedback from participants and put reasonable and realistic classes in place that go along with our mission/vision for Rianda House. I will provide the feedback in the next board meeting notes.
- We are doing a greeter and board appreciation event on 3/29 that includes a southern style lunch and a Line Dancing performance by Becky Jo's class. Please join us!

Upcoming:

- Maury, Robin, and I have solidified three questions with the help of Becky Jo and Libby regarding qualitative analysis. We are meeting on 3/9 to review how we will display the questions and how often.
- I am in the process of creating a “programs” operation manual.
- We are planning a greeter orientation to go over trainings such as: day to day duties, emergency procedures, etc. I am also in the process of getting a CPR training rescheduled for April.

Statistics – February 2023

Summary Statistics from 02/01/2023 to 02/28/2023

Filters:

Age: >=0

Site(s): All

Activity Type	Duplicated	Unduplicated
Events	664	231
Volunteers	37	13
Total People Served	701	234

Average Daily Attendance

Avg Duplicated	34.95
Avg Per Weekday	Monday 39.33
	Tuesday 28.75
	Wednesday 40.25
	Thursday 40.5
	Friday 27
Avg Per Day by Month	February 34.95

Rianda House
Balance Sheet - Prev Year Comparison
As of February 28, 2023

	Feb 28, 23	Feb 28, 22
ASSETS		
Current Assets		
Checking/Savings		
1000 · Petty Cash	150.00	135.51
1025 · General Account - FR Bank	179,549.83	309,681.05
1080 · Savings Account - BOTW	145,295.44	245,274.00
1085 · Savings Account - WF	244,423.96	244,416.93
Total Checking/Savings	569,419.23	799,507.49
Accounts Receivable		
1100 · Accounts receivable	176.42	492.85
Total Accounts Receivable	176.42	492.85
Other Current Assets		
1300 · Investments	630,117.65	681,607.04
Total Other Current Assets	630,117.65	681,607.04
Total Current Assets	1,199,713.30	1,481,607.38
Fixed Assets		
1500 · Land	250,000.00	250,000.00
1515 · Land Improvements	13,453.00	0.00
1520 · House	1,195,843.14	1,195,843.14
1560 · Furniture & Fixtures	84,646.01	84,646.01
1590 · Accumulated Depreciation	-548,727.00	-510,717.00
Total Fixed Assets	995,215.15	1,019,772.15
Other Assets		
1600 · Deposits	2,600.00	2,600.00
Total Other Assets	2,600.00	2,600.00
TOTAL ASSETS	<u>2,197,528.45</u>	<u>2,503,979.53</u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Credit Cards		
2020 · American Express	0.00	1,036.99
Total Credit Cards	0.00	1,036.99
Other Current Liabilities		
2100 · Rental Deposits	1,000.00	1,250.00
2200 · 401-K Payable	0.00	-55.36
Total Other Current Liabilities	1,000.00	1,194.64
Total Current Liabilities	1,000.00	2,231.63
Total Liabilities	1,000.00	2,231.63
Equity		
3100 · Net Assets - Unrestricted	1,200,631.89	1,534,988.07
3200 · Net Assets - Restricted	413.42	26,023.42
3250 · NetAssets - Landscaping Project	7,431.85	0.00
3400 · Net Assets - Invested in Plant	1,001,555.15	1,026,102.15
Net Income	-13,503.86	-85,365.74
Total Equity	2,196,528.45	2,501,747.90
TOTAL LIABILITIES & EQUITY	<u>2,197,528.45</u>	<u>2,503,979.53</u>

Rianda House
Statement of Activities Summary
February 2023

	Feb 23	Budget	\$ Over Budget	Jan - Feb 23
Ordinary Income/Expense				
Income				
41000 · Contributions & Gifts	8,252	51,875	-43,623	82,456
42000 · Fundraising Events	0	13,417	-13,417	-210
43000 · Reimbursable Grants	-324	0	-324	-224
44000 · Other Income.	2,252	1,208	1,043	4,356
Total Income	10,180	66,500	-56,320	86,378
Gross Profit	10,180	66,500	-56,320	86,378
Expense				
61000 · Program Salaries & Benefits	22,311	26,647	-4,337	43,944
62000 · Program Expenses	10,453	11,120	-667	23,442
63000 · Program ~ Facility	8,542	11,010	-2,467	18,284
71000 · Management Salaries & Benefits	6,762	7,566	-804	13,608
72000 · Mangagement Expense	560	1,576	-1,016	1,482
73000 · Professional Services	1,097	1,723	-626	2,703
74000 · Management - Other	322	767	-444	1,726
81000 · Fundraising Salaries	4,702	5,324	-623	9,574
82000 · Fundraising Expense	0	767	-767	0
Total Expense	54,750	66,500	-11,750	114,764
Net Ordinary Income	-44,570	0	-44,570	-28,385
Other Income/Expense				
Other Income				
9000 · Other Income	-15,124			14,881
Total Other Income	-15,124			14,881
Net Other Income	-15,124			14,881
Net Income	-59,694	0	-59,694	-13,504

Rianda House
Statement of Activities Summary
February 2023

	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>Annual Bud...</u>
Ordinary Income/Expense			
Income			
41000 · Contributions & Gifts	103,750	-21,294	622,500
42000 · Fundraising Events	26,833	-27,043	161,000
43000 · Reimbursable Grants	0	-224	0
44000 · Other Income.	2,417	1,940	14,500
Total Income	<u>133,000</u>	<u>-46,622</u>	<u>798,000</u>
Gross Profit	133,000	-46,622	798,000
Expense			
61000 · Program Salaries & Benefits	53,295	-9,350	319,767
62000 · Program Expenses	22,240	1,203	133,438
63000 · Program ~ Facility	22,020	-3,735	132,080
71000 · Management Salaries & Benefits	15,133	-1,524	90,795
72000 · Mangagement Expense	3,152	-1,669	18,910
73000 · Professional Services	3,447	-744	20,717
74000 · Management - Other	1,533	192	9,200
81000 · Fundraising Salaries	10,649	-1,075	63,893
82000 · Fundraising Expense	1,533	-1,533	9,200
Total Expense	<u>133,000</u>	<u>-18,236</u>	<u>798,000</u>
Net Ordinary Income	0	-28,385	0
Other Income/Expense			
Other Income			
9000 · Other Income			
Total Other Income			
Net Other Income			
Net Income	<u><u>0</u></u>	<u><u>-13,504</u></u>	<u><u>0</u></u>