

# RIANDA HOUSE BOARD OF DIRECTORS MEETING AGENDA

Thursday, April 20, 2022, 4:00 - 5:30 pm at Rianda House

## Welcome

Peter

## Consent Agenda (please read before meeting)

- Approve February Minutes
- Approve March Budget Report
- Approve Staff Reports

## Reports

Finance Committee

Leslie

## New Business

15th Anniversary Update

Maury, Becky Jo, Carroll

Proposal to endorse Walking Routes, Trails,  
and Publicly Accessible Open Space (see attachment)

Maury

Proposal to approve 990

Peter

Proposal to adopt changes to the bylaws

Bonnie

## Old Business

Board Development

Peter, Libby, Becky Jo

## Upcoming

Next Board Meeting, May 18, 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**  
**Balance Sheet - Prev Year Comparison**  
As of March 31, 2023

	<u>Mar 31, 23</u>	<u>Mar 31, 22</u>
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
1000 · Petty Cash	150	136
1025 · General Account - FR Bank	121,416	284,388
1080 · Savings Account - BOTW	145,295	245,274
1085 · Savings Account - WF	244,774	244,424
<b>Total Checking/Savings</b>	<u>511,635</u>	<u>774,221</u>
<b>Other Current Assets</b>		
1300 · Investments	633,415	681,285
<b>Total Other Current Assets</b>	<u>633,415</u>	<u>681,285</u>
<b>Total Current Assets</b>	1,145,050	1,455,506
<b>Fixed Assets</b>		
1500 · Land	250,000	250,000
1520 · House	1,195,843	1,195,843
1560 · Furniture & Fixtures	84,646	84,646
1590 · Accumulated Depreciation	-551,567	-513,882
<b>Total Fixed Assets</b>	<u>978,922</u>	<u>1,016,607</u>
<b>Other Assets</b>		
1600 · Deposits	2,600	2,600
<b>Total Other Assets</b>	<u>2,600</u>	<u>2,600</u>
<b>TOTAL ASSETS</b>	<u><u>2,126,572</u></u>	<u><u>2,474,713</u></u>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Credit Cards</b>		
2020 · American Express	0	6,389
<b>Total Credit Cards</b>	<u>0</u>	<u>6,389</u>
<b>Other Current Liabilities</b>		
2100 · Rental Deposits	1,000	1,250
2200 · 401-K Payable	1,723	0
<b>Total Other Current Liabilities</b>	<u>2,723</u>	<u>1,250</u>
<b>Total Current Liabilities</b>	<u>2,723</u>	<u>7,639</u>
<b>Total Liabilities</b>	2,723	7,639

1:05 PM

04/14/23

Accrual Basis

**Rianda House**  
**Balance Sheet - Prev Year Comparison**  
As of March 31, 2023

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	<u>Mar 31, 23</u>	<u>Mar 31, 22</u>
Equity		
3100 · Net Assets - Unrestricted	1,200,981	1,529,988
3200 · Net Assets - Restricted	413	26,023
3250 · NetAssets - Landscaping Project	7,432	0
3400 · Net Assets - Invested in Plant	988,432	1,026,102
Net Income	<u>-73,409</u>	<u>-115,039</u>
Total Equity	<u>2,123,849</u>	<u>2,467,074</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>2,126,572</u></b>	<b><u>2,474,713</u></b>

**Rianda House**  
**Profit & Loss Summary Report**  
 March 2023

	Mar 23	Budget	\$ Over Budget	Jan - Mar 23	YTD Budget	\$ Over Budget	Annual Bud...
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
41000 · Contributions & Gifts	945	51,875	-50,930	83,400	155,625	-72,225	622,500
42000 · Fundraising Events	9,750	13,417	-3,667	9,540	40,250	-30,710	161,000
43000 · Reimbursable Grants	-100	0	-100	-200	0	-200	0
44000 · Other Income.	3,024	1,208	1,816	7,382	3,625	3,757	14,500
<b>Total Income</b>	13,619	66,500	-52,881	100,122	199,500	-99,378	798,000
<b>Gross Profit</b>	13,619	66,500	-52,881	100,122	199,500	-99,378	798,000
<b>Expense</b>							
61000 · Program Salaries & Benefits	30,401	26,647	3,753	74,545	79,942	-5,397	319,767
62000 · Program Expenses	13,157	11,120	2,038	37,649	33,359	4,289	133,438
63000 · Program ~ Facility	11,546	11,010	537	30,506	33,029	-2,523	132,080
71000 · Management Salaries & Benefits	7,745	7,566	179	21,353	22,699	-1,346	90,795
72000 · Mangagement Expense	560	1,576	-1,016	2,042	4,728	-2,685	18,910
73000 · Professional Services	2,470	1,723	747	5,268	5,170	98	20,717
74000 · Management - Other	6	767	-760	1,759	2,300	-541	9,200
81000 · Fundraising Salaries	6,345	5,324	1,020	15,919	15,973	-55	63,893
82000 · Fundraising Expense	0	767	-767	800	2,300	-1,500	9,200
<b>Total Expense</b>	72,230	66,500	5,730	189,840	199,500	-9,660	798,000
<b>Net Ordinary Income</b>	-58,611	0	-58,611	-89,718	0	-89,718	0
<b>Other Income/Expense</b>							
<b>Other Income</b>							
9000 · Other Income	1,428			16,309			
<b>Total Other Income</b>	1,428			16,309			
<b>Net Other Income</b>	1,428			16,309			
<b>Net Income</b>	-57,184	0	-57,184	-73,409	0	-73,409	0

# RIANDA HOUSE

## Executive Director's Report: April 2023

It has been a busy but rewarding month, primarily working to meet our supporters to identify match challengers. I am encouraged to see our program beginning to expand beyond the house to Calistoga.

I created a summary/facts sheet to share with donors. (Included in packet below)

### 5 Key Objectives for 2023

1. Quantitative Growth: Increase the number of monthly participant engagements to 1000/month. **March: 784** (up from 701 in Feb)
  - Expanding beyond the house
    - Applied for city Grant with Ben Hill and am in dialogue with him.
    - Activities in Calistoga Mobile home parks have begun with good attendance
  
2. Fiscal Growth: Raise \$760,000 and establish reliable systems for sustained income. **Currently: \$125,633**

Making good progress toward our 200k Spring Fundraiser Goal. It will still be a challenge to operate in the black this year, but that's my goal. I reduced our income goal from \$760,000 to \$710,000 since it looks as if we will be at least 50k under budget on expenses.

**Goal: 710,000\***

Who	Amount
<b>Total Received</b>	<b>\$125,633</b>
<b>EXPECTED</b>	
ERC	\$119,000
Jules Grant	\$80,000
Vintners	\$50,000
City of St. Helena	\$30,000
City of Calistoga	\$3,000
Rally (not including Clark's 50k)	\$150,000
End of Year Appeal	
Digital Campaign	
Terry's Out-of-area Get-Together?	
<b>Total Expected</b>	<b>\$432,000</b>
<b>Grand Total</b>	<b>\$557,633</b>
<b>Still to Go</b>	<b>\$152,367</b>

3. Digital Infrastructure: Fully implement Boomerang CRM and integrate it with all peripheral software and new website.
  - Beginning to use Bloomerang more efficiently. We need are re-assessing our program software (My Senior Center).
4. Organizational Growth: Create an operations manual for all key functions of Rianda House.
  - Becky Jo is working on this. Amanda has made good progress with a manual for the program side of the house.
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 and will be implemented in the next month or two.



## The Mission

*Our mission is to ensure that every UpValley adult remains **strong** in mind, body, and spirit, **connected** in meaningful relationships, and **giving** from the abundance of their lives.*

When people think of the Upper Napa Valley, they envision people relaxing on a porch, gazing out on vineyards, sipping world-class wine. They don't think of lonely seniors living paycheck to paycheck, fighting disabilities that make it hard to leave the house. Retirees make up more than 50% of the UpValley population. Many feel abandoned, a situation made worse by the false assumption that the UpValley is a place without need. Rianda House is the only UpValley organization 100% dedicated to older adults.

**Strong, Connected, Giving:** These three words guide everything we do, from hiring decisions, to choosing what programs to offer, to evaluating our effectiveness. We challenge people to embrace their senior years as the blossom of life. We believe that each passing year adds value to a person, like growth rings of a majestic tree.

Check your stereotypes about senior centers at the door. At Rianda House, you will connect with vibrant, authentic people, living life to the fullest, and eager to welcome you to the community. Thanks to our generous supporters, Rianda House activities are free of charge so that every barrier to participation is removed.

## Our Core Values

### **We care**

We want you to meet YOU. Tell us your story. Let's be friends! Can we help? We have a lot to give, and so do you.

### **We are inclusive**

We bring people together, regardless of race, sexual orientation, religion, political views... Rianda House is a place for everyone. Our common humanity is our bond.

### **We play**

Growing older comes with a unique set of challenges. We lift each other up with compassion, encouragement, and humor. If you come to Rianda House, you will leave feeling lighter.

### **We seek wholeness**

We pursue physical and emotional wholeness. We are people of integrity, living balanced, purposeful lives.

### **We strive for excellence**

We seek excellence in everything we do.





Jean Rianda

## Our Story

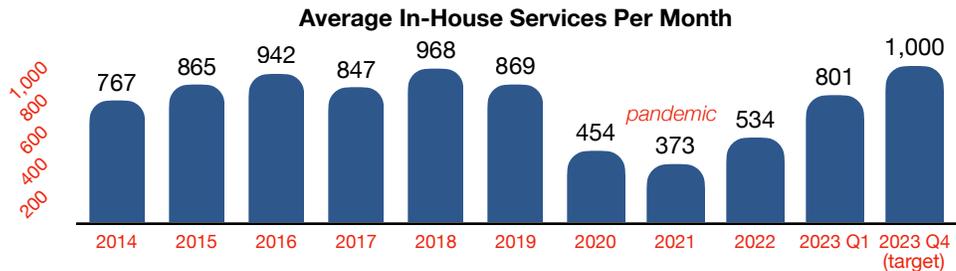
Jean Rianda dreamed of a place for older adults to gather in the UpValley and willed her home to Rianda House for that purpose. Service organizations and generous donors came together to create a warm and welcoming space.



In 2008, Rianda House opened its doors to the public. Rianda House was soon a staple of the community, buzzing with activity, offering activities and services to older adults.

## Statistics

Don't be fooled by our small footprint. Each month, Rianda House provides 750-1,000 in-person services, and provides guidance to dozens more who call for assistance.

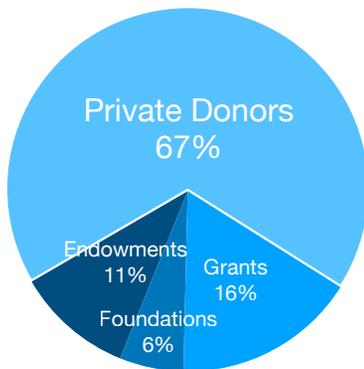


During the pandemic, in-person activities dropped, but thanks to a dedicated Board and solid reserves, Rianda House didn't miss a beat. Rianda House touched even more lives through personal phone calls, virtual classes, and drive-up meals. Hundreds received Covid vaccinations. Rianda House is back to pre-pandemic levels with a target this year to set a record of 1,000 services a month. Our goal is to take Rianda House to where people live: mobile home parks, community centers, the Veterans' Home, assisted-living facilities, and even personal visits to those who are unable to leave their homes.

## Programs & Support *powered by love since 2008*

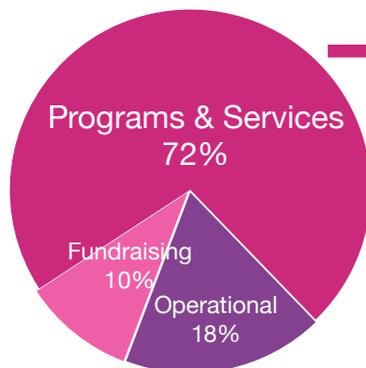


### 2023 Income Sources \$760,000



Rianda House relies on people in the community who recognize Rianda House's value and support it faithfully.

### 2023 Expenditures \$760,000



We strive to reduce overhead so we can devote resources to our programs and services.

### 35+ programs and activities with more added every month

- Zumba
- Nature Walks
- Line Dancing
- Writing Classes
- Tai Chi
- Strength Training
- Victim Services
- Art Classe & Exhibits
- Concerts
- Special Speakers
- Imagery & Poetry
- Needlers Club
- Brain Fitness
- Gents & a Cuppa Joe
- Chair Yoga
- Readers' Theatre
- Memory Assessment
- Mah Jongg & Canasta
- Duplicate Bridge
- French Club
- Ladies & a Cuppa Tea
- Cooking Classes
- Amistad y Apoyo
- Embodied Meditation

Every program is designed to keep our community **strong** in mind, body, and spirit, **connected** in meaningful relationships, and **giving** from the abundance of their lives.



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](mailto: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**  
**April 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 this month, the first Wednesday of each 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).
- Connected with Maile Shubin from Adventist Health to start a “Let’s Talk Nutrition” class beginning in June.
- I spoke with someone from Enhanced Fitness outreach – this is a program that is evidence-based and is proven to: improve physical function, decrease depression, protect against falls and fall injury, and more. The program comes with data management, so that you can use the records for grant writing. I highly suggest checking it out, I think it would be great for Rianda House. <https://projectenhance.org/enhancefitness/>

**Upcoming:**

- Prospectively hiring a new instructor to teach outdoor Qi Gong/Tai Chi/Meditation for Rianda House, biweekly. His name is Joseph Nase and he currently teaches at Solage.
- Working with Becky Jo and Maury to solidify an efficient hiring process for new instructors (paperwork).
- Working with Becky Jo and Maury to hopefully complete the Program Manager portion of the Operations folder by the end of April.
- Robin has created a rough draft of the quality analysis questions; I am looking to have that reviewed and completed by the end of this month.
- The first day Rianda House will have a booth at the Farmers Market is Friday, 5/5. This will take place once per month (the first Friday of each month).

## Statistics – March 2023

### Summary Statistics from 03/01/2023 to 03/31/2023

#### Filters:

Age: >=0

Site(s): All

Activity Type	Duplicated	Unduplicated
Events	746	213
Volunteers	38	18
<b>Total People Served</b>	<b>784</b>	218

### Date range from 03/01/2023 to 03/31/2023

#### Filters:

Age: >=0

Site(s): All

Checkin Count	746
Days in Range	23
Avg Duplicated	32.43

Avg Per  
Weekday

Monday	39
Tuesday	24
Wednesday	32
Thursday	42.4
Friday	24.4

Avg Per  
Day by  
Month

March	32.43
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