

RIANDA HOUSE BOARD OF DIRECTORS MEETING AGENDA

September 14, 2023, 4:00-5:30 @ Rianda House

If you need to join virtually, here's the Zoom link:

<https://us02web.zoom.us/j/3870370870>

Time	Item	Purpose
3:45	Social time	Meet and greet
4:00-4:15	Welcome - Peter <ul style="list-style-type: none"> ● Introductions ● Check-in: In what way(s) are you growing? (<i>Core Value: Growth</i>) ● Overview of Agenda 	Set the stage
4:15-5:00	Strategy Session - Peter <ul style="list-style-type: none"> ● Strategic Plan <ul style="list-style-type: none"> ○ Celebrate successes ○ Note where we are off-track ○ Course correction & action plan 	Brainstorming Deliberation Decide Information
5:00-5:10	Financials - Leslie	Information Discuss
5:10-5:20	Consent Agenda - Peter <ul style="list-style-type: none"> ● Approve meeting minutes from the previous meeting ● Approve financial reports ● Accept staff reports 	Decide
5:20-5:30	Board Member Actions - Peter <ul style="list-style-type: none"> ● Actions to be completed 	Clarity on commitments Follow through
5:30	Adjourn - Peter	

Rianda House Board of Directors Meeting Minutes
Thursday, July 20, 2023

Members Present: Peter, Carroll, John, Bonnie, Leslie Absent: Jon, Steve
Staff: Maury, Libby

Discussed matters on the July 20 meeting agenda (below).

Time	Item	Purpose
3:45	Social time	Meet and greet
4:00-4:15	Welcome - Peter <ul style="list-style-type: none"> ● Introductions ● Check-in: What's the one thing you'd like to accomplish as a board member? ● Overview of Agenda 	Set the stage
4:15-5:15	Strategy Session - Peter <ul style="list-style-type: none"> ● Board Development (Strategic Goal 2) <ul style="list-style-type: none"> ○ Board/Committee Structure ○ Reviving committees: <ul style="list-style-type: none"> ■ Fund Development (Community Engagement, Resource Development) ■ Program ○ Board/Committee Recruitment - Peter ● Program expansion (Strategic Goal 1) - Maury 	Brainstorming Deliberation Decide Information
5:15-5:20	Separating from TVT Publishing - IT services - Peter	Information
5:20-5:25	Financials - Leslie	Information Discuss
5:25-5:27	Consent Agenda - Peter <ul style="list-style-type: none"> ● Approve meeting minutes from the previous meeting ● Approve financial reports ● Accept staff reports 	Decide
5:27-5:30	Board Member Actions - Peter <ul style="list-style-type: none"> ● Actions to be completed 	Clarity on commitments Follow through
5:30	Adjourn - Peter	

John motioned to approve the June consent agenda (June Minutes, Financial Reports, Program Director Report, Executive Director Report). Bonnie seconded. The motion passed unanimously.

Our Mission

We increase life expectations by providing programs and activities that help older adults remain **strong** in mind and body, **connected** in meaningful relationships, and **giving** from the overflow of their lives. In this way, we make life's final chapter the best of all.

Our Vision

We envision the UpValley transformed into a place like Greensboro, Vermont, where agism is eradicated. (See Rebecca Levy, *Breaking the Age Code*).

Our Values

We Welcome: We greet everyone with a warm welcome, regardless of race, religion, political views, age, sexual orientation... We respect our differences while honoring our common humanity. *Vive la différence!*

We Care: We care about others, knowing that life is richest when lived among friends. We celebrate joys and are there for each other in sorrow. We meet needs with practical assistance and resources.

We Grow: We seek growth on all fronts: mental, physical, spiritual, and emotional. We live balanced, purposeful lives, remaining flexible, always seeking to improve.

We Play: Since laughter is the best medicine, we make sure Rianda House is a fun place to be. We use humor to lighten things up, without making light of things.

Core Expertise

We are the UpValley experts in getting the most out of life's greatest chapter.

Defining Metrics

1. The number of participants in Rianda House programs and activities each month
2. The number of participants who report feeling either Stronger, More Connected, and Giving

Strong. Connected. Giving.

DESIRED IMPACT: All UpValley adults flourish through their lifespan

STRATEGIC IMPACT FRAMEWORK

STRATEGIES	DESIRED RESULTS	GOALS
<p>1 Advocate for older adults.</p>	<p>1 Rianda House is beloved, respected, and known as the trusted resource and activity center for all UpValley older adults.</p>	<p>1 All UpValley older adults have easy access to trusted resources and activities facilitated by Rianda House and are happy, healthy, socially connected, informed, and secure.</p>
<p>2 Ensure people have easy access to wellness and enrichment classes, and the resources they need and want.</p>		<p>2 Family, friends, and caregivers of UpValley older adults have the resources, information, and support they seek.</p>
<p>3 Ensure Rianda House offerings are culturally relevant, innovative, responsive, popular, and fun.</p>	<p>2 Rianda House's resources, activities, and programs are in high demand by UpValley older adults.</p>	<p>3 Board members are passionate about the mission of Rianda House, proud of their commitment, and feel their expertise is utilized, and they are valued.</p>
<p>4 Ensure Rianda House has the necessary resources to meet community needs and achieve our desired impact.</p>		<p>4 Volunteers feel useful, effective, and connected to the organization and that they are a vital element to the success of Rianda House and the health and well-being of UpValley older adults.</p>
<p>5 Leverage collaborative relationships to ensure we are using best practices to provide the most relevant and meaningful programs available.</p>		<p>5 Staff members feel valued, successful, part of a thriving and collaborative team, proud of the organization, and supported by leadership.</p>
<p>6 Build a community of the engaged.</p>	<p>3 Rianda House is sustainable for the long-term, with the human and financial resources to be innovative and responsive.</p>	<p>6 Donors feel connected to the impact of Rianda House, give generously, and feel proud of their investments (time, talent, and/or treasure) in Rianda House.</p>
		<p>7 City officials value and support their partnership with Rianda House and are proud of the impact on the communities.</p>
		<p>8 Nonprofit organizations partner with Rianda House in order to provide accessible, relevant and comprehensive support services for UpValley older adults.</p>
		<p>9 Community members feel welcome at Rianda House, value its programs and activities, see it as critical to the community, and want to provide support to ensure it will be there for the future.</p>



UpValley's Senior Activity Center
 RIANDA HOUSE | WWW.RIANDAHOUSE.ORG
 707-963-8555 | INFO@RIANDAHOUSE.ORG

Strong. Connected. Giving.

23-26 Strategic Plan

Our 10-year Dream

We expect to see older people visibly involved in the community, interacting with young people, working in business, and serving in all kinds of ways. Older adults will be respected by younger generations and vice versa. A group of older people might say, “We need to get some young people involved.” A group of young people might say, “We need to get some older people involved.”

3-year Strategic Goals

By December 31, 2025:

Participants

1. **Double** the number of monthly participant engagements from 900 in 2019 to 1,800 in 2025 with Rianda House and increase the number of participants reporting they are stronger, more connected, and giving.

Status: **On-track**

Board

2. Our board has 11 engaged members who are fully committed to the mission and values of Rianda House and enjoy their experience on the board.

Status: **almost on-track**

Sustainability

3. We have sufficient financial and human resources and the processes and systems in place to sustain the organization into the future.

Status: **almost on-track**

Data

4. We have solid data to guide our future.

Status: **On-track**

Objectives for 2023

1. Quantitative Growth: Increase the number of monthly participant engagements to 1000/month. **On-track**

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

Status: **almost on-track**

3. Digital Infrastructure: Fully implement Boomerang CRM and integrate it with all peripheral software and the new website.

Status: **On-track**

4. Organizational Growth: Create an operations manual for all key functions of Rianda House.

Status: **On-track**

5. Qualitative Growth: Develop a written assessment tool to track participant growth in strong, connected, and giving. Use this tool in 2023 to begin to show the growth of participants.

Status: **On-track**

2023 Dashboard	2023 Targets	Q1 Actual	Q2 Actual	Q3 Actual (as of 8/31)	CY23 Actual
# of monthly participant engagements	1,000	858	815	1113	
# of first-time participants					
\$\$ contributed revenue	760,000	96,140	378,191	411,258	
% donor retention	60	52	51	48	
	Key	Celebrate	Watch	Act	

Rianda House Board Prospect List

Strong. Connected. Giving.

Prospective Board Members				
Name	Suggested by	Info	Who will Ask	Status/Notes
<i>First Priority</i>				
Boesch, Susan		Winery owner, current donor	Peter	Peter will reach out Susan
Canning, Chris	Kris	Calistoga Mayor (not running for re-election) LGBTQIA+	Peter/Maury	Maury will meet with him
Garvey, Julie	Bonnie	Spiritual advisor, Winery/Vineyard Owner	Bonnie	Interested. Bonnie and Maury will meet with her if possible.
<i>Second Priority</i>				
Matovcick, Ed	Becky Jo & Maury	Former NVV Grant Committee member, senior advocate, Former Mike Thompson Chief of Staff, Public Affairs at Robert Mondavi Winery.	Maury/Becky Jo	Becky Jo will reach out
Oswald, Roberta	Kris	Property management/real estate in St. Helena, Soroptimist, poker		
Snowden, Randy	Peter	Former Dir. Of Napa Co. Health & Human Services, native Napa Valley, winery/vineyard owner Former Attorney,	Peter	Peter will reach out to him
<i>Third Priority</i>				
Sculatti, Katie	Peter & Stephen	Spanish teacher, young with small children, generations in the UpValley, connected to musical community	Peter/Maury	Peter will circle back to her Preliminary contact.

Prospective Committee Members			
Name	Contact	Committee Suggestion	Status/Notes
Hoffman Paul	Stephen	Finance Committee	
John, Elaine	Bonnie	"Kitchen Cabinet"? Development	She is happy to be an informal advisor Former Dir of Philanthropy for the Queen. Will act as an advisor

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Scott, Sharon (tied to Roberta)	TBA	Programs/Events	poker, winery, lives on (?). Daughter - Nicolini
Stuard, Mary	Maury & Katherine	HR Advisor/Kitchen Cabinet	
Enger, Susan	Kris and Leslie	New to the community. Came to the open house. Enthusiastic about Rianda House. Mentioned something with schools - giving back.	Maury to follow-up

Board Action Plan - May 2023 Board Meeting

Action	Who will do it	By when

RIANDA HOUSE

Executive Director's Report: August/September 2023

Since the reorganization at the end of June, it has felt like a dam broke—in a good way. Working at Rianda House feels like living in a house that is being remodeled. There is a lot of exciting change, plus a lot of dust. Here are the major shifts that are taking place.

1. Addition of a **second full-time program staff**. Gayle Davies will begin as a part time employee and become full time in November. This will allow us to expand programs and activities into the evenings and increase off-site service (Calistoga, Angwin...)
2. Addition of a **development director**. Ben Hill will begin working part time on October 9 and be full time in 2024.
3. **Streamlining processes**. Marshall Cox is working one day a week with Becky Jo Peterson to establish smooth and cost-efficient back-office processes. These include...
 - Setting up [bill.com](https://www.bill.com) to pay and manage our bills electronically. This system has much more rigorous tracking and accountability. Plus, it is much faster.
 - Switching IT services to in-house. Marshall will assume responsibility for our IT and help us switch to free nonprofit versions of programs we currently using. In 2024 we will not renew our contract with TVT, saving over \$30,000.
 - We are shifting from My Senior Center to MindBody, a much more modern and efficient program for tracking and serving our community.
4. Setting up **the 2024 budget**. We are creating a new chart of accounts to work seamlessly with the 990 and provide accountability to the staff.

Ben and I are working on an end-of-year appeal with a goal of operating in the black this year. This is a heavy lift, but we hope to achieve it.

Also, please note that in August we achieved our 2023 goal of 1000 engagements/month (1113). Way to go, Amanda!!

Progress on our five key objectives for the year is now tracked with the meeting minutes.

Goal: 700,000*

Who	Amount
Total Received (7/18/23)	\$411,258
EXPECTED	
Jules Grant (Was 80k)	\$0
Vintners	\$50,000
City of St. Helena	\$30,000
City of Calistoga	\$3,000
End of Year Appeal	
Digital Campaign	
Total Expected	\$83,000
Grand Total	\$494,258
Still to Go	\$205,742

*** We are on track to come in under budget on the expenses side. 700k is a reasonable estimate.**

Note that the Jule Grant money, which we were told would arrive in March, has not come in. I have called on this on multiple occasions. The only answer I have received is that they have run into complications.

It will take a strong end-of-year appeal to operate in the black this year but it is not impossible.

P.S. I applied for a Gasser Foundation grant for \$40,000 to redo the roof on the house in 2024.

Board Meeting Notes July 2023

Connections:

- Implemented program Aqua Aerobics at Chateau Calistoga, we now offer programs to 2/3 of the Mobile Home Communities in Calistoga. I am currently in the process of trying to reach Forrest & Patty Mills, Managers at Calistoga Springs to see if we can offer a class to that community as well.
- We are starting a Tai Chi class at Silverado Orchards beginning Monday, August 7th.
- I met with a Rianda House participant, Valerie Preston who will be volunteering for us as one of our greeters beginning Monday, August 7th.
- I met with Patty and Forrest Mills at Calistoga Springs Mobile Home Park regarding offering classes to their residents. Patty is going to ask around to see if there is any interest in Aqua Aerobics and we will circle back in two weeks.
- I met with Aimee Wyrick from Pacific Union College regarding programs to implement at Rianda House (history, art history & gardening) beginning in October.
- Robin and I met with Madeline Weiss and Sylvia Griffiths regarding a “wellness check” phone call service that Rianda House could provide, possibly in combination with “Visit Me Today”. I followed up to meet with Ben Hill to discuss possibilities.
- I spoke with Dora Vega from Calistoga Senior Apartments and will be meeting with her mid-August to see the space and what kind of programs we can bring to residents there.
- I spoke with Daniela from Turning 65 resource center in Napa and she is coming to Rianda House in September to give a talk on Medicare changes.

Upcoming:

- Maury and I have a second interview with Gayle Davies for a Program Manager on Thursday, 8/4/2023.
- I am working on uploading all classes on the Mind Body website, hoping that the new platform will be ready and usable by all staff, instructors and volunteers by October 1st.
- I am continually working on getting instructors a brief training on Rianda House emergency overview procedures as well as checking in consistently with staff to get them certified in CPR/AED.
- Linda Williamson has been hired to teach a Memoir Writing class beginning in September.

Statistics:

Summary Statistics from 07/01/2023 to 07/31/2023

Filters:

Age: >=0

Site(s): All

Activity Type	Duplicated	Unduplicated
Events	903	271
Volunteers	27	13
Total People Served	930	272

Date range from 07/01/2023 to 07/31/2023

Filters:

Age: >=0

Site(s): All

Checkin Count	902
Days in Range	20
Avg Duplicated	45.1
Avg Per Weekday	Monday 49.8 Tuesday 26 Wednesday 33.75 Thursday 77.75 Friday 32.25
Avg Per Day by Month	July 45.1

Board Meeting Notes – August 2023

Connections:

- Met with Karen Lustig and Tiffanie Walker from Providence. Karen will be at Rianda House every Tuesday to offer resource support services for the community.
- Met with Canva – Tonia Wilsey-Kulp. Meals on Wheels will return in October for a weekly lunch every Wednesday.
- A former volunteer from Collabria Care came by and we discussed volunteer opportunities. Ric Yamate will start a Sing-A-Long class every Tuesday afternoon from 4:30-5:30pm.
- James Scanlan who has been a participant for many years has offered to be available for Tech Assistance once per month and give individual help.
- Met with Alma Perez at Mentis regarding offerings in Spanish and Providence will provide a Brain Fitness class in Spanish once per month on Tuesdays at 9am beginning in October.
- Maury and I met with Rick Crebs from American Legion Hall regarding rental space and availability. I think this would be a great alternative to the Magnolia Room since it is the same price and offers evening hours as well as use of the kitchen.

Upcoming:

- New Program and Volunteer Manager Gayle Davies will be starting part-time on Monday, September 11th. She will be full-time beginning in November.
- We have a new writing instructor – Richard Abramson who will start teaching a short story writing class mid-October. Richard comes from Stanford University and has 35 years of practicing with an undergraduate degree in English literature and has written two books.
- Adventist Health will be back on Tuesday, October 24th with a flu vaccination clinic.
- In October, we will start opening up later in the evenings. Every Tuesday there will be a sing-a-long with Rick Yamate. In addition to that we have Hatha Yoga at 5:30pm offered on Wednesdays. There are a few other later afternoon/evening classes that will be offered as a 1-time event to see how attendance goes during these timeframes.
- Musician Elaine Jennings will be performing on Tuesday, October 31st from 5-6pm.
- There will be a quilters Art Reception taking place on Tuesday, October 26th along with Festival Napa Valley bringing in their program *How I See Music*.
- Beginning in October, there will be a weekly walk offered in various locations: PUC Nature Walk, Linda Falls Hike and Calistoga Loop.
- Lorraine Ruston will continue her Intro to Spanish class as a “session 2”. Due to the high demand of this class, I am meeting with someone next Tuesday, 9/12 regarding adding in a conversational Spanish class on another day.

- Robin put together a travel/vacation package with Collette Travel Company which is taking quite a bit of interest! I will reach out to a Portuguese instructor next week to check availability if we can do a Intro to Portuguese language class.
- Laura Prichard from SF Symphony is returning for two late afternoon/early evening events in October – both pertaining to SF Opera premieres.
- Our registration system is changing to Mind Body. I plan to have all of the instructors and staff familiar with this by the end of the month so that by October we can start using this at the front desk and off-site to track attendance and register participants.

Statistics:

Summary Statistics from 08/01/2023 to 08/31/2023

Filters:

Age: >=0

Site(s): All

Activity Type	Duplicated	Unduplicated
Events	1080	300
Volunteers	33	13
Total People Served	1113	300

Average Daily Attendance:

Date range from 08/01/2023 to 08/31/2023

Filters:

Age: >=0

Site(s): All

Checkin Count	1080
Days in Range	23
Avg Duplicated	46.96
Avg Per Weekday	Monday 44 Tuesday 36.4

Wednesday 49.2

Thursday 65.6

Friday 37

Avg Per Day by Month August 46.96

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

	<u>Aug 31, 23</u>	<u>Aug 31, 22</u>
ASSETS		
Current Assets		
Checking/Savings		
1000 · Petty Cash	150.00	96.00
1025 · General Account - FR Bank	148,555.64	117,685.69
1080 · Savings Account - BOTW	0.00	245,286.36
1085 · Savings Account - WF	245,378.39	244,423.96
Total Checking/Savings	394,084.03	607,492.01
Accounts Receivable		
1100 · Accounts receivable	978.13	60.00
Total Accounts Receivable	978.13	60.00
Other Current Assets		
1300 · Investments	799,315.56	621,439.29
Total Other Current Assets	799,315.56	621,439.29
Total Current Assets	1,194,377.72	1,228,991.30
Fixed Assets		
1500 · Land	250,000.00	250,000.00
1520 · House	1,195,843.14	1,195,843.14
1560 · Furniture & Fixtures	84,646.01	84,646.01
1590 · Accumulated Depreciation	-570,585.56	-529,707.00
Total Fixed Assets	959,903.59	1,000,782.15
Other Assets		
1600 · Deposits	2,600.00	2,600.00
Total Other Assets	2,600.00	2,600.00
TOTAL ASSETS	<u>2,156,881.31</u>	<u>2,232,373.45</u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 · Accounts Payable	1,441.86	0.00
Total Accounts Payable	1,441.86	0.00
Credit Cards		
2020 · American Express	0.00	4,038.20
Total Credit Cards	0.00	4,038.20

4:40 PM

09/07/23

Accrual Basis

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

	<u>Aug 31, 23</u>	<u>Aug 31, 22</u>
Other Current Liabilities		
2100 · Rental Deposits	1,000.00	1,250.00
2200 · 401-K Payable	0.00	-99.00
Total Other Current Liabilities	<u>1,000.00</u>	<u>1,151.00</u>
Total Current Liabilities	<u>2,441.86</u>	<u>5,189.20</u>
Total Liabilities	2,441.86	5,189.20
Equity		
3100 · Net Assets - Unrestricted	1,200,980.80	1,402,605.30
3200 · Net Assets - Temp. Restricted	413.42	413.42
3250 · NetAssets - Landscaping Project	7,431.85	16,992.77
3400 · Net Assets - Invested in Plant	988,432.15	1,026,102.15
Net Income	<u>-42,818.77</u>	<u>-218,929.39</u>
Total Equity	<u>2,154,439.45</u>	<u>2,227,184.25</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,156,881.31</u></u>	<u><u>2,232,373.45</u></u>

Rianda House
Profit & Loss Summary Report
August 2023

	Aug 23	Budget	\$ Over Budget	Jan - Aug 23	YTD Budget	\$ Over Budget	Annual Bud...
Ordinary Income/Expense							
Income							
41000 · Contributions & Gifts	2,334.08	51,875.00	-49,540.92	86,038.94	415,000.00	-328,961.06	622,500.00
42000 · Fundraising Events	0.00	13,416.67	-13,416.67	175,836.42	107,333.36	68,503.06	161,000.00
43000 · Reimbursable Grants	0.00	0.00	0.00	3,290.63	0.00	3,290.63	0.00
44000 · Other Income.	2,642.27	1,208.34	1,433.93	28,092.48	9,666.72	18,425.76	14,500.00
Total Income	4,976.35	66,500.01	-61,523.66	293,258.47	532,000.08	-238,741.61	798,000.00
Gross Profit	4,976.35	66,500.01	-61,523.66	293,258.47	532,000.08	-238,741.61	798,000.00
Expense							
61000 · Program Salaries & Benefits	19,548.92	26,647.25	-7,098.33	181,885.75	213,178.00	-31,292.25	319,767.00
62000 · Program Expenses	8,160.27	11,119.83	-2,959.56	88,949.96	88,958.64	-8.68	133,438.00
63000 · Program ~ Facility	9,323.63	7,840.00	1,483.63	58,530.03	62,720.00	-4,189.97	94,080.00
71000 · Management Salaries & Benefits	2,653.27	7,566.25	-4,912.98	53,011.04	60,530.00	-7,518.96	90,795.00
72000 · Mangagement Expense	1,120.00	1,575.84	-455.84	10,443.27	12,606.72	-2,163.45	18,910.00
73000 · Professional Services	1,529.54	1,723.33	-193.79	19,305.95	13,786.64	5,519.31	20,717.00
74000 · Management - Other	45.91	766.67	-720.76	6,554.33	6,133.36	420.97	9,200.00
81000 · Fundraising Salaries	2,416.52	5,324.42	-2,907.90	36,757.17	42,595.36	-5,838.19	63,893.00
82000 · Fundraising Expense	0.00	766.66	-766.66	1,335.17	6,133.28	-4,798.11	9,200.00
Total Expense	44,798.06	63,330.25	-18,532.19	456,772.67	506,642.00	-49,869.33	760,000.00
Net Ordinary Income	-39,821.71	3,169.76	-42,991.47	-163,514.20	25,358.08	-188,872.28	38,000.00
Other Income/Expense							
Other Income							
9000 · Other Income	-8,349.75			149,223.99			
Total Other Income	-8,349.75			149,223.99			
Other Expense							
6375 · Depreciation Expense	3,169.76	3,169.76	0.00	28,528.56	25,358.08	3,170.48	38,000.00
Total Other Expense	3,169.76	3,169.76	0.00	28,528.56	25,358.08	3,170.48	38,000.00
Net Other Income	-11,519.51	-3,169.76	-8,349.75	120,695.43	-25,358.08	146,053.51	-38,000.00
Net Income	-51,341.22	0.00	-51,341.22	-42,818.77	0.00	-42,818.77	0.00