



EDUCATE | ENGAGE | EMPOWER

**Peter Paul**  
**1708 N. 22<sup>nd</sup> Street, Richmond, VA 23223**  
**Zoom Conference Call**  
**May 25th, 2021 at 8:30 a.m.**

**According to Peter Paul's Board by-laws, notice of the meeting was provided by Damon Jiggetts, Executive Director, in February 2021. Mary Doswell, Board Chair, presided over the meeting. A quorum was reached.**

**I. Opening Prayer/Welcome**

The meeting commenced at 8:33 a.m. In attendance were board members Jessica Brooks, Joy Brown, Tamika Daniel, Mary Doswell, Mark Franko, Hal Greer, Pat Hanley, Laura Lafayette, Scott Mayo, Benita Miller, Chris Moore, Hillary Parkhouse, Tyrone Payton, Missy Reynolds, Renee Robinson. Also in attendance were Peter Paul staff members Lamont Bagby, Carolyn Champion, Damon Jiggetts, Michelle Williams, Kim Young, and Sarah Young. Mary began the meeting and Damon gave the opening prayer.

**II. Mission Moment – Tamika Daniel**

Peter Paul and volunteers from the community have been meeting each month to talk with neighbors and disseminate community resources to families during "Community Walks". Board members are encouraged to attend; it is a meaningful experience that is the best way to get to know the East End.

**III. Approval of Minutes and Board Business**

Hal Greer moved to approve January and March meeting minutes. Pat seconded and all voted in favor, there were no votes against; the motion carried. Mary Doswell moved to approve committee reports. Tyrone Payton seconded and all voted in favor, there were no votes against; the motion carried. Hal Greer reminded the board that the plan is to adopt a consent agenda format to replace individual committee reports, thus streamlining board meetings. Scott Mayo motioned to approve. Tyrone Payton seconded and all voted in favor, there were no votes against; the motion carried.

Scott Mayo, Hal Greer, and Tyrone Payton reviewed the board structure and member recruitment process. Mary Doswell will remain as chair; Jessica Brooks will remain as vice-chair; Hal Greer will remain as secretary; and Tyrone Payton will serve as treasurer. There is currently one candidate for the board in the pipeline from Capital One. Tyrone and Carolyn will send out a board succession matrix for board members to review, which will include term start and end dates. Members will make updates to their individual matrix as their term goes on.

Scott Mayo requested to amend bylaws to include updates to board diversity and religious requirements: “requiring four board members to be members of the church or community served by Peter Paul” (two representing each). It was noted that we should be explicit about what this means – Episcopal Church or any religious affiliation. Hal Greer requested to do a roll call vote. The motion was approved by 15 board members on the call; Tamika Daniel did not vote.

**IV. Executive Director Report - Damon Jiggetts**

- The FY22 strategic plan will highlight our work in the community, the work of the family community engagement team, as well as internalized processes and procedures of Peter Paul staff.
- There are two Trello boards: one is for the board, and one is for staff. These serve as a way to document the progress of all Peter Paul projects; committees will track progress on the Trello board.
- An update of the Trellos will be sent to the board each month.

**V. Review of New Policy Documents - Damon Jiggetts and Mary Doswell**

- Review of Peter Paul Logic Model - this model was created after a request for directors to review programming and cut out what doesn't work while investing in what *has* been working in regards to participation and engagement.
- Review of Decision-Making Matrix - this will serve as a process for staff and board to make decisions within the organization. It will also serve as consistent criteria for us to measure ourselves against. Questions for staff within the matrix include objective, relation to mission, budget requirements, etc. This matrix was developed in hopes that it will help the board understand new initiatives, and speed up our decision-making process over time.
- The board will meet once a month for the next year to improve communication through new initiatives such as the strategic plan, decision-making matrix, and logic model.
- Damon Jiggetts introduced and requested the board to participate in the new Peter Paul Board/Staff Community awareness training series. This training will occur on the 4<sup>th</sup> Tuesday of every month. Each training will be lead by an expert nonprofit leader in our community. Topics shall include Communication, Culture and Climate, Power and Inclusion, Organizational Lifestyles, Equity, etc. Jessica Brooks requested that trainings be recorded to be available to those unable to attend in person, and oncoming board members. The leadership team, Board of Associates, and non-board committee members will also be invited to attend.
- Mary Doswell asked how board members will feel about in-person training sessions and board meetings to be moved to 8:00 am. Board members indicated they approved by raise of hand. There were no oppositions to the change.

**VI. Financial Review – Pat Hanley**

- Revenue up \$771k over the budget YTD.
- Expenses are \$270k under budget YTD. Personnel costs continue to be the highest category of expenses.
- It is projected that we will end FY21 with a surplus of approximately \$1MM.

- We will be showing a deficit budget for FY22, and surplus cash from FY21 will be used to cover that to break-even.

**VII. FY22 Budget Scenarios Draft - Pat Hanley**

- RPS will fund Summer Promise Program at \$175k, but not the school year at this moment. They may provide additional funding to support the traditional academic year.
- The assumption is that there will be a slow build to the maximum capacity of summer program participation.
- The budget will provide for more educational staff to be onboarded as participation numbers increase in in-person programming.
- Full-time Data and Impact Manager role included in the budget for the full year
- Full-time Education Coordinator role included in the budget for the second half of the year.
- Budget for 25 teachers and program assistants for the Summer Promise Program.
- Finance Committee requests board approval of two recommendations:
  - Utilization of \$330k of surplus for FY22 operating expenses. Pat motioned to approve, Chris Moore seconded. Those in favor raised their hand. Mark Franko opposed. Motion carried.
  - \$500k surplus to be put in reserves account. Pat motioned to approved, Missy seconded. All were in favor, none opposed.

**VIII. Executive Session**

The board adjourned to an executive session at 9:54 a.m.

**Next meeting: TBD**

Respectfully submitted: Michelle Williams

Secretary: \_\_\_\_\_  
Hal Greer, Board Secretary