

Opportunity House, Inc.

**MINUTES OF THE BOARD OF DIRECTORS MEETING**

August 26<sup>th</sup>, 2024

**PRESENT:** Lorna Bemis, Tim Conklin, Jennifer Darlinger, Landon Faivre, Nicole Fisch, Jeanne Isabel, Sushil Keswani, Maura O'Toole

**ALSO PRESENT:** Tom Matya, Carol Parsons, Chanette Oeser, Norma Farfán, Ciara Deal, Wanda Tatum, Laura Chessman

**LOCATION:** 357 N. California St, Sycamore, Conference Room & Microsoft Teams

I. **CALL TO ORDER:** 4:02 p.m. by Landon Faivre.

II. **CONSENT AGENDA:** Moved by Maura O'Toole, seconded by Lorna Bemis.

A. **Minutes:** From June 27<sup>th</sup>, 2024 Meeting.

B. **Financial Reports:** From June and July 2024.

TO APPROVE PRELIMINARY JUNE MINUTES AND JUNE AND JULY FINANCIAL REPORTS AS PRESENTED. Carried.

C. **Vehicle Use and Business Travel Policy:** Section D will be updated to clarify driver requirements, and section K will clarify cell phone use.

III. **EMPLOYEE INTRODUCTION:** Ciara Deal, Residential Director, introduced herself and was welcomed by the group.

IV. **COMMITTEE REPORTS:**

A. **Executive Committee:** No meeting.

B. **Finance Committee:** No meeting.

C. **Marketing & Communication Committee:** No Meeting

V. **OLD BUSINESS:**

A. **Enterprise Fleet Agreement:** Tom Matya discussed the benefits of the rental program with Enterprise, which includes better service and a simple, safe way to manage maintenance and repairs on our fleet of 20 vehicles.

B. **Watermelon Explosion Event:** Wanda Tatum reported the success of OH's annual event, which attracted 223 attendees. Upcoming fundraising events in partnership with Maple Park Supports Special Olympics Athletes include Hogzilla, Wheel of Meat, and the 17<sup>th</sup> Annual Clay Shoot.

VI. **NEW BUSINESS:**

A. **New Board Director Update:** Tom Matya discussed the four board member vacancies and the upcoming nominees that will be presented in the September meeting.

B. **Executive Director Update:** Tom Matya reported the current open positions and leadership's efforts to improve retention, which include changes to training and onboarding. The financial audit is currently ongoing. Updated CILA rate sheets are

received. A Dress Code Policy will be implemented, and a new phone system will be installed.

VII. **DATES:**

- **August 28<sup>th</sup> – 30<sup>th</sup>** – IARF Conference
- **September 14<sup>th</sup>** – Wheel of Meat
- **September 22<sup>nd</sup>** – Hogzilla Raffle, Maple Park
- **September 26<sup>th</sup>** – Next Board Meeting
- **October 21<sup>st</sup>** – Finance Committee Meeting

VIII. **TRIVIA: Random Trivia**

- A. German chocolate was invented where? **Texas**
- B. Which letter of the alphabet is the only one not to appear in any U.S. state name? **Q**
- C. Why is Chicago referred to as the Windy City? **A 19<sup>th</sup> century reference to a “city full of windbags”**
- D. The current American flag was created by whom? **Robert Heft, 1958**
- E. The Eiffel Tower can grow more than six inches during the summer. **True**

IX. **EXECUTIVE SESSION:** Entered session at 4:41 p.m.

X. **ADJOURNMENT:** 5:15 p.m.

Respectfully submitted,

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Lorna Bemis, Secretary

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Laura Chessman, Recording Secretary