



Board Meeting October 1st 6:30 PM

Location
Sonrisas San Mateo Conference Room
Zoom Teleconference

MINUTES

1. **CALL TO ORDER AND ROLL CALL** – Vice Chair **Sánchez** called the meeting to order at 6:30 pm.
 - A. **Present:** Vice Chair Henry Sánchez, Secretary Clyde Hinshelwood, Board Members: Larry Cappel, Larissa Cutler, Dennis Kneappel, Rick Navarro, Paramita Roy, Steve Stielstra
 - B. **Also Present:** CEO Tracey Fecher, CFO Vickie Yee, Community Resources Director Spandan Chakrabarti, Administrative Assistant Veronica Le
 - C. **Absent:** Nigel Taverner, Larissa Cutler

[Chair Nigel Taverner joined the meeting at 6:32 pm.]

2. **MISSION MOMENT** – **Spandan Chakrabarti** shared an overview and stories about the success of the 10th annual Cooking for a Cause event, in particular highlighting that the new Practice Manager, Noemi Arauz-Smith, volunteered for the event as well as recruiting her son and friend to volunteer. **Chair Taverner** thanked the board members for their contributions to a successful event.
3. **REPORT OUT ON AUGUST 20TH CLOSED SESSION** – **Chair Taverner** reported the closed session on August 20th reviewed the CEO's performance and goals for FY23-24. Board members unanimously agreed it was an excellent year for **CEO Fecher**. The Board congratulated her on achieving her goals and believes this work will be a foundation for a successful FY24-25.
 - A. The Board approved an annual salary increase and awarded a bonus.
 - B. **CEO Fecher** thanked the board.
4. **PUBLIC COMMENTS**—There were no public in attendance.
5. **APPROVAL OF AUGUST 7TH AND AUGUST 20TH BOARD MINUTES**

Director Rick Navarro** moved to approve the minutes of the August 7th's and August 20th's meeting. **Director Dennis Kneappel** seconded the motion and was approved by roll call. Ayes: **Nigel Taverner, Henry Sánchez, Clyde Hinshelwood, Larry Cappel, Dennis Kneappel, Rick Navarro, Paramita Roy, Steve Stielstra.

6. **STRATEGIC PLAN FY23-FY25**
 - A. Sonrisas Culture—There were no updates.
 - B. Sustainable Growth
 - a. FQHC Pathways Project Update – **CEO Fecher** gave updates on each partner Sonrisas is in conversation with: SMMC, Ravenswood and Samaritan House.
 - b. Cooking for a Cause Update – Mr. Chakrabarti shared the event goals were met—in attendance and revenue.
 1. 191 guests were registered, 95% attended.
 2. The revenue target was \$189,000. The total revenue is expected to be over \$200K.
 3. Net revenue is 93% higher than last year.

4. There were 48 guests who donated to Sonrisas for the first time at the event.
5. Mr. Chakrabarti shared positive feedback from guests and vendors about the venue, program, engagement of the guests and the overall atmosphere of the event.
6. He also shared areas that did not work as well: The live auction came in lower than budget and less than last year; the program went too long; there were AV issues with the venue staff; the volunteer chefs weren't able to socialize during the event due to the location of the cooking area.
7. Board directors commented on what worked well: the auctioneer from 2 years ago was great; the shuttle was easy to take; parking at the venue was not easy; having the family that was highlighted in the video attend was fantastic; perhaps there could be more Sonrisas history during the slideshow during cocktail hour.

C. Community and Patient Engagement—No updates.

7. **November Board Retreat – Chair Taverner** shared with the Board a draft of the agenda for the Board retreat, which will primarily focus on the FQHC Pathways Project.

8. REPORTS

- A. **CEO Report – CEO Fecher** asked for the Board's advice on an issue with higher-than-expected increase in rates for TriNet's medical benefits.
 - a. The team is planning to increase the employer contribution by 9%.
 - b. **CEO Fecher** will consult with **Director Cappel** offline.
- B. **CFO Report – CEO Yee** updated the Board on how the visit volume has affected the financials year to date.
- C. **Fundraising Report – No comments or questions.**
- D. **Outreach Report– No comments or questions.**
- E. **Quality Committee Report – Director Kneppel** gave an update on the progress made by the Quality Committee.
- F. **Board Nomination Committee – Director Hinshelwood** shared that the new bylaws to set term limits for board officers were not on the agenda for approval today because they needed to be reviewed by Sonrisas' attorney first. They will be on the November board meeting agenda for approval.

9. SUGGESTED AGENDA ITEMS FOR NEXT MEETING

- A. Date of November Board Meeting (November 19th or 26th)
 - a. November 19th was decided by those in attendance.

10. **ADJOURN—**The meeting is adjourned at 7:50 pm.

Written by
Veronica Le

Approved by


Henry Sánchez, Vice Chair