



TO: Members of the Board of Directors
FROM: Garret Sanford, Executive Assistant
DATE: 17 March 2000
SUBJECT: Board Meeting



The next Board meeting is scheduled for **Tuesday, 28 March 2000** at 5:30 p.m. Call to order 5:45 p.m.

Enclosed are:

- Agenda for the meeting
- Meeting minutes
- Bob Rybicki's report and attachments
- Financial Statements



The Board of Directors Meeting

Tuesday, 28 March 2000
730 Polk Street, 4th Floor
San Francisco CA 94109

AGENDA

- | | | |
|------------------------------------|------|-------------|
| 1. Call to Order | 5:45 | Mike P. |
| Approve January Meeting Minutes | | |
| Preview March Agenda | | |
| 2. Public Comment | 5:50 | |
| 3. Report from the Chair | 6:00 | Mike P. |
| 4. Executive Report | 6:05 | Bob |
| 5. Finance Report | 6:20 | Scott |
| 6. Agency Awareness | 6:30 | Jorge |
| 7. Committee Reports | | |
| Board Affairs | 6:50 | Mike T. |
| Development | 7:00 | Safiya/Lisa |
| 8. Other Business | | |
| 9. Announcements, Schedule Updates | 7:30 | |

SHANTI BOARD OF DIRECTORS
January 25, 2000

Board Meeting Minutes

Present:

Members: Peter Balon, Derrick Chan, Laurie Gibbs Harris, Greg Ott, Paul Pedrazas, Glenn Perry, Michael Phillips, Stu Smith, Jim Stevens, Lisa Stevens, Safiya Umoja,
Staff: Scott Elsishans, Nolan Finn, Carol Kleinmaier, Jeff Leiphart
Public: Adrian, John and Shanti staff Todd Blatt, Kris Johnson, Eileen McFarlane, Robert Strong, Frank Thompson

I. Call to Order

Michael Phillips called the meeting to order at 5:50 p.m. Quorum was reached at 5:57 p.m.

Motion: At 6:45 p.m. Stu Smith motioned to approve the minutes.
Seconded: Safiya Umoja
Discussion: None
Vote: Motion passed. The agenda for the January meeting was accepted.

II. Public Comment

Michael Phillips welcomed new Board members Jim Stevens and Glenn Perry. Compliments to the SNTI were given by Eileen McFarlane for branching out of San Francisco to Chicago and for the wonderful team doing the trainings.

III. Report from the Chair

Michael Phillips stated that one of his goals as Chair is to run efficient meetings by empowering the subcommittees of the Board to review, report and make recommendations to the Board for action. It is his plan to notify Board members of the location and time of all the committee meetings so that members can attend and participate.

Michael also stated that he would be researching how other Boards operate with the hopes that we can implement best practices. He closed by saying he will do his best to keep agenda items on time.

IV. Auditors

Scott Elsishans introduced Craig On from Deloitte & Touche. Mr. On stated that his firm performed a standard audit for the period ending June 30, 1999. This included reviewing internal controls. If any issue had come to their attention, that issue would appear in the management letter. Shanti had no material weaknesses.

Mr. On had three comments for the Board:

- 1) Shanti needs to develop documentation for a disaster recovery and contingency plan.
- 2) Shanti should design a risk management and controls program
- 3) Shanti should be aware of the new accounting pronouncement that takes effect on June 30, 2001. If possible, earlier implementation is recommended.

Mr. On continued by saying that Shanti received an unqualified opinion on its Financial Statements, which is the best evaluation you can receive. They had no disagreements with management, no major issues with management and found management to be very cooperative.

Mr. On finished with a promise that Deloitte & Touche will assign a senior staff person to our audit that will be more efficient than this year.

Peter Balon thanked Mr. On and Deloitte & Touche for their diligent work and acknowledged staff for a job well done.

Motion: Peter Balon motioned that management develops a risk management and controls plan within six months.
Seconded: Stu Smith
Discussion: Peter clarified his motion by explaining that a six month timeframe will allow in-depth analysis with Deloitte and Touche and to allow any costs to be budgeted by July 1.
Vote: Passed unanimously

Motion: Peter Balon motioned that management investigates and prepares a disaster recovery plan within six months.
Seconded: Stu Smith
Discussion: None
Vote: Passed unanimously

Motion: Peter Balon motioned that management prepares a statement assessing the implementation of FASB 136 and its effect on operations.
Seconded: Stu Smith
Discussion: Mr. On clarified that FASB 136 deals with primarily organizations that pass through revenue to other organizations, such as United Way. He recommended that Shanti still investigate and determine its applicability.
Vote: Passed unanimously

V. Executive Director Report

Bob Rybicki reported that the new SNTI Training Manual has been received. The manual was passed around the room for review. Bob acknowledged both Carol Kleinmaier and Charlie Garfield for their work.

Bob reported that the SNTI Chicago training went very well. The participants' evaluation results were distributed.

VI. Finance Committee Report

Peter Balon began discussion by stating that it is common practice in nonprofits to have an audit committee that operates independently of the finance committee.

Motion: Peter Balon motioned to form an audit committee

Seconded: Stu Smith

Discussion: Peter confirmed that it is important that the audit committee be a separate committee from finance. Mr. On stated that the audit committee has two basic roles:

- 1) selection of an auditing firm
- 2) Because of the nature of the audit, it is best to have a separate audit committee.

Peter confirmed that at least one person on the audit committee should have a finance background. Further concerns were made about having yet another committee in a small organization.

Motion amendment: Derrick Chan amended the motion by stating the Board should postpone creating the audit committee for six months to see if the organization does grow significantly in Board members and revenues.

Seconded: Greg Ott

Discussion: There was discussion about possibly blending finance and audit committee.

Vote: Amended motion passed unanimously

Peter Balon continued with reviewing the financials of November and December. Highlights included revenue for special events was low due to revenue processing which occurred in October and not in November. The expense increase in November in Development was payment of the Annual Dinner expenses.

December revenue increase in transportation reflects the new contract with St. Luke's. Donation revenue was down due to direct mail gifts that will continue to be received in January, and major donors. Peter stated that Nolan Finn would report to him as to the slow revenue receipts in this area.

Service fees for Kairos were nonexistent due to staffing change. With the new manager soon starting, we expect those revenues to resume. Peter finished with stating that we are operating at a \$410,000 surplus at this time.

Motion: Peter Balon motioned that the organization adopt a new cash management policy which allows a 30 day cash operation on hand while investing the remainder in certificates of deposit that allow Shanti to draw on if needed and will rollover every 30 days.

Seconded: Lisa Stevens

Discussion: None

Vote: Passed unanimously

Peter added that a maturation schedule would be created to manage appropriately. He also stated that Wells Fargo will be considered for our investments because of their continued and exemplary support.

VII. Development Committee

Lisa Stevens reviewed the written report that was distributed. Highlights included the first meeting of the committee with a schedule of meeting every other month of Board meetings. Lisa encouraged Board members to assist with identifying potential committee members. A list of the organization's events was distributed for review.

Lisa reported that the Millennathon race was a success. She complimented the Development staff and Kurt Keadle of Wells Fargo for recruiting volunteers for the course.

Paul Pedrazas stated he strongly believes that Board members should do their part in development. Because Shanti is receiving \$50,000 from the event, we are to sell fifty \$50 BMW raffle tickets and 125 books at \$20 a piece for travel prizes. Given this, Paul announced that he bought 10 BMW tickets today and encouraged Board members to buy as many tickets as is possible. Safiya added that this is a great opportunity to involve other you know in helping Shanti.

Laurie Gibbs Harris inquired about the upcoming Major Donor event on February 10th. Nolan Finn reviewed the event and asked Board members to mark their calendars, attend and bring a prospect. Over 85 Shanti prospects have been invited. The event is underwritten by Steve Sams of Pacific Bell and Yerba Buena Gardens.

VIII. Board Affairs Committee Report

Michael Phillips called for a motion to approve the By-laws presented at the last meeting.

Motion: Derrick Chan motioned to approve the by-laws presented at the last meeting.
Seconded: Stu Smith
Discussion: Safiya added that a development committee description would be sent out as a point of information.
Vote: Passed unanimously

IX. Strategic Planning Committee Report

Bob Rybicki presented the strategic plan to the Board. His presentation consisted of:

- 1) Review of the Process
Bob stated that the Strategic Plan (SP) began with the Board and staff retreat in June 99. After two drafts the final was mailed in the Board packet.
- 2) The Plan
The plan focuses on five programs of Shanti to meet the four identified areas of the SP: SNTI, Transportation, L.I.F.E., Peer Advocacy and Kairos.
- 3) Development
Development deals with the SP fourth area. The plan recommends moving towards achieving a six-month cash reserve, creating an endowment for planned gifts and build a Major Donor program. Increases in revenues from special events are projected at as reasonable growth rate.
- 4) Status of the Organization
 - Only 1 current Board member remains from 1997
 - All senior staff are new since August 1997
 - We have been in a slow growth process
 - Budget has expanded from \$1.8M to \$3.2M
- 5) Strategy to continued Success
 - Stay on Vision
 - Network for resources
 - If each does a small piece, great gains are realized

Discussion continued with Board members offering the following recommendations:

- 1) Be sure to set transportation program client service goals to reflect the actual number of clients served.
- 2) The successful achievement of the plan relies heavily on Board members assisting with and participating in the development of more major donors.
- 3) The Board should also be called on to assist in marketing Shanti in the community and across the nation.
- 4) Management may want to research a software program to assist with scheduling transportation services.

Motion: Stu Smith motioned to approve the Strategic Plan

Seconded: Safiya Umoja

Discussion: Paul Pedrazas stated that the SP offers a great opportunity for national promotions. We should have website donation mechanisms in place prior to a stronger public relations push.

Vote: Passed unanimously

X. Agency Awareness

Jeff Leiphart presented the Learning Immune Function Enhancement (L.I.F.E.) program. Program participants Adrian and John addressed the Board and discussed the benefits of the program and the importance it plays in their lives.

XI. Announcements

No additional announcements were made.

XII. Adjournment

Motion: Motion to adjourn was made by Safiya Umoja at 7:42 p.m.

Seconded: Stu Smith

Vote: Passed unanimously



shanti

To: The Board of Directors

From: Bob Rybicki

**Re: Board Report
6 March 2000**

I. Strategic Planning

Staff is designing a quarterly reporting format for the Strategic Planning Committee of the Board. This format will feature quarterly goals and objectives for each business plan. The report will be submitted to the committee the month following each quarter with the first report due April 10th.

Contained in each report will be an explanation of significant variances. Recommendations will be made regarding possible changes. Please note that in this report Board involvement/commitments with strategic plan implementation will be noted. The Board as well as the staff has significant roles to play if the strategic plan is to be successfully implemented.

Throughout my Board report you will read about developments that have both negatively and positively affected our plan in the first quarter of its implementation. So much for the best-laid plans of mice and men.

II. SNTI

We will once again work with Diane Van Martin from Senator Hilda Solis' office in Sacramento to introduce a budget augmentation request for the SNTI. This year we will have the active support of Dr. Steve Mayberg, the Director of the California Department of Mental Health. We may also have the support of the California Department of Aging. Their staff is very interested in utilizing our training services for their contract agencies. Our budget augmentation request is for \$600,000 per year over a 2-year period. This effort will involve the active collaboration of L. A. Shanti. Dr. Charles Garfield and I have met with the Executive Director of L. A. Shanti to discuss the terms of this possible collaboration. He has agreed to the fact that Shanti will be the lead agency in this initiative and that it will do the bulk of the training throughout the State. I will be spending time in Sacramento this month to rally support for this request in the State Assembly.

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San Francisco, California 94109

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www.shanti.org

volunteers for life

The S. F. Commission on Aging is interested in having us work with their members. They have also been helpful in leading us to a statewide network called the Area Agencies on Aging (AAA). Each network could be a potential customer of SNTI. Unfortunately, it will be a slow process in contacting each network to ascertain their level of interest.

The Internal Revenue Service contacted the SNTI website last month. They asked us to submit materials to them regarding the capability and capacity of SNTI to assist them in training managers assigned to recruit, screen, train and supervise volunteers assigned to assist the elderly with tax prep.

We have forwarded to them a workshop curriculum of the training manual. We will be hearing from them later in the summer. If we secure this contract at least you can feel a bit better knowing where a small portion of your tax dollars are being spent.

We have just conducted in Los Angeles a SNTI training for the Southern California Interfaith Volunteer Caregiver Programs. This is a Robert Wood Johnson Foundation (R.W.J.) initiative. It is our first foray into this area. Both the new Executive Director of the Interfaith Volunteer Caregiver Federation and the new Program Officer for this R.W.J. Interfaith Caregiver Initiative are interested in attending the next SNTI training for Interfaith Volunteer Caregiver Programs in Northern California. Our goal is to secure a national contract for training their interfaith programs. I have included in your packet the participant evaluations of the Southern California attendants. These scores should assist in convincing them of our worth.

On a related matter, Michelle Malone, the Executive Director of the National Federation of Interfaith Volunteer Caregivers, has asked the SNTI to be a participant at their national convention in late September.

I will be in Chicago the week of March 6th. This visit is meant to further cement the relationship between the SNTI and its new partner in Chicago, Little Brother Friends of the Elderly. I will be seeing some recently trained agencies in Chicago. These visits will help us build secure additional funding as well as interest new potential partners. The Chicago market appears eager for the type of services the SNTI offers, e.g. Easter Seals Society, Chicago Department of Aging, Ronald MacDonald Charities, etc.

One final note concerns our SNTI Campaign. In addition to our attempt at securing long-term contracts for the SNTI, we are aggressively seeking campaign funds for our SNTI Endowment/Scholarship Fund. P G & E, Sprint and Adobe have become our latest campaign supporters. Year to date we have received \$610,000 toward our goal of \$1.7 million. There are several major asks pending. I hope that many of these fall mid-year.

III. Transportation

Shanti was awarded \$95,000 from the S. F. Department of Public Health to purchase 3 new vans. This grant will allow us to both modernize and expand our fleet of vans. We will be purchasing 2 new 15-passenger vans, one new 14-passenger wheelchair accessible van. With the addition of these vehicles we will have a 9-van fleet.

Hosea Turner, Shanti's Manager of Transportation Programs, has been in discussions with the new operations manager for Intellatrans, the new S. F. Paratransit Broker. Intellatrans is interested in having Shanti assume an additional workload. They would provide Shanti the new vans needed for expanded contract services and the contract

dollars needed for operations. Given the lucrative natures of these contracts, the added dollars from the contract would assist Shanti in expanding its fee-for-service revenue capacities.

We have also been working with Open Hand and Eller Media in exploring the possibility of obtaining advertising dollars for our combined fleet of vehicles. Michael Colbruno, Public Affairs Vice-President for Eller Communications, is assisting us with this effort. He believes that he can generate in excess of \$100,000 in advertising revenue for each agency. Shanti/Open Hand transportation vans would have wrap around ads sealed on their exteriors. This would be identical to the wrap arounds you see everywhere on Muni busses and transit cars. The most likely advertiser could be high tech/dot com company.

IV. Breast Cancer Fund

Shanti was approached by the Breast Cancer Fund and asked if we were interested in training and supervising volunteers for women living with breast cancer. I in turn asked if they were interested in expanding our discussion to Project Open Hand given Open Hand's new expanded mission beyond AIDS. The Breast Cancer Executive Director said she was interested and so the Executive Directors of all these three agencies will meet in two weeks.

Tom Nolan and I encouraged Andrea Martin, the Executive Director of the Breast Cancer Fund, to think about the creation of a system of care for women living with breast cancer that could be somewhat comparable to the one used by people living with HIV/AIDS. She was very open to this concept and asked if our program people could design such a system. In this potential joint venture, Shanti would offer volunteer training and supervision, L.I.F.E. seminars and transportation services. Open Hand would provide meals and intake. The Fund would create a case management system that would connect clients to potential services at Shanti, Open Hand and other service providers. Each of the three agencies involved are very excited and interested in this potential collaboration. We will be meeting later in March to discuss the price tag for this system and the availability of dollars to fund it. Andrea is committed to having her development staff find these resources.

V. Volunteer Services and Peer Advocacy

Our St. Mary's Peer Advocacy Program opened a Drop-In Center at St. Mary's Hospital for people with HIV/AIDS. Its creation was the result of our Drop-In Center success at Shanti. St. Mary's Peer Advocates also initiated at the hospital a Shanti volunteer visiting program similar to the one that Shanti developed at S. F. General Ward 86. Both of these new program initiatives have led St. Mary's staff to comment on how integral we have become to their program. Similar comments have been made by Instituto Familia de la Raza staff regarding our Peer Advocacy Program at their agency. Our goal is to replicate this success at the Black Coalition on AIDS. I have met with B.C.A.'s Executive Director and we are committed to making this happen with their new staff.

Another new Shanti volunteer effort is the placement of volunteers at the Shanti Drop-In Center. Our volunteers work closely with Peer Advocates to provide clients emotional support and practical assistance during drop-in hours. This particular volunteer initiative was recently created in response to the need for additional assistance in handling the

large numbers of clients coming to the Drop-In Center on a regular basis.

The only disappointing news on the Peer Advocacy front was San Francisco's loss of \$1 million in funding from Washington's Ryan White Care Act Fund. Because of this budget reduction the S. F. Health Department will not be able to aggressively expand funding for peer advocacy programs. This is a major blow to our strategic planning dreams for this program at Shanti. We will be able to maintain funding for our current Peer Advocacy Programs, however, expansion will have to be put on hold.

VI. L.I.F.E. Program

Jeff Leiphart, Director of Client Services, and I met in Sacramento with the Chief of AIDS Services for the State of California. There is great interest in having Shanti pilot the L.I.F.E. Program at Early Intervention Sites (E.I.S.) across the state. Harold Rassmussen, Chief of AIDS Services, sees the L.I.F.E. Program as a perfect marriage between prevention and care. Our role in this pilot will be the trainer. AIDS staffs throughout the state would attend our L.I.F.E. seminar and then receive on-going technical assistance as they implement cycles at their local sites. This is a process similar to the one employed by SNTI with its customer agencies.

Jeff is trying to secure a slot as one of the plenary presenters at the next E.I.S. convention in San Diego. This will be a great venue at which to showcase our program. Jeff is also attempting to interest C.D.C. in the L.I.F.E. Program. They have also been looking for a way to bring together both care and prevention. The L.I.F.E. Program could be their answer.

On the local level, we will be starting our first women's L.I.F.E. cycle cf. the enclosed brochure. It was distributed to agencies who have contact with over 1600 HIV+ women in Northern California. Jennifer McGaugh, a St. Mary's Peer Advocate, will be leading this new cycle. We hope to launch our next men's L.I.F.E. cycle later this spring in the Castro.

VII. Miscellaneous (Staff In-Service)

The staff will be having a series of in-services that focus on defining the culture we have built at Shanti. We hope to distill from these in-services a set of agreed upon values as well as a set of agreed upon areas that need attention/change. These in-services are an outgrowth of an all day managers' seminar conducted by Robert Half. In that seminar, managers discussed how important it was for us, and for potential new hires, to be able to understand and articulate the values and cultural norms that we hold. Given the importance of this issue, it was decided that the entire staff, engage in this discussion. I should be able to report back to you in your April Board Report the result of these discussions.

Who We Are

L.I.F.E. stands for Learning Immune Function Enhancement. Founded in 1992 by Dr. Jeffrey Leiphart, in 1999 L.I.F.E. became a program of Shanti, an organization dedicated to people living with HIV/AIDS.

The L.I.F.E. Program® presents 19 "cofactors" which, together with HIV, genetic, and other treatment factors, determine how quickly or slowly the disease will progress.

More than 1,000 HIV+ women and men from diverse backgrounds have participated in The L.I.F.E. Program®.

Research on The L.I.F.E. Program® has shown that participants feel better psychologically, have improved immune systems, and show improvement in physical health.

For more information about L.I.F.E., please call 415-674-4700



IT'S OFFICIAL: STRESS GIVES HIVERS AIDS
by Lori Valigra UPI
Science News

Men with HIV will progress much more quickly to AIDS if they are stressed and have little social support, a new study by University of North Carolina scientists says. In a study spanning five-and-one-half years, passage to AIDS status was two to three times higher for HIV infected men with more than average stress or less than average support from their family or friends. The study appears in the June issue of *Psychosomatic Medicine*.

The Newest AIDS Treatment Is Not a Drug

Mind/body medicine is winning its fight for respectability

POZ Magazine Jan. '96
L.I.F.E. is one in a growing array of programs nationwide that offer HIV positive people survival strategies ranging from overcoming denial and expressing grief to managing stress and learning basic workday health maintenance practices.

**Call Shanti at
415-674-4700**

Women's L.I.F.E. Program
Shanti
730 Polk Street
San Francisco, CA 94109

GOT STRESS? GET L.I.F.E. at SHANTI

"As women, we instinctively know these things..."



"When The L.I.F.E. Program® for HIV+ women was first introduced to me, I knew immediately I wanted to be involved with it. I've always felt 'health' was more than an absence of symptoms and that there are choices I can make to boost my immune system. As a participant of L.I.F.E., I've learned valuable tools to help me support my immune system and move me towards 'optimal health'. This, I believe, is what will make me a long-term survivor of HIV." Jennifer

"The L.I.F.E. Program® taught me ways to help my health that gave me hope." Kristy

Women's



Program

a program of shanti

THE 19 COFACTORS

HOW CAN YOU BENEFIT?

Empower yourself

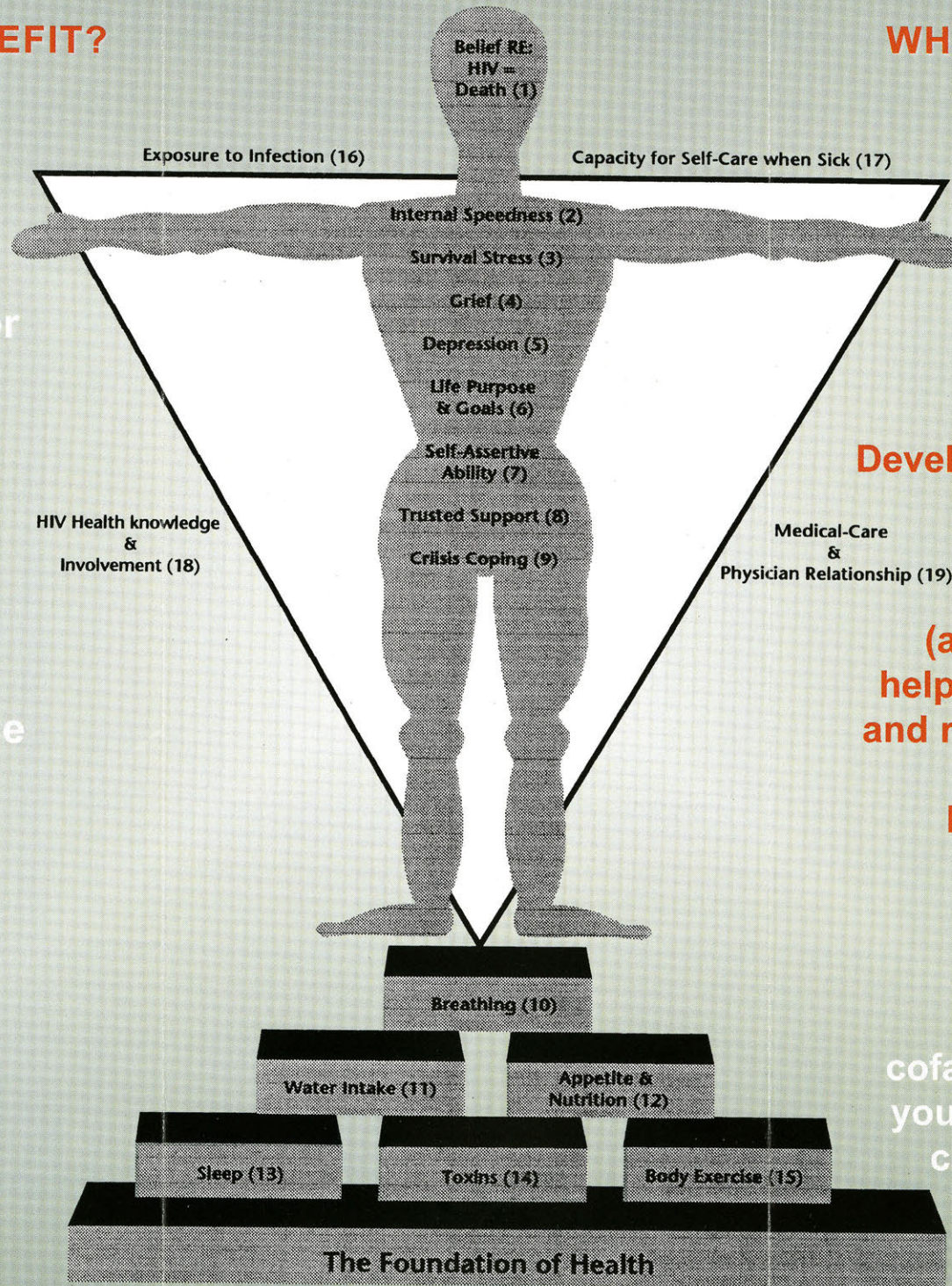
Learn techniques for
long term survival

Connect with other
HIV+ women

Make friends

Slow, halt, or reverse
HIV progression

Reduce HIV related
symptoms



WHAT IS A COFACTOR?

A cofactor is
anything that speeds
up or slows down the
course of HIV disease.

**Developing and maintaining
HIV+ health can be
achieved by positive
cofactor behaviors
(actions and beliefs that
help your immune system)
and reducing or eliminating
negative cofactor
behaviors (actions and
beliefs that hurt your
immune system).**

By understanding the
cofactors that help or hurt
your immune system, you
can take practical steps
to improve health.

SHANTI

STATEMENT OF ACTIVITIES FISCAL YEAR 1999-2000

	CURRENT			YEAR - TO - DATE					
	Current						Actual	Percent	Approved
	Feb-00	Month's		Actual	Budget	Variance	Percent	of year	Budget
Support & Revenues:	Actual	Budget	Variance	Actual	Budget	Variance	Received	Elapsed	Budget
Donations	9,507	13,000	(3,493)	177,756	212,500	(34,744)	61.30%	66.67%	290,000
Grants	26,500	31,250	(4,750)	236,000	164,500	71,500	104.89%	66.67%	225,000
Interest Income	1,880	2,500	(620)	7,766	20,000	(12,234)	25.89%	66.67%	30,000
Misc. Income	500	1,667	(1,167)	7,181	13,333	(6,153)	35.90%	66.67%	20,000
NTI-Donations	-	29,167	(29,167)	107,876	233,333	(125,458)	30.82%	66.67%	350,000
NTI- Grants	-	29,167	(29,167)	487,500	233,333	254,167	139.29%	66.67%	350,000
Reimbursement Contracts	173,822	91,794	82,028	788,027	734,351	53,677	71.54%	66.67%	1,101,526
Sales-Under One Roof	-	833	(833)	7,216	6,667	549	72.16%	66.67%	10,000
Service Fees: KAIROS	120	500	(380)	839	4,000	(3,161)	13.98%	66.67%	6,000
Service Fees: Transportation	15,591	9,458	6,133	85,789	75,667	10,123	75.59%	66.67%	113,500
Special Events	20,675	6,000	14,675	211,093	128,500	82,593	120.62%	66.67%	175,000
Voucher/Scrip	25,200	2,167	23,033	78,810	17,333	61,477	303.12%	66.67%	26,000
Total Support and Revenue (net)	273,796	217,502	56,294	2,195,853	1,843,517	352,336	81.42%	66.67%	2,697,026
Donated In-Kind/ Prof. Service	118,158	41,667	76,491	385,228	333,333	51,894	77.05%	66.67%	500,000
Total Support and Revenue	391,954	259,169	132,785	2,581,080	2,176,851	404,230	80.73%	66.67%	3,197,026

	CURRENT			YEAR - TO - DATE					
	Current						Actual	Percent	Approved
	Feb-00	Month's		Actual	Budget	Variance	Percent	of year	Budget
	Actual	Budget	Variance	Actual	Budget	Variance	Spent	Elapsed	Budget
Salaries and Benefits	163,818	136,869	(26,948)	1,162,072	1,094,955	(67,116)	70.75%	66.67%	1,642,433
Advertising/Media	2,963	1,250	(1,713)	30,470	10,000	(20,470)	203.13%	66.67%	15,000
Audit	-	-	-	33,000	33,000	-	100.00%	66.67%	33,000
Bank/Payroll Fees	447	292	(155)	4,057	2,333	(1,723)	115.91%	66.67%	3,500
Client Activities	100	352	252	929	2,813	1,884	22.02%	66.67%	4,220
Contract Services-CIS	167	2,708	2,541	16,167	21,667	5,499	49.75%	66.67%	32,500
Contract Services- Consultants	4,003	3,167	(836)	32,985	25,333	(7,652)	86.80%	66.67%	38,000
Contract Services- Sub-Contractors	16,873	19,500	2,627	122,633	156,000	33,367	52.41%	66.67%	234,000
Development	4,769	9,083	4,314	79,798	72,667	(7,131)	73.21%	66.67%	109,000
Direct Client Service	(120)	250	370	-	2,000	2,000	0.00%	66.67%	3,000
Discretionary -ED	673	667	(7)	4,112	5,333	1,221	51.40%	66.67%	8,000
Educational Supplies	114	1,292	1,178	1,557	10,333	8,776	10.05%	66.67%	15,500
Insurance	3,078	2,750	(328)	24,379	22,000	(2,379)	73.88%	66.67%	33,000
Office Operations	15,777	9,583	(6,194)	88,938	76,667	(12,272)	77.34%	66.67%	115,000
Occupancy	9,992	10,435	443	78,897	83,480	4,583	63.01%	66.67%	125,220
Miscellaneous	0	208	208	1,790	1,667	(123)	71.60%	66.67%	2,500
Training	679	962	283	6,943	7,695	752	60.15%	66.67%	11,543
Transport/Vans	2,421	1,833	(587)	19,656	14,667	(4,990)	89.35%	66.67%	22,000
Travel	1,462	417	(1,045)	8,461	3,333	(5,128)	169.23%	66.67%	5,000
Voucher/Scrip	16,220	2,167	(14,053)	51,390	17,333	(34,057)	197.65%	66.67%	26,000
Total Operating Expenses (net)	243,437	203,785	(39,652)	1,768,235	1,663,277	(104,958)	71.35%	66.67%	2,478,416
Depreciation & Amortization expense	5,987	5,167	(821)	65,725	41,333	(24,392)	106.01%	66.67%	62,000
<i>Donated Prof. Services / In-Kind</i>	118,158	41,667	(76,491)	385,228	333,333	(51,894)	77.05%	66.67%	500,000
Total Operating Expenses	367,582	250,618	(116,964)	2,219,188	2,037,944	(181,244)	72.99%	66.67%	3,040,416
Surplus (Deficit)	24,371	8,551	15,821	361,893	138,907	222,986			156,610

SHANTI
STATEMENT OF FINANCIAL POSITION
for February 2000
(Unaudited)

ASSETS

Current Assets

Cash/Cash Equivalents	425,141	
Accounts Receivable - gov. contracts	258,567	
Accounts Receivable - grants	163,000	
Accounts Receivable - pledges	22,707	
Accounts Receivable - other	136,550	
Other Assets - deposits	8,500	
Prepaid Expenses	7,279	
Inventory	35,248	
Total Current Assets		1,056,992

Non- Current Assets

Pledges Receivable 2000-2001	43,537	
Pledges Receivable 2001-2002	48,161	
Property & Equipment	471,117	
Accumulated Depreciation & Amortization	(171,626)	
Total Non-Current Assets		391,189

TOTAL ASSETS

1,448,181

LIABILITIES AND FUND BALANCE

Current Liabilities

Accrued Salaries & Wages	74,079	
Accrued Vacation	44,614	
Advances on Contracts	32,409	
Benefits Payable	5,190	
Accounts Payable	1,289	
Accrued Expenses-other	8,247	
Capital lease obligations -current	5,307	
Subcontractor Liabilities	31,929	
Total Current Liabilities		203,066

Total Current Liabilities

Non-Current Liabilities

Capital lease obligations	72,878	
Total Non-Current Liabilities		72,878

Total Non-Current Liabilities

TOTAL LIABILITIES

275,943

FUND BALANCE

Fund Balance @ 7/01/99	810,345	
YTD Change to Fund Balance Surplus (Deficit)	361,893	
Current Fund Balance	1,172,238	

TOTAL LIABILITIES AND FUND BALANCE

1,448,181

June 30, 1999	Cash and Cash Equivalents	250,207.00
	Short-term Receivables	482,509.00

732,716.00

Days in reserve 126

cost per day of operation in FY 1998-1999, \$5,800

July 31, 1999	Cash and Cash Equivalents	245,605.00
	Short-term Receivables	569,891.00

815,496.00

Days in reserve 122

cost per day of operation in FY 1999-2000, \$6,700

August 31, 1999	Cash and Cash Equivalents	214,259.49
	Short-term Receivables	637,056.44

851,315.93

Days in reserve 127

cost per day of operation in FY 1999-2000, \$6,700

September 30, 1999	Cash and Cash Equivalents	142,225.08
	Short-term Receivables	657,994.07

800,219.15

Days in reserve 119

cost per day of operation in FY 1999-2000, \$6,700

October 31, 1999	Cash and Cash Equivalents	109,421.35
	Short-term Receivables	774,999.38

884,420.73

Days in reserve 132

cost per day of operation in FY 1999-2000, \$6,700

November 30, 1999	Cash and Cash Equivalents	211,297.44
	Short-term Receivables	733,274.91

944,572.35

Days in reserve 141

cost per day of operation in FY 1999-2000, \$6,700

December 31, 1999	Cash and Cash Equivalents	582,140.57
	Short-term Receivables	562,512.09

1,144,652.66

Days in reserve 171

cost per day of operation in FY 1999-2000, \$6,700

January 31, 2000	Cash and Cash Equivalents	589,605.55
	Short-term Receivables	562,512.09

1,152,117.64

Days in reserve 172

cost per day of operation in FY 1999-2000, \$6,700

February 29, 2000	Cash and Cash Equivalents	425,140.79
	Short-term Receivables	580,824.52

1,005,965.31

Days in reserve 150

cost per day of operation in FY 1999-2000, \$6,700



**WORKSHOP:
NUMBER OF SURVEYS:**

Los Angeles - February 2000

14

B=Blank

shanti

		ACTUAL NUMBERS						PERCENTAGES						
		1	2	3	4	5	B	1	2	3	4	5	B	TOTAL
1	The Material was communicated effectively	0	0	0	3	11	0	0%	0%	0%	21%	79%	0%	100%
2	The trainer was able to establish credibility of the workshop material	0	0	0	1	13	0	0%	0%	0%	7%	93%	0%	100%
3	You felt I was treated with respect as a professional	0	0	0	0	14	0	0%	0%	0%	0%	100%	0%	100%
4	You were given time to bond and network with other professionals	0	0	0	0	14	0	0%	0%	0%	0%	100%	0%	100%
5	I want to implement some of the concepts/methods I learned...	0	0	0	1	13	0	0%	0%	0%	7%	93%	0%	100%
7	I found the information in assessing, developing and improving the volunteer program within an organizational context to be...													
	Currently implemented into our training	0	1	4	4	2	3	0%	7%	29%	29%	14%	21%	100%
	New material that I wish to implement into our training program	0	0	1	2	9	2	0%	0%	7%	14%	64%	14%	100%
8	I found the information about the identification of organizational and programatic factors that affect volunteer retention and other information about volunteer management to be...													
	Useful and currently implemented into our training	0	2	6	0	3	3	0%	14%	43%	0%	21%	21%	100%
	New material that I wish to implement into our training program	0	0	2	3	6	3	0%	0%	14%	21%	43%	21%	100%
9	I found the information about screening and interviewing volunteers to be...													
	Useful and currently implemented into our training	0	2	4	2	4	2	0%	14%	29%	14%	29%	14%	100%
	New material that I wish to implement into our training program	0	0	0	2	7	5	0%	0%	0%	14%	50%	36%	100%
10	I found the information about support and supervision strategies to be...													
	Useful and currently implemented into our training	1	2	3	1	3	4	7%	14%	21%	7%	21%	29%	100%
	New material that I wish to implement into our training program	0	0	0	1	10	3	0%	0%	0%	7%	71%	21%	100%
11	I found the information about volunteer training to be...													
	Useful and currently implemented into our training	0	2	4	1	4	3	0%	14%	29%	7%	29%	21%	100%
	New material that I wish to implement into our training program	0	0	1	0	10	3	0%	0%	7%	0%	71%	21%	100%
12	I found the peer consultation group to be useful.	0	1	0	3	10	0	0%	7%	0%	21%	71%	0%	100%
13	I was given the time to see how the training material applied to my organization and me.	0	0	0	1	11	2	0%	0%	0%	7%	79%	14%	100%
14	I would recommend the In The Spirit of Service material to my peers.	0	0	0	2	12	0	0%	0%	0%	14%	86%	0%	100%



SHANTI BOARD OF DIRECTORS

*Board Meeting Minutes
28 March 2000*

Members Present: Michael Phillips, Peter Balon, Alison Lavoy, Gregg Ott, Terecita Dean, Jim West, Jim Stephens, Mike Tersigni, Safiya Umoja, Lisa Stevens, Stu Smith, Paul Pedrazas, Derrick Chan

Members Absent: Laurie Gibbs-Harris, Michael Levin

Staff Present: Bob Rybicki, Scott Elsishans, Nolan Finn, Jeff Leiphart, Todd Blatt, Jorge Guzmán, Eileen McFarlane, Maira Aragón, Garret Sanford

Public: Tom Harris, Louis Loubin, Craig Palmer, Dennis Stroudman, Albany, Ricardo Montero

1. Call to Order

Michael Phillips called the meeting to order at 5:50 p.m. with a quorum present.

Motion: At 5:55 p.m. **Michael Phillips** motioned to approve the January minutes.

Seconded: **Derrick Chan**

Discussion: None

Vote: Motion passed unanimously. The January minutes were approved.

Michael Phillips asked if there were any additions to the meeting's Agenda.

- **Jim West** asked to include Executive Director's Review to Other Business.

Michael Phillips welcomed guests

2. Public Comment

- **Bob Rybicki** introduced Tom Harris and Louis Loubin, from Project Open Hand.
- **Michael Tersigni** introduced prospective Board members, Craig Palmer and Dennis Stroudman.
- **Scott Elsishans** introduced **Todd Blatt** as Shanti's new Human Resources Manager.

3. Report from the Chair

Michael Phillips said that it was an interesting period of time between the last Board meeting and this one as we come together more as a Board and decide how we are going to proceed in our growth and the ideas that we all want to implement. There are so many new Board members with some fantastic ideas. We've been spending our time building the infrastructure. And with some interesting and positive feedback, constructive criticism, I think that what you'll hear from the Chairs in the committees are some really positive steps moving us forward. I also want to caution you that with change (it) takes time. And we

need to be patient with each other and work through the process together and remember that we are all here working for the same goal, the same cause, and that we are not working against each other, but with each other and for each other to make sure that we as a Board are successful, therefore, Shanti is successful. I think that we have compiled and continue to look at incredibly strong candidates for the Board. And we are looking forward to when we are filling this with 24 Board members and that's the goal, and I think that we can get there. But remember it is a process, and that as we go through the process we have to engage everyone in the process and all of us have to be involved.

And there is one thing that I would like to do now, I want everyone to look around at the table and say, "Who's missing?" Who don't you see here? Don't make it just my responsibility or Mike's or Steve's responsibility to get those people back engaged and involved—it's all of our responsibility. We each know different people to a different extent—lets bring them back. Because I'm seeing some seats empty that I've wanted to see filled. That phone calls need to be made and people need to be engaged again.

4. Executive Report

Bob Rybicki walked the Board through his report and highlighted the meeting that he and Project Open Hand had with the Breast Cancer Fund. He said that the Fund was extremely interested in a collaboration with Project Open Hand and us. This would be in keeping with our (and Project Open Hand's) strategic plan of expanding services beyond HIV/AIDS.

Bob has worked on a budget for the Breast Cancer Fund outlining what they will need as far as staff on hand. Their development director is working on a budget to fund this new collaboration.

Safiya Umoja asked if this new program would go national in scope or would it remain a local, Bay Area focus partnership? **Bob** felt that the Fund would like to pilot the program here in San Francisco, but it is something that could go all across the United States.

Alison Lavoy asked at what point in their diagnosis would women access this program. She cited the statistic that 1 in 8 women in San Francisco have breast cancer and that this access needs to be addressed. She felt that there could be a tidal wave of potential interest.

Derrick Chan expressed concern that this new collaboration doesn't fit with Shanti's mission statement.

Jim West commented that we have revised the mission statement twice to include "life threatening illnesses."

Derrick was concerned about whether our donors would be all right with this new direction, and how do we approach them with it.

Bob asked **Tom Harris**, from Project Open Hand, to talk about their strategic change beyond HIV/AIDS and its rollout.

Tom made the following points:

- The public relations campaign is "very, very important" in supporting the expansion, and it took about 1 year.
- Overall, the reaction was positive, but they had some negative response at their Town Hall meetings.
- He stressed that the information and PR cannot be minimized—everyone needs to know.

Bob told the Board of **Jeff Leiphart** and his recent trip to Sacramento to meet with Harold Rassmussen, Chief, HIV Prevention and Education at the State DHS Office of AIDS. He asked **Jeff** to highlight the recent meetings with the DHS office:

- The State is very interested in the L.I.F.E. Program for their EIP (Early Intervention Program).
- **Jeff** has been invited as a keynote speaker, and to present a workshop at the annual EIP Convention in San Diego in August.
- The L.I.F.E. Program would initially run in 14 sites around the state.
- The process is moving forward step-by-step.

Bob highlighted the following points that he detailed in his Board Report:

- The Transportation Program now has a whole new fleet of vehicles that are less than a year old.
- The Client Lounge is our most popular program—very heavily used.
- The NTI trainings are filling up in 4 to 5 days after they are announced without any advertising and are very much in demand. He passed out to the Board the Client Satisfaction Survey from the February training in Los Angeles.
- He passed out an email from **Tanya Sinclair**, one of our Care Coordinators, chronicling A Day in the Life of a Care Coordinator in order for the Board to have an idea of what a typical day can be like here at the agency. **Bob** will continue to forward pieces like this to the Board.

5. Finance Report

Peter Balon reported to the Board the following highlights:

- The agency had a surplus in January and February of this year.
- There was a variance in the P & L Statement due to the new hire in the NTI.
- The agency is now buying computers as the leases on the current computers expire. It was determined that this was more cost effective for the agency.
- There was a variance in the Travel line item due to NTI travel.
- **Peter** commented that there would be higher income some months than in other months but that it should wash at the end of the year.
- **Peter** expects a \$250,000 surplus by the years end.
- Operating expenses will outstrip income during the summer, as these are the “lean” months for the agency.
- **Peter** addressed cash flow and the new policy of the agency purchasing 30-day certificates of deposit on a rotating basis. The first certificate of deposit was purchased in February, and financially we are moving in the right direction.
- **Peter** thanked the Board for the experience he had serving as Finance Chair, and **Mike Phillips** thanked him on the Board’s behalf for an excellent job.

6. Agency Awareness

Bob Rybicki introduced **Jorge Guzmán**, the Client Care and Latino Programs Manager, and **Maira Aragón**, Latino Community Care Coordinator, and thanked them for their work. They each invited a client to speak to the board about their experiences as volunteers in the agency’s Latino program.

- **Jorge Guzmán** gave an overview of the Latino Program to the Board.
 - His goal is to make the program accessible to all clients in the Latin community and to have someone in each program here in the agency that is culturally and linguistically competent.
 - He showed the Board the Programa Latino Policies and Procedures Manual that he compiled as an educational document, which is all in Spanish.

- Since the needs the program's clients change constantly, the P&P Manual needs review and updating often.
- **Jorge** reviewed the agency's Spanish collateral materials.
- His intention is to create awareness with the other program managers by asking them to think about Latinos when assessing their programs.
- **Jorge** talked about other collaborative agencies and said that he had mostly positive contact with these agencies.
- Recruiting volunteers has had its challenges because of cultural issues around HIV/AIDS. However, the volunteers that do come out of his trainings feel so good about the fact that they are helping others in the Latino community that they are **Jorge's** biggest support in recruiting other volunteers.
- The Latino Volunteer Program training is specially tailored to accommodate working schedules of volunteers as many are employed in the service industries. So the training is 45 hours.
- He recently completed a Spanish language facilitators' training and has established a support group for them, which introduces volunteers to the concept of counseling and its benefits.
 - **Jim West** talked about the old Latino program and complimented **Jorge** on the fine job he has done.
- **Jorge** then introduced his client/guests, Ricardo Montero and Albany, who spoke about their experiences as Shanti volunteers.
 - **Michael Phillips** thanked the volunteers for coming and sharing their experiences. He commented that it takes a very special person to be a volunteer.

7. Board Affairs

Michael Tersigni reported the following:

- He gave Board candidate updates.
- He told the Board members that each of them will be receiving a Board Handbook which is a binder with member contact information, Board meeting and committee meeting dates, committee assignments and other pertinent information that current and future members will find useful. It is currently being compiled and future updates will be sent in E-form.
- The annual Board Retreat needs to be scheduled. The topic will be the Board and building strategic relationships among members. Half of the day will be dedicated to Board bonding and the other half to the Board direction. He requested that members email him with suggestions by 15 April.
- **Michael** announced that **Laurie Gibbs-Harris** has volunteered to temporarily chair the Finance committee and encouraged participation.
 - **Michael Phillips** has a candidate for the Finance Committee. **Michael Tersigni** also has a candidate he is working with from the Horizons Foundation.
- **Michael** brought to the table the subject of voting and the previous Board discussion that **Derrick Chan, Jim West** and he have the authority to make the decision regarding new a Board member's acceptance to the Board, and because of the length of time between Board meetings, would like to propose emailing the other Board members their recommendations and then voting on the candidate by email, thus expediting the nomination and confirmation process.
- **Motion:** **Michael Tersigni** made a motion that the Board votes for prospective Board candidates by the recommendation of the committee via email and the vote be returned to the Chair of Board Personnel.
- **Seconded:** **Stu Smith**
- **Discussion:** Board members asked **Michael Tersigni** to clarify the procedure for voting by email. Discussion ensued on issues of electronic discussions of candidates as

opposed to actual face-to-face conversations between members. It was suggested that a quorum conference call might augment the electronic voting process.

- **Motion Amendment:** **Michael Tersigni** amended his original motion that the vote on prospective Board members to be brought on the Board be made by quorum conference call for a sixty (60) day trial period. This will be reviewed and voted on at the next Board meeting to become part of policy.
- Second: **Stu Smith**
- Discussion: None
- Vote: Amended motion passed unanimously.

Greg Ott requested that when **Michael Tersigni** compiles the Board binder that included be names and pictures of Board staff and members.

8. Development

- **Lisa Stevens** reported that all the 50 BMW tickets for the Academy of Friends benefit were sold and she congratulated everyone. Also, 160 of the raffle tickets for this event were sold—we were only required to sell 125.
- Casino night was a success due to corporate support, but due to the rain, we did not have a lot of attendees, so next year the Board should think about moving casino night to a different time of the year when the weather would be a little bit better.
- There will be major donor parties scheduled for May and June, and the hope that it will generate extra cash for the year, and then something else big in 2001.
- **Safiya Umoja and Lisa Stevens** will be meeting with all the Board members, individually, between April and May, to discuss for next year's budget how each member can give or get \$5000, and develop a strategy to do so.
- **Lisa** announced the Coach Leather event on Wednesday, 17 May 2000, and we need to have 300 people there. Save the date; tell your friends; there are Coach event postcards for members to mail if they would like.
- Salsa de Noche will be on Saturday, 27 May 2000.
- The Pride Ride will be on Sunday, 11 June 2000.
- There will be an event at the Plush Room on 6 June 2000. **Stu Smith** said a client of Shanti's was producing it and it would be an evening of Sondheim.
- **Lisa** showed the Board the new *World of Good* donation post card sponsored by American Airlines. Anyone's donation of \$25 or more earns the donor AAdvantage miles (there is a miles chart on the card indicating the miles earned for the different amounts of a donation).
- **Safiya** reported that we are at 105% of goal for grants and 61% of goal for donations, which does not include a \$10,000 donation received in March of this year. We are at 121% of goal for special events. She reported that we would end up ahead of what was expected for this year. She cautioned that we have a strategic plan that the Board adopted and that it will be quite a stretch to make it between this year and next year in terms of development. She asked the members to think of people they would like to cultivate and if they have anyone who might like to work on the Development Committee, please contact **Lisa, Nolan Finn, or her**.
- **Bob Rybicki** reminded the Board members to think of their vendors as possible donors.
- **Bob** congratulated **Nolan Finn** and his team for their fine job of pulling all these special events together and that it is a major accomplishment.
- **Bob** also mentioned that he will be going to the staff for pledges and that he will report back to the Board in May on this.

9. Other Business

- **Executive Director Review.** Since the Board has no Personnel Chair, **Jim West** reminded the members that, last year, **Bob Rybicki**, received his review ninety (90) days late. In order to be timely this year, the evaluation process needs to begin now.
- **Jim** said he would be willing to take on compiling the Board evaluations and to work with **Scott Elsishans** who will compile the staff evaluations, and the two of them will put them into a summary to be presented to the Board at the May meeting.
- **Jim** will email all the Board members with the evaluation form attached.
 - **Safiya Umoja** asked **Michael Phillips** if he was planning on appointing Board members to this Review Committee and **Michael** said he would be.

10. Announcements

- **Safiya Umoja** announced that it was **Lisa Stevens'** birthday a few weeks ago (18 March) and wanted to wish her a Happy Birthday. Congratulations from the Board.

11. Adjournment

- **Motion:** Motion to adjourn was made by **Safiya Umoja** at 7:32 p.m.
Seconded: **Stu Smith**
Vote: Passed unanimously



The Board of Directors Meeting

Tuesday, 28 March 2000
730 Polk Street, 4th Floor
San Francisco CA 94109

AGENDA

- | | | |
|------------------------------------|------|---------------------|
| 1. Call to Order | 5:45 | Mike P. |
| Approve January Meeting Minutes | | |
| Preview March Agenda | | |
| 2. Public Comment | 5:50 | |
| 3. Report from the Chair | 6:00 | Mike P. |
| 4. Executive Report | 6:05 | Bob |
| 5. Finance Report | 6:20 | Scott <i>Butler</i> |
| 6. Agency Awareness | 6:30 | Jorge |
| 7. Committee Reports | | |
| Board Affairs | 6:50 | Mike T. |
| Development | 7:00 | Safiya/Lisa |
| 8. Other Business | | <i>J. Weil</i> |
| <i>Exp. Review</i> | | |
| 9. Announcements, Schedule Updates | 7:30 | |

Bob ~~Blatt~~, Scott, Peter Balon, Alison, —, —, Jim Steph., Mike P., Mike B., Afari
N. ~~Blatt~~, H., Stu Paul — Derrick, Dericita

3.28

Board Mtg

Members Alison Levay, Mike P., Jim West, Derrick Chan, Jim Steph.,
Lisa, Safiya

Peter Balon

Staff B.R., J.E. J.L. Eileen McFarlan, Jorge Guzman
Alan, Todd Mirix,
Public. Janis Louber, Tom Mirix's guest.
Craig Palmer.

Call to order MD called to order 5:53/

appr. of min
Zik. Derrick Chan
minutes approv.

Additions to agenda
Welcome guests

5:55 Public Comment.

Bob intra Tom — from Proj Open Hrd.
infr

Dennis Stroudman } group. board members.
Craig Palmer }
intra Todd Blatt - HR mgr. by Scot

Rept from the Chair MJO
building infrastructure,
construct criticism
change takes time
working for the same goal
if looking at strong candidates
remember it's a process
people need to be engaged.

4 7x Rept. RR
rec. good feedback from Afija
wants to point out a few things of the rept
Breast Cancer item explained meeting of them
extremely interested in us, Proj. Open Hlth
Breast C.
asked

Afija: will it go into the scope.
only in Hlth could be used as a
model for other diseases.

Alison: what point will it be assessed?
1/8 women in Hlth needs to be addressed.
potential tidal wave of interest.

Derrick:
concerned that it doesn't fit Mission Statement
JW West - we revised mission stmt. twice
now talk about Life - Credentialed
Derr. will our donors be alright with this new
direction?

Don & Gene Oper Hand talked about strategic change at Proj. Op. Hand.

The PR is very, very inst. in support of the expansion took about 1 yr.

- overall positive reaction
- some neg. reactions @ Town Hall meetings.
- can't minimize info & P.R. - everyone needs to know.

In prep. the Life Prog & Accto mtr.
L. discussed that 2 mtr. in Accto of
Herald Business. & EIT Programs.

- very interested in program
- keynote speaker & mtr. @ Aug. meeting in A.C.
- initially in 14 sites around the state.
- moving forward step by step.

Trans. Prog. our ~~new~~ flat ~~new~~ ^{is less than a year old}.

Club Lounge, our most popular program - heavily used programs.

- Eiken reported that it's heavily used and appreciated by clients.

NTI - filling up in 4-5 days w/out advertising very much in demand.
will pass out ~~some~~ client sat. survey.

Bob passed out an email about ~~client~~ care a day
in the life of client care - asked everyone to
read in silence.
Bob will continue to feed the Board pieces
like this.

2/6²⁰ Finance Rep. - Peter Palom reported.
surplus in Jan & Feb.
the P4 L
a variance NTI new hire.
we're buying corp, as opposed to leasing.
travel variance: Due to NTI travel
there will be months with higher income,
but should wash @ end of year.
expect \$250K surplus by end of year.
operating exp will outstrip income during
summer months as they are lean.
thanked the Board for this experience.
M.D. thanked Peter on behalf of the Board.
Peter: Cash flow - re: CD rotation
first CD bought in Feb.
money in right dir.

Oración

Agency I was present

Bob introd. Jorge & Maíra of the Latévia Program and thanked them for their work.

6/30/ Jorge: introduced the Latévia Program to the Board.

- a program accessible to all clients
- someone in each program that is culturally / linguistically competent = the goal of the prog.
- showed Programa Latévia P&B manual.
- an educational document.
- need of client change constantly. - they need to be reviewed often.
- showed Spanish collateral materials.
- wants to create awareness w/ other prog. mngers.
- asks them to think about Latévia.
- talked about Collaboration agencies
- mostly positive contacts w/ these agencies.

other component: volunteers

· has had its challenges.

vol. feel so good about the training that they are helping Jorge to recruit. This biggest support.

· our screening is a bit different for his vol. because ^{to accommodate} their work schedules.

45 hrs. training

- did a facilitator training so he now has facilitators
- has a support group for volunteers.
- introduces clients to what counseling is all about.

Jim West talked about the old Tutor Program complicated Jorge & what he's done. Jorge introduced Ricardo Montero & Olivia & they spoke of their reasons for volunteering @ Shanti & their training experience.

Albany

M.R. thanked the vol. for coming & for their stories. — it takes a very special perso.

M.R.
655

Board Affairs:

- candidate updates by Mike
- Board Handbook: Mike & G. are putting it together. It will be in E-FORM the binder will be given to current & new members.
- Retreat needs to be scheduled

1/2 day bonding
1/2 day bonding

- topic: the Board & building strategic relationships among members
- by 4.15 members to email request to Mike R.
- Laurie has vol. to Chair Finance.
- a big hole - encouraging participation

3-
134690

The Board votes for prospective
board candidates by the recommendation
of the committee via email. The vote be
returned to the Chair ~~via email~~ of Board
Personnel.

Jim West

MJ has candidate for Finance
MA has a cand. from Horizons Found.

Voting: that Jim, Derrick & MA have
the authority to
email to members the fee
motion.

MA: The board vote for process
board candidates by email. & they
return their input.

the second
discuss - J. West - wants a procedural
for interview candidates. Quik

MA strict criteria for doing this.
will try

MAfija: vote for expediting the cand.
process.

conference call - is for everyone
to have any ?? answered.

Greg Ott: wants connects Jim board &
if there are ~~any~~ controversies

MA: wants the conversation documented.

MAfija: Doesn't want a "reply to all
email"

sug. Mike A to consolidate the comms.

The Board notes for

Greg:

Lisa: try for 60 days maybe
the pomp & circumstance of being
noted in a meeting.
look @ the seriousness of being on
the board of Shati.

Jim West: if

Postpone motion & come back
with the procedure for.

Peter Balon: ~~what~~ thinks it is undermining
prospective members should be invited
to

Jim Hughes questioned the wisdom of 24 board
members & the rush to fill it.

Bob Ryb: said we just lost a potential member
because we got an other offer.
time can be a detriment.

Jan

West: survey other boards.

~~John~~ Paul: members are very busy - electron
survey ~~is~~ people are becoming accustomed
to this.

mentor the new member into a committee
email & teleconf.

Greg: quorum conference call - agreed.

amend:

Note on Board Members with a quorum conference call. this policy is only in place for 60 days & will be reviewed at the next Board meeting.

Michael

1. Note on prospective Board Members to be brought on the Board by quorum conference call for a 60 day trial period. This will be reviewed and voted on at the next Board meeting to become part of policy.

note: unanimous

Stephen: comments might not come across
in emails

MA. not to fill the 24 seats but
to get quality members.
the process takes now about 9 days

Afiya: try on interim basis for a quorum
vote on board members
amend previous prop. by conf. call

60 day trial
will be reviewed by the next
board meeting

Sec.

The Motion

quorum
conf. call

Amend vote on prop. board members
to be brought on the board by
quorum conf. call. This will
be reviewed & voted on at next
board meeting.

unanimous app.

Greg: wants something to order.

Lisa 7²⁰ Develop.

- sold all 50 B&H tickets
- raffle tickets - sold more
- Cakes - more ^{weather} to another line.

Budget:

give or get 5000/member - Af. & Lina
will contact members

events: Coach

Africa to node 5.27

Bride ride 6.11

Blush Bm event 6.6.

. Af. tu

evening of Soncheini.

new Postcard "world of good." / American
a good incentive - too good to be
true - get on it right away.

Afiya: highlight

105% of goal for grants

61% of goal for donation 10K

not included for March


121% of goal for spec. events

we're ahead of what we expected

quite a stretch for the goals of
the strat. plan.

asked if anyone had any names
of people that might want to work
on program - Con

. Col - think of your vendors as candid.
Congratulate Nolan's his staff for his.

Your donation will do a  world of good

(and take you a world away)



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City: _____ St: _____ Zip: _____

Phone: _____

Email: _____

PAYMENT INFORMATION

___ - Check enclosed

___ - Charge Card

__VISA __M/C __Amex

Exp. Date _____

Sig. _____

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\$25-\$49.99 250 miles

\$50-\$74.99 500 miles

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\$100+ 1,000 miles

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SAVE THE DATE...



COACH

WEDNESDAY, MAY 17TH, 2000
6:30 – 8:30 PM

RE-OPENING CELEBRATION OF
THE COACH FLAGSHIP STORE
190 POST STREET
SAN FRANCISCO, CA

CELEBRATE SPRING COACH STYLE
TO BENEFIT SHANTI



PRIDE RIDE 2000

Sunday, June 11



www.shanti-rides.org



PRIDE RIDE 2000



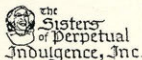
shanti

Shanti
730 Polk Street
San Francisco, CA 94109

SAVE THE DATE

Sunday, June 11

A motorcycle ride to fight AIDS and celebrate PRIDE
to the SF Eagle Tavern



www.shanti-rides.org

415-674-4720

to register or volunteer



Bob Rybicki

From: Tanya Sinclair
Sent: Thursday, March 23, 2000 8:09 AM
To: Bob Rybicki
Cc: Administrator; Arnie Carle; Bob Rybicki; Carol Kleinmaier; Chad Hybarger; Daniel Staemmler; Danny Castelow; David Donovan; David Hernandez; Doren Martin; Eileen McFarlane; Erwin Barrios; Felicia Elizondo; Frank Thompson; Garret Sanford; Gary Shepard; Gustavo Fernandez; Hosea Turner; Intern A; Intern B; Javier Cisneros; Jeff Leiphart; Jennifer McGaugh; Jorge Guzman; Judy Blake; Kevin Burns; Kris Johnson; Kristy Ingargiola; Lavern Griffin; Lucy Aviles; Maira Aragon; Marc Frank; Marc Gofstein; Microsoft Schedule+ Free/Busy Connector (STIMPY); Nancy Ogilvie; National Training Institute; Ninfa Urtecho; Nolan Finn; NTI Resource Information; Pam Nicholls; Rey Guzman; Robert Hamilton; Robert Hickey; Robert Strong; Ron Perri; Scott Elshans; SHANTI REFERRAL; Silvia Muniz; Tanya Sinclair; Tina Heard; Todd Blatt; Tracy Neil; Vanessa VerLee; William Rivers
Subject: A Day in the Life of a Care Coordinator

Yesterday began with a 9 a.m. workshop on Childhood Sexual Abuse/Rape of Men. I was remembering my client, Keith, who died last year at Maitri.

Morning drop-in included seeing my client, Bill, who is now blind, HIV related, he is requesting a second volunteer. He had to give up his studies in Art History, is now learning how to bowl, and swing dance with his support group.

Lunch included meeting a client in the lobby who participated in the Men's L.I.F.E program, he came in to tell me that Vinnie, who also participated, is in the hospital dying of liver failure, HIV related. We had really connected in the program, he was in my support group.

Later received an update about a client that I have provided support for almost 4 years. He, after losing his partner of 17 years to AIDS, failing all of the "Cocktails", having now, mental health problems, suffering from unresolved grief, loss of home, work, direction, is now homeless, screaming out of control at staff.

Then during afternoon drop-ins, Karlos came to the office requesting food vouchers. Karlos gave up his work, (that he loved) as a 4 Star Hotel waiter, due to declining health, came to the office requesting food vouchers. Karlos is homeless, recovering from PCP, a long stay in the hospital, resulted in losing his hotel room. Karlos said, "I really hate to eat my friends food, after they have given me a place to stay. Karlos thanked me for the Safeway vouchers and said, "I am truly blessed".

Then 13 voice mail messages, all around loss, death, need.

After being visibly moved by day, staff who noticed, jumped in with warm support. We have the best "huggers". Kris, who said, Yes, we will get Bill that second volunteer who will help trim his beard, and David, Jorge, Kevin, Lucy, Maira, Jennifer who all said, "GO HOME" All, are my ALLIES.

For all of you upstairs who work to bring support/funding/grants, and to you, Bob who work so hard to keep this work alive, THANK YOU.

NAMASTE

kisses in your boxes.