



AGENDA

Meeting #2

Tuesday, February 18, 2020

Children's Services Council of Broward County

6600 W Commercial Blvd, Fort Lauderdale, FL 33319

CSC Board Room

Directions

Mission

Empowering immigrants and others to become self-sufficient, productive and civically engaged.

Hispanic Unity of Florida
Board of Directors Meeting
AGENDA
Tuesday, February 18, 2020

We will start the meeting promptly at 4pm

1. 4:00pm **Call to Order/ Roll Call** **Lucia Rodriguez**
Comments
Welcome, Cindy Arenberg Seltzer, President/CEO Children's Services Council of Broward County *pg.1*

2. 4:10 **Presentations** **Lucia Rodriguez** **Information**
 - Board Member Emeritus Induction: Melida Akiti
 - Thank You, Virginia Cielo & Franco Basuto
 - Mission Moment: Felipe Pinzon

3. 4:25 **2020 HUF Budget** **Emma Pfister, Virginia Cielo & HUF Staff** **Action** *Separate Package*

4. 5:00 **Board Engagement** **Lucia Rodriguez** **Presentation/Discussion**

5. 5:30 pm **Consent Agenda** **Action** **Lucia Rodriguez**
Consent agenda items are items that may not need individual discussion and may be voted as one item. Any Board member wishing to discuss an item may move to have it considered individually.
 - i. Board Minutes January 2020 *pg.2-4*
 - ii. October 2019 Financials *pg.5-14*
 - iii. Finance Committee Meetings, January & February 2020 *pg.15-18*
 - iv. Governance February 2020 Committee Minutes *pg.19-20*
 - v. Marketing February 2020 Committee Minutes *pg.21-22*
 - vi. Public Policy & Advocacy February 2020 Committee Minutes *pg.23*
 - vii. Planned Giving Meeting January 2020 Ad Hoc Committee Minutes *pg.24*

6. 5:35 pm **Executive Session**

7. 5:45 pm **Adjourn**

18 Active Board members / 10 required for quorum and vote

**Hispanic Unity of Florida
BOARD OF DIRECTORS ATTENDANCE MATRIX**

BOARD MEMBER	Feb 2019	Mar 2019	Apr 2019	May 2019	June 2019	July 2019	Aug 2019	Sept 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020				
ABBATE, Anthony (Tony)	P	P	P	Retreat Cancelled	Retreat Rescheduled	No Meeting / Summer Break	No Meeting / Summer Break	E	P	P	P	P				
BELLO, Eduardo								P	P	P	P	P				
CARDOZO, Carolina	P	P(T)	P					P	P	P(T)	P	P				
CUSHING, Giselle			P					P	P	E	P	P				
FRANCO, Lesli			P(T)					P	P	P	P	E				
ARCIA, Orlando, Ph.D.	P	P(T)	A					P(T)	P	P	P	E				
GOMEZ, Willy	P	P	P					P	P	P	P	P				
GUERRERO, John	P	P(T)	P					P	P	P	P	P				
HERZ, Dan	E	P	P					P	P	P	P	P				
KARLEN, Scott								P	E	P	P	E				
PARADOWSKI, Christina	P	P	P					P	P	P	P	P				
PENA, Deborah								P	P	P	P	E				
PFISTER, Emma	P	P	P					P	P	P	P	P				
RODRIGUEZ, Lucia	E	P	P					P	P	E	P	P				
SAMPIER, Steve	E	P	P					P	P	P	P	P				
SCHEVIS, Daniel	P	E	E					P	P	P	E	P				
STONE, Angie	P	P	P					P	P	E	E	P				
TATELBAUM, Chuck	P	P	P					P	P	P	P	P				
Total Board Members	16	16	18									20	19	19	19	18
Present: P / T= Telephone	12	14	15									19	17	16	17	14
Excused: E	3	2	2					1	2	3	2	4				
Absent: A	1	0	1					0	0	0	0	0				
Board Members Participating	75%	88%	83%					95%	90%	84%	90%	78%				
Board Members Present at the Meeting	75%	56%	67%					90%	90%	79%	90%	78%				

Cindy Arenberg Seltzer, President/CEO Children's Services Council of Broward County

Cindy Arenberg Seltzer is the first President/CEO of the Children's Services Council of Broward County. In that role, she has carefully guided the development of the organization, which was created by the voters of Broward County in September, 2000, and reauthorized by the voters in 2014. She works hard to dramatically transform young lives through a focus on supporting proven programs delivered by more than 100 "provider" agencies that achieve measureable outcomes, while ensuring transparency and accountability for the CSC. Her leadership and advocacy on behalf of the children of Broward County has made a real difference for all Broward residents, and especially for Broward's children.

Prior to being named President/CEO of the Children's Services Council, Mrs. Arenberg Seltzer was Director of the Children's Services Administration Division for Broward County. Other positions she has held include: Director, Massachusetts Promise; Director, Legislative and Government Affairs at Day, Berry & Howard, Attorneys-at-Law; Chief of Staff to the Majority Leader, Connecticut House of Representatives; 6th District Field Coordinator with Friends of (U.S. Senator) Chris Dodd/Connecticut Clinton Campaign; Commercial Litigation and Bankruptcy Associate with Robinson & Cole; Director of Public Policy with the Gold Institute; and Director of Governmental Relations with the Industry Council for Tangible Assets.

Mrs. Arenberg Seltzer has a Bachelor of Arts in Psychology from the University of California at Irvine, a Juris Doctorate from Georgetown University Law Center, and a Masters in Public Administration from Harvard's John F. Kennedy School of Government.

She serves on several boards of directors, including the Early Learning Coalition, the Coordinating Council of Broward, the Children and Families Leadership Association, the Children's Movement of Florida, the Florida Afterschool Network, the Pediatric Associates Foundation Advisory Council, and the Harvard Kennedy School's Taubman Center for State and Local Government Advisory Board. She also hosts the local television show "Future First: Focus on Broward's Children," which airs on BECON TV.

Her awards include Heart Gallery's "Spring for Kids" award (2014), Kiwanis Club of Lauderdale Lake's "Community Advocate Award" (2014), Impact Broward's "Individual Award" (2014), HANDY's Champion for Children (2011), Congressional Coalition on Adoption Institute's Angel in Adoption (2011), Child Advocacy Award from the Jewish Federation of Broward County (2007), "Lead Vocalist" award from Big Brothers Big Sisters of Broward (2007), recognition on the floor of the U.S. House of Representatives by Representative Debbie Wasserman Schultz during a tribute for Women's History Month (2006), March of Dimes Woman of Distinction (2005), "Advocate of the Year" by First Call for Help (2004), and "Mother of the Year" by Healthy Mothers-Healthy Babies (2004).

In addition to her official duties, Mrs. Arenberg Seltzer can often be found working in Broward's neighborhoods to raise money for its children. For example, she participated in the first season of Dancing with the Stars for the Pantry of Broward and came in second, she worked the counter at McDonald's to raise money to fight Sickle Cell, and she was a Celebrity Chef for FLIPANY.

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Hispanic Unity of Florida
Board of Directors
Meeting Minutes
Tuesday, January 28, 2020

Call to Order/ Roll Call

At 4:00pm.

Lucia Rodriguez led the first meeting as Board Chair. Chuck Tatelbaum presented Lucia with a personalized HUF gavel created by local artist Alissa Alonso. Dr. Jamonica Rolle, Dean of Academic Affairs welcomed Hispanic Unity of behalf of Broward College.

Presentations

- Welcome New Executive Committee Board Members.
- Presented Thank You plaque to Chuck Tatelbaum for his dedication and leadership as HUF Board Chair for the past two years and for remaining active on the Finance Committee as Past-Chair.
- Presented Thank you plaque to Melida Akiti for her board service. Lucia thanked Melida for being an exceptional board member for the past six years, a role model and her dedication to HUF and the community.

Strategic Presentation & Discussion: Public Policy & HUF's Vision

Senator Chris Smith, Tripp Scott. Senator Smith shared his insights on how to most effectively advocate for policy issues important to HUF. He provided context to the discussion indicating that every two years is an election year and thus the start of the session is in January so that the electeds can return to fundraising and campaigning. This current session is going to be very political because it is an election year. In 2021 the legislature will meet in March and April. A big topic this year is teacher pay. There is some movement on this because it is the governor's priority. On the environmental front wetland purchases is the hot topic. Healthcare is also a hot topic especially the funding of Medicare. Looking to save money in the Criminal Justice area, Florida has an exploding prison population and that population's health care is very costly. Working on creative ways to deal with non-violent offenders. A bill is being proposed to allow schools attached to churches to have concealed weapons. Another bill being introduced to require written parental consent for under age (16 year olds & under) girls prior to an abortion. E-verify is highly contested topic because of opposition by the business community and it's an immigrant-related issue. He encouraged everyone to see what end of session traditions look like. Any bill unheard by end of session dies – but many are picked up in the next session.

Senator Smith shared he is a huge advocate for the Boys & Girls Club and because their lobbyist kept him very involved. He heard the stories and was invited to tours and visited the programs.

His suggestions: Be constantly in policymaker's ear and invite them to see the programs firsthand. B&G Club used their collective board to share information about the organization. The board of directors used their collective and individual leverage, in their professional capacity, etc. Stay relevant in the mind of legislators by bringing up the organization always. Develop clear issues every year of what you think should be done (this is related primarily to funding allocations). Get policy, legislation and get it in hands of them early. December and January 2021 is a great time to educate (if the start of the session is March). Identify the top five things for them to consider. Invite them to HUF board meetings and or holiday parties. They love great ideas because they get the full credit.

Any suggestions on the allocation process start small (\$50-100k) budget. Pilot something locally that could be expanded state-wide. Partner statewide if possible. Even just a pilot program is something that can be done. Get support from our local delegation (Senate: Gary Farmer, Lauren Book, Perry Thurston) (Representative: Chip LaMarca, Shervin Jones, Patricia Williams) get in both budgets House and Senate. And once a line item it is very difficult to get removed.

NAACP is a great example for how they advocate. Consistently speaking to the legislators about issues. The elected depend on the community experts to educate them on what they are unaware of. Volunteer or paid lobbyist would come to speak with him – he did not make the distinction between “volunteer” vs. paid lobbyist.

To be the most effective, pick your leaders. Talk to them and pick your champions in Broward delegation. Connect with everyone in our delegation but then “live in” legislatures office who are on the committees which will most likely vote on the legislation. Go see in person, have others go on the organization’s behalf, then follow up with phone call to thank them for meeting with HUF associates. You should talk to the other side and drop off the material. Try to help them get street cred as supporting HUF.

Having an event in late-April, invite the delegation to thank them for a great session. Cocktail party, appetizers, etc. You can say no pictures (since all the House Reps are running for office) and it is not an endorsement. You chat about the issues and share what HUF is doing. Ask Broward Delegation (Andrea Knowles) to invite them to our event. June begins the campaign in earnest – fundraising and voter support. Best way to say thank you is with an award. Get a “cool” award.

Carolina Cardozo shared her experience as a policy advocate in Tallahassee attending Broward Days. Shared how the meetings went and how we discussed our policies. Important to be strategic and subject matter experts depending on what committee’s the legislatures are on. HUF is well known in Broward, she felt proud to be a part of the organization. HUF needs to be consistent on the issues and how we continue to advocate.

Josie Bacallao shared HUF was awarded \$125k from the Chan Zuckerberg Foundation for a staffer and advocacy regarding immigration subject expert.

Josie also shared that not having an annual budget for policy and advocacy nor a staffer makes it very difficult for HUF to fully and robustly engage in PP&A. We have done what we can every year with the resources we have available. Securing resources to carry out our PP&A vision (as outlined in the HUF Plan presented to the board in 2019) will require funds. HUF will continue to search for funding.

Governance Presented by Steve Sampier.

Steve Sampier discussed Melida Akiti as a potential Board Member Emeritus: Melida Akiti has been nominated by the Governance committee. Steve reviewed the section regarding emeritus in the by-laws.

Motion: Steve Sampier moved *to consider* Melida Akiti for Board Member Emeritus. Daniel Schevis provided the second and the motion passed.

Motion: Steve Sampier moved *to approve* Melida Akiti for Board Member Emeritus. Willy Gomez provided the second and the motion passed unanimously.

Development Presented by Shani Wilson.

2020 Thank You Calendar. Shani shared the recommended schedule for board members to call and thank donors/funders. Each board member will be assigned one month and asked to make stewardship calls. Every month will have two board members assigned. Shani will provide the script, contact information and anything else needed to make the call after HUF sends out a thank you. Our goal is to deepen engagement. Let Shani know if there is a conflict with the month to which you have been assigned.

End of Year Campaign Results and Thank You. HUF is proud to share that the board and two major donors helped to raise \$36k for the end of year campaign. It did fall short of the \$50k ambitious goal. We will continue to need the board’s support for campaigns and this year’s fundraising. Giving Tuesday Facebook campaign raised \$1,200k in December 2019.

2020 Events: Circle of Friends & Entrepreneur Summit. Circle of Friends event will be in May. Share your names with Shani for the guest list. The E-Summit will again be at NOVA in September this year. Again, assistance with sponsorships will be needed.

Consent Agenda

Motion: Daniel Schevis moved to approve the consent agenda. Chuck Tatelbaum provided the second and the motion moved. The motion passed.

Closing Comments

Lucia would like to continue having Member to Member meet-up's. She asked for any additional suggestions to have more social board member connections. She suggested a happy hour after a board meeting. Potentially have board meeting BBX or Tripp Scott in March then go to The Downtowner in Fort Lauderdale (private rooms). Giselle Cushing mentioned Southern Wines is another alternative. Concluded that since the March meeting will be at Humana, we will work with Giselle Cushing on options near the Humana office.

Adjourn

5:56 pm.

Next Meeting February 18. 2020

HISPANIC UNITY OF FLORIDA, INC.

FINANCIAL STATEMENTS

**FOR THE TEN MONTHS ENDED OCTOBER 31, 2019
(WITH COMPARATIVE TOTALS FOR THE YEAR ENDED DECEMBER 31, 2018)**

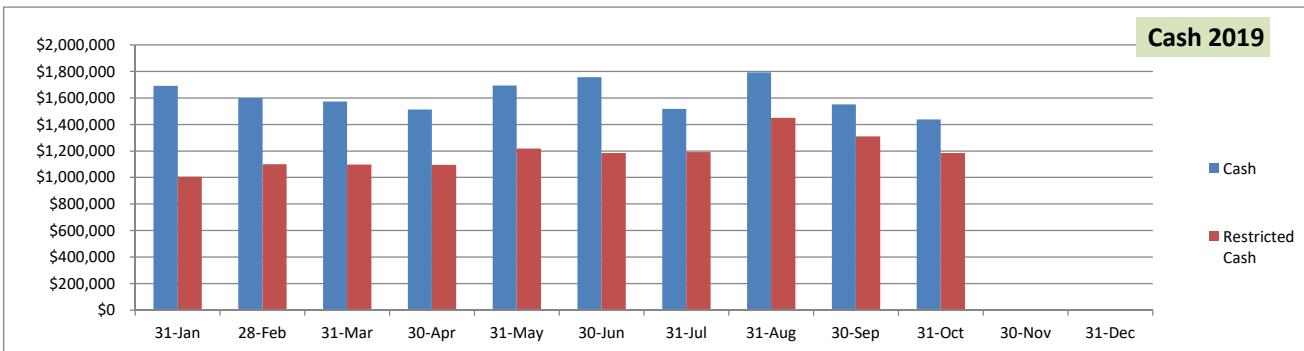
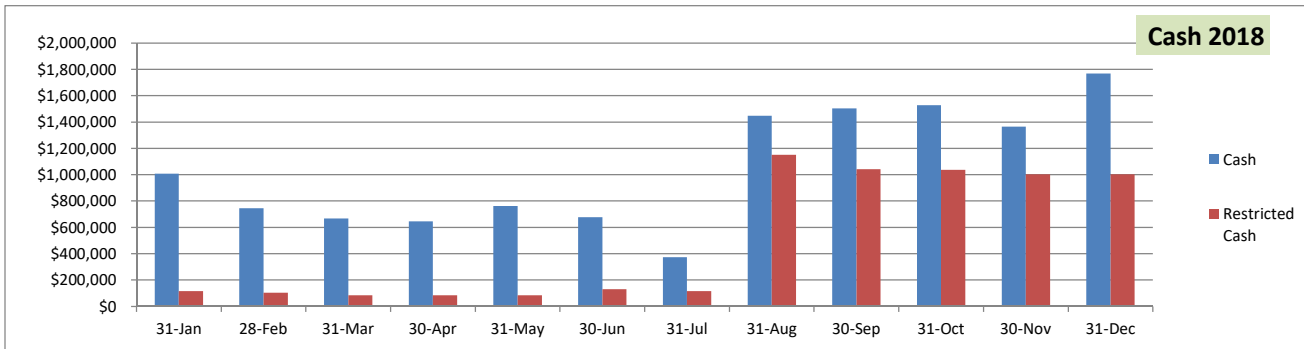
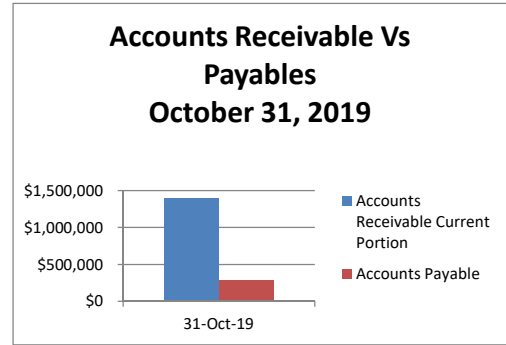
Prepared by: D Lyn, Decemver 13, 2019

Reviewed by: C McGuire, December 14, 2019

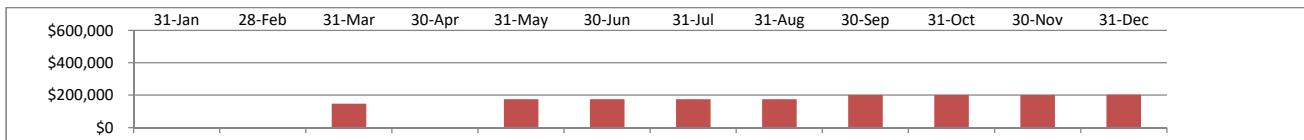
Reviewed by: V Cielo, December 15, 2019

October 31, 2019 Dashboard

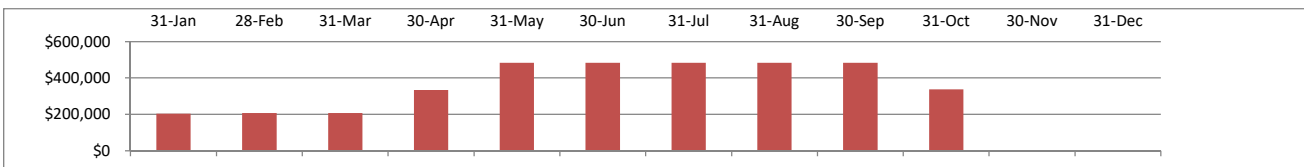
Revenue YTD Compared to Previous YTD			
As of October 31, 2019			
	Revenue YTD as of 10/31/2019	Revenue YTD as of 10/31/2018	Year Over Year Chng
Unrestricted Revenue	\$5,218,218	\$5,266,143	(\$47,925)
Restricted Revenue	(\$581,488)	\$585,736	(\$1,167,224)
Total Revenue	\$4,636,730	\$5,851,879	(\$1,215,149)



Line of Credit Usage 2018



Line of Credit Usage 2019



HISPANIC UNITY OF FLORIDA, INC.
STATEMENT OF FINANCIAL POSITION
FOR THE TEN MONTHS ENDED OCTOBER 31, 2019
(WITH COMPARATIVE TOTALS AS OF DECEMBER 31, 2018)

	<u>2019</u>	<u>2018</u>	
<u>ASSETS</u>			
Current Assets			
Cash	1,437,751	1,769,353	Cash Detail; CashFlow
Grants receivable	573,556	430,047	Schedule 1
Unconditional promises to give, net	821,541	715,438	Schedule 1 & 3
Prepaid expenses	<u>72,891</u>	<u>55,278</u>	
Total Current Assets	<u>2,905,739</u>	<u>2,970,116</u>	
Non-Current Assets			
Long term unconditional promises to give	610,273	967,772	Schedule 3
Property and equipment, net	1,453,103	1,497,921	
Deposits and Other Assets	<u>35,467</u>	<u>18,154</u>	
Total Non-Current Assets	<u>2,098,843</u>	<u>2,483,847</u>	
Total Assets	<u><u>5,004,582</u></u>	<u><u>5,453,963</u></u>	
<u>LIABILITIES AND NET ASSETS</u>			
Current Liabilities			
Accounts payable and accrued expenses	283,543	350,311	Schedule 2
Mortgages payable, current portion	14,999	42,976	
Lines of credit	<u>337,630</u>	<u>202,550</u>	
Total Current Liabilities	<u>636,172</u>	<u>595,837</u>	
Noncurrent Liabilities			
Mortgages payable, net of current portion	<u>797,685</u>	<u>671,629</u>	
Total Non-Current Liabilities	<u>797,685</u>	<u>671,629</u>	
Total Liabilities	<u>1,433,857</u>	<u>1,267,466</u>	
Net Assets			
Without Donor Restrictions	1,323,370	1,357,653	(34,283)
With Donor Restrictions	<u>2,247,355</u>	<u>2,828,844</u>	(581,488)
Total Net Assets	<u>3,570,725</u>	<u>4,186,497</u>	
Total Liabilities and Net Assets	<u><u>5,004,582</u></u>	<u><u>5,453,963</u></u>	
Gain from Program Operations	495,302		
Gain from Support Services	(529,585)		
Increase (Decrease)	(34,283)		

HISPANIC UNITY OF FLORIDA, INC.
STATEMENT OF ACTIVITIES
FOR THE TEN MONTHS ENDED OCTOBER 31, 2019
(WITH COMPARATIVE TOTALS FOR THE YEAR ENDED DECEMBER 31, 2018)

	2019			2018
	Without Donor Restrictions	With Donor Restrictions	Total	Total
Revenues and Other Support:				
Contributions	459,245	1,182,723	1,641,968	4,408,267
Special events	76,100	-	76,100	93,000
Grants from governmental agencies	2,639,289	-	2,639,289	2,505,598
Other grants and fees	-	-	-	507,117
Miscellaneous		279,373	279,373	274,967
Donations, in-kind		-	-	32,034
Net assets released from restrictions:				
Satisfaction of time restrictions	1,650,042	(1,650,042)	-	-
Satisfaction of program and purpose restrictions	393,542	(393,542)	-	-
Total Revenues and Other Support	5,218,218	(581,488)	4,636,730	7,820,983
Expenses (Functional)	Estimated 2019 Functional Exp Alloc			
Program services	5,009,310	-	5,009,310	5,496,890
Management and general	178,585	-	178,585	195,942
Fundraising	64,607	-	64,607	71,172
Total Expenses	5,252,502	-	5,252,502	5,764,004
Change in Net Assets	(34,283)	(581,488)	(615,771)	2,056,979
Net Assets - Beginning of Year	1,357,653	2,828,843	4,186,496	2,129,517
Net Assets - End of Year	1,323,370	2,247,355	3,570,725	4,186,496

HISPANIC UNITY OF FLORIDA, INC.
STATEMENT OF CASH FLOWS
FOR THE TEN MONTHS ENDED OCTOBER 31, 2019
(WITH COMPARATIVE TOTALS FOR THE YEAR ENDED DECEMBER 31, 2018)

	<u>2019</u>	<u>2018</u>
Cash Flows from Operating Activities		
Increase (decrease) in net assets	\$ (615,771)	\$ 2,056,980
Adjustments to reconcile increase (decrease) in net assets to cash provided by operating activities:		
Depreciation	99,648	127,812
Changes in assets and liabilities		
(Increase) decrease in grants receivable	(143,503)	(153,292)
(Increase) decrease in unconditional promises to give	251,395	(1,342,821)
(Increase) decrease in prepaid expenses	(17,613)	(1,083)
(Increase) decrease in security deposits and other assets	(17,711)	
Increase (decrease) in accounts payable and accrued expenses	<u>(66,769)</u>	<u>94,226</u>
Total adjustments	<u>105,447</u>	<u>(1,275,158)</u>
Net Cash Provided by Operating Activities	<u>(510,324)</u>	<u>781,822</u>
Cash Flows from Investing Activities		
Acquisition of property and equipment	<u>(54,433)</u>	<u>(161,189)</u>
Net Cash (Used In) Investing Activities	<u>(54,433)</u>	<u>(161,189)</u>
Cash Flows from Financing Activities		
Net Advance (Repayment) of line of credit	135,080	102,550
Increase (Decrease) in mortgage payable	<u>98,075</u>	<u>(40,753)</u>
Net Cash Provided by Financing Activities	<u>233,155</u>	<u>61,797</u>
Increase (decrease) in Cash	(331,602)	682,430
Cash - Beginning of Year	<u>1,769,353</u>	<u>1,086,923</u>
Cash - End of Year	<u>\$ 1,437,751</u>	<u>\$ 1,769,353</u>

HISPANIC UNITY OF FLORIDA, INC.							
STATEMENT OF ACTIVITIES - TOTAL							
FOR THE TEN MONTHS ENDED OCTOBER 31, 2019							
	Month Actual	Month Budget	Over (Under)	Year to Date Actual	Year to Date Budget	Over (Under)	
Revenues							
Donations - UNR	\$ 26,649	\$ 36,800	(10,151)	\$ 459,245	\$ 368,000	91,245	Wells Fargo\$5K, Solddani \$10K, Comcast \$6.4K, and Invidual Contributions \$5.K
Donations - TR	110,303	66,000	44,303	1,182,723	1,021,028	161,695	AD Henderson \$35K, Citi Com \$35K, Unidos Housing \$13.8K, COH Police \$10K Brw Sheriffs \$10K Accr \$6K
Satisfaction of Restrictions	94,822	143,098	(48,276)	581,484	839,785	(258,301)	Restricted Donations are not keeping up with satisfacion of restrictions due to the previous extraordinary prev year in restricted donations.
Fundraising Events	0	0	0	76,100	80,000	(3,900)	Though Short, See related expenses below
Grant Income	222,580	224,971	(2,391)	2,639,293	2,620,510	18,783	
Interest Income	936	1,100	(164)	13,660	11,000	2,660	
Rental Income	4,182	4,001	181	41,212	40,010	1,202	
Voluntary Pre-K	7,926	2,428	5,498	35,825	24,280	11,545	
Fees & Miscell Income	28,609	20,046	8,563	188,676	205,460	(16,784)	Error in Budget
Total Revenues	496,007	498,444	(2,437)	5,218,218	5,210,073	8,145	
Expenses							
Salaries and benefits	362,755	361,790	965	3,805,968	3,980,138	(174,170)	Positive variance partially attributable to awards in budget not in actual
Advertising	624	833	(209)	11,750	8,330	3,420	
Bank service charges	762	500	262	12,169	5,000	7,169	BOA \$6K - still using services until transition is complete
Building repairs/maint	19,195	17,855	1,340	168,622	178,550	(9,928)	
Depreciation	9,964	10,787	(823)	99,648	107,870	(8,222)	
Dues Subscriptions	512	950	(438)	13,678	9,500	4,178	
Information Technology	5,061	3,000	2,061	57,816	39,799	18,017	
Insurance	4,195	4,103	92	46,944	45,530	1,414	
Interest expense	5,649	4,408	1,241	52,425	44,080	8,345	
Licenses and permits	60	42	18	2,118	420	1,698	
Mileage reimbursement	4,764	2,482	2,282	42,504	28,522	13,982	
Miscellaneous	(3)	0	(3)	(22)	0	(22)	
Office expense	3,857	6,860	(3,003)	47,624	73,400	(25,776)	
Postage and shipping	177	435	(258)	5,638	4,450	1,188	
Printing	4,337	4,377	(40)	49,730	51,154	(1,424)	
Professional fees	24,447	14,103	10,344	255,035	149,628	105,407	Primarily HR Consultant, security, legal, and the CPA in Finance - covered under the TJMF grant Assignment ends the week of November 14, 2019
Program expenses	14,283	29,367	(15,084)	320,624	297,174	23,450	
Public relations	2,380	1,250	1,130	9,099	12,500	(3,401)	
Rent	3,241	(60)	3,301	35,425	18,944	16,481	
Software	0	500	(500)	3,202	5,000	(1,798)	
Special fundraising events	3,473	2,000	1,473	16,047	20,000	(3,953)	Relates to Income shortfall above. This makes up for the shortfall.
Staff events/meetings	1,554	442	1,112	6,250	4,420	1,830	
Staff training and development	5,794	4,541	1,253	77,548	52,482	25,066	Primarily CITI Community Progress Makers Conference; Children & Families Convening - Aspen Institute, Kresge Visits and UNIDOS, Prosperity Now Training
Telephone	9,098	6,968	2,130	92,382	82,583	9,799	Prim cell phones \$6K over, being recovered by CSC-VITA Income
Utilities	2,218	1,551	667	20,277	15,510	4,767	Budget error
Total Expenses	488,397	479,084	9,313	5,252,501	5,234,984	17,517	
Increase (Decrease) in UNR Assets	\$ 7,610	\$ 19,360	(11,750)	(\$ 34,283)	(\$ 24,911)	(9,372)	
			Programs	\$ 495,302			
			Support	\$ (529,585)			
			Total	\$ (34,283)			

TJMF Actual through October 31, 2019

TJMF* Capacity Building & Program Development Reserve Fund (the "Reserve Fund")

	Total To Date		
Citizenship Fundraising Match	\$	25,000	
The Non-Profit Assistance Center	\$	85,800	CPA - Finance Area
Incremental Salaries	\$	20,971	Incremental Salary Increases through October 2019 21500
National Executive	\$	10,084	Recruitor - Director Marketing, Assoc Director - Finance, CFO -
Missing Link	\$	12,825	Consultant - Human Resources
	\$	154,679	Actual through Aug Projected to October 31,2019
2019 Salaries - Committed In Total	\$	8,664	Remaining Commitment 2019 Nov and December
2020 Salaries - Committed	\$	53,412	
2021 Salaries - Committed	\$	55,014	
Finance Salaries 2019-2021	\$	117,090	
Total Spent & Committed as of October 31,2019	\$	271,770	
Original Budget (Must be spent bo 2023)		500,000	
Remaining Dollars	\$	228,230	

Funds must be used by 2023

\$375,000 Mission / Opportunities	\$	375,000.00	
Citizenship Fundraising Match	\$	25,000.00	\$ 87,000.00 Raised from Peace Love HUF Campgn
	\$	25,000.00	
\$125,000 capacity building	\$	125,000	
The Non-Profit Assistance Center	\$	85,800	CPA - Finance Area
Incremental Salaries	\$	20,971	Incremental Salary Increases
National Executive	\$	10,084	Recruitor - Dir Mktg, Assct Dir/Opps, CFO - Finance
Missing Link	\$	12,825	Consultant - Human Resources
Finance Salaries 2019-2021	\$	117,090	Committed Salaries not yet spent
	\$	246,770	
Balance	\$	500,000	\$ 271,770 \$ 228,230

Analysis of Cash (Using Grants Receivable)

October 2019

Customer	0-30	31-60	61-90	Over 90 days	Amount Due	Plus 1 Month	Total Financing
BC-FSA 2019-2020	9,495.45				9,495.45	9,495.45	18,990.90
City of Hollywood Police Department	10,000.00				10,000.00	10,000.00	20,000.00
CSC, EITC-VITA 2019-2020	9,568.61				9,568.61	9,568.61	19,137.22
CSC - COMPASS 2018-2019	11,995.52				11,995.52	11,995.52	23,991.04
CSC-Family Strenghtening Prog 18-19	17,404.46				17,404.46	17,404.46	34,808.92
CSC - Miramar & Str HS 2018-2019	57,334.81				57,334.81	57,334.81	114,669.62
CSC-Unity4Teens18-19	109,504.24				109,504.24	109,504.24	219,008.48
VITA, IRS 2019-2020	17,248.82				17,248.82	17,248.82	34,497.64 IRS - not funded will total about \$80K by 2-28-20
UnidosUS - Housing	21,970.93				21,970.93	21,970.93	43,941.86
United Way - DCM 18-19	23,924.77				23,924.77		23,924.77 The End
United Way of BC, CWF 2019-20	25,770.99				25,770.99	25,770.99	51,541.98
United Way, EITC-VITA 2018-2019	1,739.16				1,739.16	1,739.16	3,478.32
USCIS - Homeland Security 2019-2020	3,949.57				3,949.57	3,949.57	7,899.14
UW - Emerg \$25K - Publix Last Resort	15,000.00				15,000.00		15,000.00
Total					\$ 334,907.33	\$ 295,982.56	\$ 630,889.89

35,416.67 Plus Rico

666,306.56

How do we finance the above?

LOC 337,000.00 financing

HUF 329,306.56 financing

666,306.56

November 2019

Customer	0-30	31-60	61-90	Over 90 days	Amount Due	Plus 1 Month	Total Financing
BC-FSA 2019-2020	14,379.54				14,379.54	14,379.54	28,759.1
City of Hollywood Police Department	10,000.00				10,000.00	10,000.00	20,000.0
CSC, EITC-VITA 2019-2020	59,921.44				59,921.44	59,921.44	119,842.9
CSC - COMPASS 2018-2019	11,731.15				11,731.15	11,731.15	23,462.3
CSC-Family Strenghtening Prog 18-19	35,004.25				35,004.25	35,004.25	70,008.5
CSC - Miramar & Str HS 2018-2019	36,604.39				36,604.39	36,604.39	73,208.8
CSC-Unity4Teens18-19	81,519.93				81,519.93	81,519.93	163,039.9
VITA, IRS 2019-2020	17,248.82				17,248.82	17,248.82	34,497.6 IRS - not funded will total about \$80K by 2-28-20
UnidosUS - Housing	21,000.00				21,000.00	21,000.00	42,000.0
United Way - DCM 18-19	23,924.77				23,924.77		23,924.77 The End
United Way of BC, CWF 2019-20	6,004.92				6,004.92	6,004.92	12,009.84
United Way, EITC-VITA 2018-2019	869.58				869.58	869.58	1,739.16
USCIS - Homeland Security 2019-2020	3,949.57				3,949.57	3,949.57	7,899.14
UW - Emerg \$25K - Publix Last Resort	15,000.00				15,000.00		15,000.00
Total					\$ 337,158.36	\$ 298,233.59	\$ 635,391.95

41,527.00 Plus Rico

676,918.95

How do we finance the above?

LOC 337,000.00 financing

HUF 339,918.95 financing

676,918.95

Hispanic Unity of Florida
Finance Committee Meeting Minutes

January 30, 2020

Attendance:

3 members present – Mr. Nazur, Mr. Bacher and Mr. Tatelbaum

3 members excused – Ms. Pfister, Mr. Karlen and Ms. Pena

5 non-voting members present – Mr. McGuire, Ms. Cielo, Ms. Furer, Mr. Pinzon, Ms. Saavedra, and Ms. Bacallao,

2 non-voting members excused – Ms. Rodriguez and Ms. Wilson

Mr. Bacher called the meeting to order at 8:30am.

Financial Statements

Ms. Cielo stated that the October 2019 Financials are showing a deficit of (\$60K). HUF had to absorb nearly \$20K in IT costs related to the ransomware attack that will not be reimbursable. We had an increase in overall salary costs to manage an increasing number of foundation grants, which were beginning to reduce our ability to cover shared costs. The projection for profit at the end of the year is minimal. We anticipate meeting budget projections and ending the year in the positive regarding operating costs.

Ms. Cielo also stated during the period October to December – 15 grants were awarded, with 11 of which required budgets.

Mr. McGuire presented as of the HUF Financial Statements as of October 31, 2019 and the TJMF Capacity Building & Program Development Reserve Fund (“Reserve Fund”) Analysis. The highlights were that HUF was trailing budget by \$59K noting: 1) budget variance is primarily due to a budget error in VPK fee revenue \$17K and 2) budget variance due to IT overspending due to ransom ware attack nearly \$20K.

1. Hispanic Unity of Florida, Inc.

As of OCTOBER 31, 2019

UNR Net Assets

Reconciliation of UNR Net Assets:

1	Gain From Program Operations	482,019	
2	Loss from Support Services	(541,546)	
	Inc(Dec) in UNR Net Assets	<u>\$ (59,527)</u>	Operating Gain(Loss)

The year to date loss of (\$60K) is \$35K over the projected year to date loss of (\$25K).

1) Development exceeded the net projection by \$75K.

2) Programs fell behind the net projection by (\$124K).

3) Admin exceeded the net projection by \$14K.

Programs:

Program's total contribution to date toward administrative and shared fixed costs to the agency totals \$1,066M

Development:

The Development area contributed \$326K toward administrative and shared fixed costs to the agency.

Cash

Year to date cash decreased by (\$332K) as a result of the following activities:

\$ (616,990)	Inc/(Dec) in Net Assets
106,666	Adjustments to reconcile increase (decrease) in net assets
(510,324)	Net cash provided (consumed) by operating activities
(54,433)	Investing Activities
233,155	Financing Activities
\$ (331,602)	Inc/(Dec) in Cash

MOTION:

Mr. Nazur moved to accept the October 2019 financials. Mr. Bacher seconded the motion. The motion passed.

Ms. Cielo shared that there were upcoming changes to the budget that she is working with management to complete.

Program Update

Mr. Pinzon gave an update on programs. He discussed the action plan needed for Civic Engagement to reduce expenses due to funding shortfalls. This included closing the Miami office, and eliminating one staff member. The libraries in Broward and Miami will remain operational. The two staffers in Miami will be relocated to Hollywood with a focus on bringing in fee income.

Executive Session

Meeting concluded at 9:10am.

Next meeting Thursday, February 6, 2020

Hispanic Unity of Florida
Finance Committee Meeting Minutes
February 6, 2020

Attendance:

3 voting members present – Mr. Nazur, Mr. Tatelbaum, and Mr. Guerrero

4 voting members excused – Ms. Pfister, Mr. Karlen, Ms. Pena, and Mr. Bacher

5 non-voting members present – Ms. Rodriguez, Ms. Bacallao, Mr. McGuire, Ms. Furer, Mr. Pinzon, and Ms. Cielo

2 non-voting members excused – Ms. Saavedra and Ms. Wilson

Mr. Nazur called the meeting to order at 8:34am.

Budget Presentation:

Ms. Bacallao presented an executive overview of 2020 according to the agency's plan.

Noted was that 82% of HUF's revenue has been secured for 2020 as compared to 80% in 2019.

Revenues and expenses are comparable to 2019 levels. We plan to end 2019 very close to the projected budget and will begin working on the year-end-financials as soon as the 2020 budget is completed.

As noted in the 2020 Budget Assumptions Highlights HUF's Mission work in 2020 will include: Full expansion of the 2Gen Approach two all six existing schools as well as the Unity 4Kids and Family Strengthening program; launch of the Learning Café – which links to a national seven city pilot of the Migration Policy Institute & UnidosUS which aims to enhance workforce services (language and technology instruction); Small Business/Entrepreneurship Research Project funded by Citi to better service our clients; Launch of 10 complete count committees including one for Hispanics as well as, HUF's own census campaign led by one of our managers; and Continuing to advocate for children and immigrants through HUF's own efforts as well as leadership with the Children of Immigrant Families Coalition (CIFIC).

In 2020 HUF will: Build upon the 2019 efforts to strengthen our management team, continuing on a monthly basis with the directors group and with supervisory personnel quarterly. By March 2020 we hope to onboard a new IT vendor. The latter will improve the agency's tech security efforts, put in place stronger policies and staff support and increase staff training. We also will complete a three year technology plan. By the fall, it is expected that a new Employee Manual will be presented to and approved by the Board and then rolled out to the whole HUF team.

Ms. Cielo resented the highlights of the Expense Assumptions.

Staffing - Detailed information is provided under the 2020 Program Budget Narrative relating to HUF's changes in the education and economic development areas. Staff raises will be 2-3% effective March 1 with the exception of the after-school personnel which included a 3% COLA increase in the contracts.

A budget was submitted to the finance committee prior to the meeting for the estimated increase.

Health Insurance - We recommend not to absorb any increase in the health premium. Benefits are totaling up to 19% of an employee's gross salary at this time. As in all previous years, we obtain

between 3-5 quotes, our recommendation is presented for approval by both the finance committee and the board.

Mr. Pinzon presented the Program Budget Narrative.

The continued expansion of the 2Gen approach with the complete implementation of the Family-Centered model, allows the agency to reduce staffing with the combined program areas. Five positions will be eliminated. Three of these positions are currently open. We hope to transfer one staffer to a new position and only one staff may be laid-off.

Ms. Bacallao present the 2020 Funding & Marketing Plans which are detailed on Pages 8-17.

Ms. Cielo presented the overall 2020 budget.

She began with the 2020 budget vs the 2019 estimated actuals comparison. All reference adjustments will be entered into the budgeting module and the final budget will be submitted again to the finance committee for approval by next Wednesday, Feb. 12. And also submitted to the board for a vote at the Feb. 18 board meeting.

Mr. Guerrero asked for how the Funding Projection Schedule balances to the budgets. An answer will be provided by Finance.

Mr. Guerrero also asked about TJMF dollars. Josie provided the breakdown of the remaining dollars in 2019 (\$240K remaining in the fund that must be used by 2023 and \$509K remaining in the fund that is being future reserve fund for HUF.)

MOTION:

Mr. Tatelbaum moved to accept the 2020 Budget which will be finalized to include 2020 salary increases for the all HUF staffers and which will result in a net profit between \$37K and \$15K profit for 2020. Mr. Guerrero provided the second. The motion passed.



Governance Committee Meeting Minutes February 7, 2020 (Conference Call)

Present on Conference Call Meeting:

Steve Sampier, Angie Stone, Lucia Rodriguez, Tony Abbate, Jorge DeApodaca, Melida Akiti, Josie Bacallao and Felina Rosales-Furer

Excused:

Christina Paradowski, Maria Elena Ferrer and Barbara Grevior.

Next Steps/Action Items:

1. Angie Stone will create a self-reporting tool tied to Board Member commitments so that board members can complete every month. The tool will be created so that key individuals (Board Chair, Governance Chair and HUF staff will have access to the tool. The tool will automate the creation of a monthly individual and board member engagement report.)
2. Steve Sampier will send out a summary of the Scorecard discussion to the committee for clarification.

Discussions:

- 1) Opening Comments and Updates
Steve Sampier shared how proud he is of Melida Akiti in being selected as a Board Member Emeritus.
- 2) Approval of Minutes
Motion by Angie Stone to approve January minutes. A second made by Anthony Abbate. The motion passed.
- 3) January Meeting with Executive Committee
 - Reviewed Executive Job Descriptions. Lucia Rodriguez shared it is very helpful to review and read the by-laws. Steve says changes are recommended, please share.
 - Discussed Board Calendar. Has already been approved that the Secretary is in charge of keeping the board on track for duties as the calendar lays out. Christina Paradowski will create and be responsible for sharing with committee, staff and board.
 - Focused on Josie's Performance Review and Contract. Steve shared it needs to begin in January of every year in order to be completed on time.
 - Vice Chair Concept. Steve reviewed by-laws and there has not been approval for this position on committees. This precedent is up to the Chair of the Board. Does not require formal action but we would need to fine tune the duties and responsibilities. Should a Vice Chair and or Co-Chair be a board member? Can Emeritus Board Member assist? *Unresolved. Requires either decision and/or further discussion by Board Chair.*
 - Use of Portal. Steve said it is all board members duty to share with staff if there is an update that needs to be made.
- 4) Board Member Commitments, Report Card
 - a) Purpose? To see if anyone is underperforming and to see how they can improve. The purpose is for the reminder of commitments. Tony Abbate said it is good to have a checklist and to back it up with examples of how to meet the items. Tony says as a new board member, he would like to see more support and guidance on how to achieve the items on the list.
 - b) How will report cards be used and by whom? Is this for the Chair and members to see what areas can be improved verse calling anyone out? Melida does not believe we should shame board members into giving because there are in-kind contributions that can be given. That information should be between the board member, Chair and select staffers. Jorge DeApodaca noted part of being on the board is the financial commitment. Governance, Chair and CEO are the ones that need to share clearly what is needed, required, etc.



Josie Bacallao said, Scorecard can have a name change to Engagement, for example, or any other name this committee recommends. As agreed last year, the responsibility for fundraising of the board belongs to the Board Chair.

Josie recommended creating a tool which is very simple and asks board members every month to update their board activities. The tool can then be used to create an aggregated monthly engagement report of the board activities and engagement. Steve mentioned it is a good data collection and we capture everyone's contribution. Also in-kind contribution need to be vetted as well as, making sure to give credit for relationship building with corporations. Lucia Rodriguez scorecard tools would be helpful to motivate, engage the board members by goals. Important to recognize their contributions beyond financial contribution. Performance, contribution and other responsibilities are areas of focus perhaps every quarter to assess where everyone is at. Steve shared going forward to have board members self-report, on a regular basis to further give support. Angie Stone to create a self-report tool for all to use. Look at timelines too. Does the \$2,500 give or gift stay on the scorecard? Josie said this is a question that needs to be answered as it has financial implications on HUF. Does a board member have to raise \$2,500? Melida says the information (scorecard) needs to be managed by CEO, Governance Chair and Chair of Board and that nothing should be removed/changed. Conversations can be had if they cannot give the money then in-kind can be given in lieu of \$2,500.

Steve will send out a summary of this discussion to the committee so it gets ironed out.

- 5) Governance Strategic Plan. Steve asked that the committee review on their own.
- 6) Other Business/Updates if Available. Steve asked everyone to please use the portal and to let Felina Furer know if edits need to be made.

Next Meeting:
Friday, March 6. 2020 @9am



Marketing Committee Meeting Minutes

January 15, 2020

In Person: Lesli Cartaya Franco, Maguana Jean, Katherin Gallego, Felina Rosales-Furer, Josie Bacallao and Shani Wilson

Excused: Lucia Rodriguez, Mindy Figueroa, Ana Arguello, Alex Llerena and Anthony Abbate

Action Items:

1. Kathy Gallego will email the November 2019 minutes for approval.
2. Maguana Jean will ask about the Fort Lauderdale Yacht Club for our Circle of Friends Event.
3. Lesli is looking into the Stranahan House and will share contact information with Shani Wilson for a potential location for the May Circle of Friends event.
4. Shani will look into The Riverside Hotel.
5. Lesli Franco also mentioned Bailey Hall at Broward College and texted her contact.
6. Maguana Jean will share NOVA's flyer for planned giving with Shani.
7. Lesli will share the link for her PR spreadsheet with Kathy to share with the committee.
8. Kathy will work re-work the Value poster to edit definitions and meanings.
9. Josie will pull the strength words from staff brainstorming to share with Kathy and Lesli who will work on this project.

-
- 1) Updates: Lesli Franco was appointed Chair of the Marketing Committee by Lucia Rodriguez. Leslie will keep the committee focused on the goals outlined in the HUF strategic plan including: brand identify for HUF, brand standards guideline, create a communications plan and incorporate PR. Lesli and Lucia Rodriguez would like to have a draft of the plan by the fall for the board to review.
 - 2) Kathy Gallego will email the November 2019 minutes for approval.
 - 3) Circle of Friends Event will be in May. We need a free "wow" location (east is preferable) for 100 guests, please think on locations, also at someone's home is ideal. Need underwriters for the event as well too. Lesli shared that Aventura Mall has new "Level 3" reception area she will look into that. There might be a gallery of a sculpturist available. Maguana Jean will ask about the Fort Lauderdale Yacht Club. Josie Bacallao asked about the Bonnet House but Lesli shared they do not have an infrastructure for events. Stranahan House, Lesli is looking into it and will share contact information with Shani. Shani will look into The Riverside Hotel, via Heiko. Lesli also mentioned Bailey Hall at Broward College.

Shani recently met with Dan Hertz for Planned Giving sub-committee. They are working on communication for sharing that option for donating to HUF. Maguana will share NOVA's flyer for planned giving with Shani.



- 4) Brand Manual Updates. Kathy shared that Maguana and Ana Arguello are working on the manual with her. Mini workshops is what they are working on. Kathy has quotes for the companies to take this on.
- 5) PR Plan Updates. Lesli Cartaya looked at what can be realistically done every quarter in 2020 and goals for 2021. We should look at local, national and at international conversations regarding HUF and its initiatives. HUF's 40th birthday is 2022! Lesli will share the link for her spreadsheet with Kathy to share with the committee. By 2021 Lesli wants to find a PR firm to assist pro-bono or at very low cost.
- 6) Mini Workshop.
 - a) Communication. Mission, Vision and Values are reviewed by the board and voted upon this all aligns with HUF's programming. Values are our principles and serve as a guide for actions/work. Kathy will work with re-work the Value poster design.
 - b) Review. Tagline, key messages needs to be worked. All needs to be revisited to fine tune.
 - c) Brand. Personality. Brainstorm the strengths of HUF to format a personality. Find our 5 words to create HUF's tone. Brand personality is the existing HUF culture. Josie will pull the strength words from previous brainstorms and Kathy and Lesli will work on this. Include board members, client and funder's perceptions too.

Next Meeting:

Wednesday, February 12, 2019



**Public Policy & Advocacy Committee Meeting Minutes
January 17, 2020—Conference Call**

Present:

On the phone: Dr. Rolando Garcia, Megan Turetsky, Carolina Cardozo, Commissioner Julie Fishman, Josie Bacallao and Felina Rosales-Furer

Excused:

Robby Holroyd, Dan Schevis, Dick Blattner, Daphnee Sainvil and Heather Davidson

Next Steps/Action Items:

Discussions

1) Updates on funding for Census, Advocacy and Immigration Fellowship.

Josie Bacallao shared that HUF had just been awarded funding from Chan Zuckerberg Foundation for a one year fellowship to work on immigration policy, and specifically to build up and work through the Children of Immigrant Families Coalition. Realistically, that individual will begin in late Spring. We have also been funded by The Kresge Foundation and a portion of the funding will be used for Advocacy. Lastly, we received two small grants from both the Annie E. Casey Foundation and Florida Counts to work specifically on the census. It will allow HUF to hire a Census Campaign Manager.

2) Review HUF and Children of Immigrant Family Coalition Legislative Agendas and Strategies.

HUF's policy priorities were posted on the blog and what we will be discussing with electeds in Tallahassee during Broward Days on Jan 21 & 22. Our focus will be Children of Immigrant Families legislative issues. Carolina Cardozo will attend Broward Days with Josie and Felina.

Josie was invited to participate in a small roundtable with policy leaders by the Atlanta Federal Reserve. The focus of this one-day event (and trip) will be economic disparity.

Next Meeting: Friday, February 14, 2020

Planned Giving Ad Hoc Committee

Committee Chair: Dan Herz

Committee Purpose: To create a plan and recommendations for a planned giving program for HUF

Minutes

Tuesday, January 28, 2020 at 3:15PM
Broward College South Campus
7200 Pines Blvd, Pembroke Pines, FL 33024
Science Building 66, Room 139-156

Present:

Dan Herz, Eduardo Bello, Maria Elena Ferrer, Scott Karlen, and Shani Wilson

Next Steps/Action Items:

1. Finalize changes to case statement.
2. Solicit feedback from Marketing Committee on planned giving spiels.
3. Determine most suitable HUF Board Meeting date for presentation by planned giving subject matter experts and invite recommended guests to present.

Discussions:

1. Introductions; Reviewed goals of committee - to create a plan and recommendations for a planned giving program for HUF, including: advertising/messaging, planned giving subject matter expert(s), soliciting planned gifts, and planned gift policy.
2. Reviewed & revised planned giving case statement for HUF.
3. Brainstormed one line spiels for planned giving with HUF.
4. Recommended professionals who are planned giving subject matter experts who can present to HUF's Board of Directors. Suggestions are: Nydia Menendez, HUF Board Member Emeritus and attorney specializing in estate planning; and Andrea Darlow, Nova Southeastern University, Senior Director of Development, Legacy Gifts.

Next Meeting:

Tuesday, February 18th at 3:15PM
Children's Services Council of Broward