



AGENDA

Meeting #9

Tuesday, Nov 10, 2020

Join Zoom Meeting

<https://zoom.us/j/98144939524?pwd=dnVCSWIFcjdYUXJMMDB2U09lTGxzQT09>

Meeting ID: 981 4493 9524

Password: 805672

Tuesday, Nov 10, 2020 -- 4:00 p.m.

Mission

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

Hispanic Unity of Florida
Board of Directors Meeting
AGENDA
Tuesday, November 10, 2020

Join Zoom Meeting

<https://zoom.us/j/98144939524?pwd=dnVCSWIFcjdyUXJMMDB2U09ITGxzQT09>

Meeting ID: 981 4493 9524

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We will start the meeting promptly at 4pm

- | | | | | |
|----|---------|---|---|--|
| 1. | 4:00pm | Call to Order/ Roll Call | Lucia Rodriguez & Felina Furer | |
| 2. | 4:05 | Chair Welcome | Lucia Rodriguez | |
| 3. | 4:10 | Mission Moment
Tribute & Gratitude for Raisa Garcia | Felipe Pinzon & Magaly Alvarado | |
| 4. | 4:20 | Finance Committee
• HUF IRS 990 Tax Return
<i>(Recap of Finance Committee Vote will be sent separately)</i>
• Paycheck Protection Program (PPP) Update, Next Steps & Decisions | Emma Pfister & Virginia Cielo
<i>Attached to Email as Separate File</i> | Action |
| 5. | 4:40 | Governance Committee
• 2021 (DRAFT) Board Officer Slate
• Board Engagement Tracking – Presentation by Angie Stone
• Proposed Board Meeting 2021 Meeting Schedule | Anthony Abbate | Action <i>pg. 1</i>
Information
Information <i>pg. 2</i> |
| 6. | 4:50 | Development
End of Year Campaign: Board Member Toolkit | Kathy Gallego, Juliana Esguerra & Lesli Franco | Information
<i>Presentation</i> |
| 7. | 5:00 | Consent Agenda
<i>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> | Lucia Rodriguez | Action
<i>pg. 3-4</i>
<i>pg. 5-6</i>
<i>pg. 7-15</i>
<i>pg. 16-17</i>
<i>pg. 18-19</i>
<i>pg. 20-21</i> |
| 8. | 5:10 pm | Executive Session with CEO | | |
| 9. | 5:45 pm | Adjourn | | |

20 Active Board members / 11 required for quorum and vote

Hispanic Unity of Florida
BOARD OF DIRECTORS ATTENDANCE MATRIX

Board Member	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	June 2020	Jul 2020	Aug 2020	Sept 2020	Oct. 2020	
ABBATE, Anthony (Tony)	P	P	P	P	P	P	E	E	No Meeting / Summer Break	No Meeting / Summer Break	P	P	
ALVAREZ, Maritza							P	P			P	P	
BELLO, Eduardo	P	P	P	P	P	P	P	P			P	P	
CARDOZO, Carolina	P(T)	P	P	P	P	P	P	P			P	P	
CUSHING, Giselle	E	P	P	E	P	P	P	A			P	P	
DEAPODACA, Jorge											P	E	
FRANCO, Lesli	P	P	E	P	P	E	P	P			P	P	
GOMEZ, Willy	P	P	P	P	E	P	P	E			P	P	
GUERRERO, John	P	P	P	P	P	P	P	P			P	E	
HERZ, Dan	P	P	P	P	P	P	P	P			P	P	
KARLEN, Scott	P	P	E	P	P	P	P	P			P	E	
PARADOWSKI, Christina	P	P	P	P	P	P	P	P			P	P	
PENA, Deborah	P	P	E	A	P	P	P	P			P	P	
PFISTER, Emma	P	P	P	P	P	P	P	P			P	E	E
RODRIGUEZ, Lucia	E	P	P	P	P	P	P	P			P	P	
SAMPIER, Steve	P	P	P	P	P	P	P	P			P	P	
SCHEVIS, Daniel	P	E	P	P	P	P	P	E			P	P	
STONE, Angie	E	E	P	P	P	P	P	P			P	P	
TATELBAUM, Chuck	P	P	P	E	P	P	P	E			P	P	
Total Board Members	19	19	18	18	18	18	18	18					20
Present: P / T= Telephone	16	17	14	14	16	17	18	13			19	16	
Excused: E	3	2	4	3	2	1	1	4			1	4	
Absent: A	0	0	0	1	0	0	0	1			0	0	
Board Members Participating	84%	90%	78%	78%	89%	89%	88%	72%			95%	80%	
Board Members Present at the Meeting	79%	90%	78%	78%	89% Phone	94% Zoom	88% Zoom	72% Zoom			95% Zoom	80% Zoom	

SLATE OF OFFICERS

HISPANIC UNITY
2021

October 2020 Meeting: Review Slate Below & Open for Other Nominations

November 2020 Meeting: Vote for final 2021 Slate

CHAIRMAN.....	John Guerrero
CHAIR-ELECT.....	Christina Paradowski
SECRETARY.....	Angie Stone
TREASURER.....	Deborah Peña
PAST CHAIR.....	Lucia Rodriguez

Hispanic Unity of Florida
2021 Board Meeting Dates

The Hispanic Unity of Florida Board of Directors meets 10 times per year: 9 months during the year *mostly* on the 2nd or 3rd Tuesday of the month and one on a Saturday for planning. Meetings are from 4:00pm – 6:00pm. For the foreseeable future, all meetings will take place via Zoom.

There are no meetings in July and August. Board Meeting plus social in December.

Following are the 2021 meeting dates:

January 12	2 nd Tuesday *2020 HUF Budget ZOOM MEETING
February 9	2 nd Tuesday ZOOM MEETING
March 9	2 nd Tuesday ZOOM MEETING
April 27	4 th Tuesday *2020 Financial Audit ZOOM MEETING
May 15 – 8am-3pm (Saturday)	ZOOM MEETING
June 8	2 nd Tuesday ZOOM MEETING
<i>July NO BOARD MEETING</i>	
<i>August NO BOARD MEETING</i>	
September 21	3 rd Tuesday ZOOM MEETING <i>Yom Kippur begins sunset on Sept 14</i>
October 12	2 nd Tuesday ZOOM MEETING
November 9	2 nd Tuesday ZOOM MEETING
December 7	4:00-5:30 pm Meeting and 5:30-7:30pm Social 1 st Tuesday – Board Meeting & Social ZOOM MEETING <i>Scheduled after end of Hanukkah</i>

Hispanic Unity of Florida
Board of Directors Meeting
Zoom Meeting Minutes
October 13, 2020

Call to Order/ Roll Call

At 4:00pm

Presentations

Chair Welcome. Lucia Rodriguez thanked Tony Abbate for his generous book gift to all board members. Lucia welcomed Francisco Rivera to the HUF Board of Directors; she shared highlights from his personal and professional life.

Governance Committee—Presented by Anthony Abbate

2021 Draft Board Officer (BOD Vote in Nov or Dec). Tony reviewed the 2021 Slate of Officers from nominations and recommendations. Currently we have the Chair, John Guerrero; Chair-Elect, Christina Paradowski; Secretary, Angie Stone. Treasurer, OPEN. Scott Karlen is unable to fill that position next year and serving as Past Chair will be Lucia Rodriguez. Nominations are still open and voting for the 2021 Slate of Officers will occur either at the November or December 2020 board meetings. All those nominated have agreed to serve.

The board members were reminded to sign their **Conflict of Interest/Signature** sheets and return them to Felina Furer if they have not done so already.

2020 & 2021 Revenue & Funding Outlook: Presented by Josie Bacallao & Felipe Pinzon

Josie opened the presentation. She noted that HUF's 2021 Budget is being worked on and the plan at this time is to have a completed draft for the board to review and vote on for the December 2020 Board Meeting.

Josie indicated that the focus of the presentation will be to share the scenarios embedded in the 2021 revenue projections. She also noted that this does not represent the whole budget – as expenses are not being presented at this time.

Josie also noted that HUF's approach to the 2021 budget is very conservative.

Overall Fundraising

HUF's revenue budget for 2021 will require HUF to fundraise \$1.4M (vs this year's fundraising goal of \$1.7M).

Unrestricted Funds

Of the \$1.4M in funds, \$465K are for unrestricted dollars. And to date, 50% of that unrestricted funding has already been secured for next year.

Unrestricted funding can be used for anything but in particular it goes toward funding Administration and Operations costs. Grantors are reluctant to fully fund organizations and the area where they most often not fund is the administrations/operations area.

It is in the unrestricted funding area where Board Members play a key role. For 2021 we will need to raise \$465k through the Annual Campaign, Circle of Friends and Major Gifts. Variance in this year and next is not material.

Program Funding

For 2021, HUF already has secured 83% of total program funding secured or \$4.4 million. In the past, HUF will have 80-83% of the funding secured, so in 2021 HUF will be at a near all-time high in pre-secured program funding. Willy Gomez asked how these numbers would change if the PPP funding is forgiven? Josie did not believe it would impact 2021. Virginia is working on another reserve account which she will review at November Finance meeting.

In addition, 50% of the Covid-19 funding secured in 2020 will be used in 2021 in the program area.

Felipe noted that we are planning to budget program expenses based on this \$4.4 budget – however, HUF has secured an additional \$800K in potential revenue that we could tap into should the pandemic allow HUF to provide more in-person services.

(Attached is the PPT presentation shared at the board meeting.)

One Page Strategic Plan

One-Page Strategic Plan (OSPS), Josie Bacallao shared this is two pager condensed version of our 40+ page strategic plan. This is from came from the *Scale Up* book HUF uses internally with the management team. Our document was informed by HUF's Strategic Plan and the work of each HUF Board Committee. The goal is to be able to use this as HUF's annual and quarterly strategic guide with an ongoing view on where HUF's 5, 3 and 1 year goals.

Josie proceeded to review the document. Tony Abbate, suggested that we revisit the weaknesses section and change to HUF specific challenges. Steve said Advocacy is something he does not know much about wants to hear more of what we need in order to really move forward. Josie said that we would need a full time Public Policy & Advocacy staffer and some software. He wants to hear more from PP&A committee in future and what it would take to move HUF to the next level. Deborah believes we should only share, what weaknesses HUF can really improve and update. Chuck Tatelbaum believes this document has pieces to share with funders as we are not moving from crisis to crisis but that we have a thoughtful plan.

Consent Agenda

Lucia shared that she had asked Josie Bacallao to add item VI (six) to the consent agenda. Lucia wanted to memorialize in the board package the board's decision taken in June 2020 on how to handle Josie Bacallao's salary for 2021.

Motion

Steve Sampier motioned to accept the consent agenda. Willy Gomez provided the second. Motion passed.

Executive Session

None

Adjourn

5:28pm

Hispanic Unity of Florida
 Finance Committee Meeting Minutes
 October 22, 2020

Attendance:

4 members present – Mr. Tatelbaum, Ms. Pfister, Mr. Guerrero, and Ms. Lissette Rodriguez

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

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

1 non-voting members excused – Ms. Wilson

Ms. Pfister called the meeting to order at 8:30am.

August 2020 Financial Statements

Mr. McGuire began by presenting the August 31, 2020 statements. He pointed out that we had a YTD loss of approximately (\$147K) which is equal to the projected loss of (\$147K).

Hispanic Unity of Florida, Inc.

Notes to Financials

August 31, 2020

UNR Net Assets

Reconciliation of UNR Net Assets:

	332,736	
1 Gain From Program Operations		
2 Loss from Support Services	<u>(480,309)</u>	
(Dec) in UNR Net Assets	<u>\$ (147,573)</u>	Operating (Loss)

The year to date projected loss was (\$147K). Our year-to-date actual loss is (\$147K) which was even with expectations.

1) Development exceeded the net projection by \$6K.

2) Programs exceeded budget by \$25K

3) Admin fell behind yearly projections by (\$31K)

Programs:

Program's total contribution to date toward administrative and shared fixed costs to the agency totaled \$813K

Development:

The Development area contributed \$180K toward administrative and shared fixed costs to the agency.

Cash

Year to date cash increased by \$735K as a result of the following activities:

\$ (481,390)	Decrease in Net Assets
<u>398,148</u>	Adjustments to reconcile decrease in net assets
(83,242)	Net cash consumed by operating activities
(98,396)	Investing Activities
<u>916,174</u>	Financing Activities
<u>\$ 734,536</u>	Inc/(Dec) in Cash

Notable Donations/Awards for August 2020:

Frederick Deluca Foundation	\$158K
Unidos additional donation	\$10K
Individual Donors	\$7K
Payroll Accruals	\$2K
Total	\$177K

Cash Flows will exceed expectations in the next months because many of the large receivables listed on the Aged Receivables report from CSC are still part of August 31, 2020 receivables but are listed as paid in full between August 31, 2020 and when the financials were issued. All CSC bills have successfully been caught up as of October 15, 2021.

Mr. McGuire also acknowledged personnel issues:

- Received the senior accountant's resignation
- Received the Economic Development Finance Associate's resignation (reports to the Program Director but works extremely close with the finance area)
- Continuing to train a new Grant Accountant

MOTION:

Chuck Tatelbaum moved to accept the August 2020 financials. Mr. Guerrero provided the second. The motion passed.

Policy F122—Check Signers Policy Proposed Revision; and The Procedure for Checks Issued Greater than \$10,000:

Ms. Pfister said that the primary change was to each was to add Leessa Derrick, the Resiliency Director, as a signatory. All other controls recently updated prior to this revision remain intact.

MOTION:

Chuck Tatelbaum moved to accept the amended Policy F122 and Procedure for Signing Checks greater than \$10K. Mr. Guerrero provided the second. The motion passed.

Workers Comp (WC) Audit Update and Air Quality Improvements:

Ms. Derrick updated the committee on her work with HUF's WC insurance carrier on recoding employees to reduce the cost of our annual worker's compensation rate. Currently, employees are all classified in the highest rate and that by negotiating this recoding on 45% of 225 staff HUF could potentially bring the cost down substantially. HUF is waiting to hear back from the insurance carrier.

Pandemic Safety Update

Steps and procedures implemented to improve air quality:

- Improved quality of air filters to the best the HUF air conditioning system could handle
- Increased cleaning protocols
- Added UV bulbs in the AC system
- Will be leaving doors to preschool open for improved air circulation
- Ms. Derrick is looking into air purifiers
- The cost for these improvements would be around \$4,500

Strategic Goals Timeline:

Ms. Bacallao reviewed the Finance Committee's Strategic Plan Goals. The committee will need to review and update these for the January 2021 board meeting. Committee members will determine which tasks to prioritize, pause or not complete and lastly which new ones need to be added due in response to COVID-19. Committee members were asked to review the list to see if in-light of COVID-19 there are additional items that need to be added to the list.

When asked, Mr. Pinzon said the biggest risk to the program area is staff contracting COVID-19.

Next Finance Committee Meeting is Scheduled for Thursday November 19, 2020

HISPANIC UNITY OF FLORIDA, INC.

FINANCIAL STATEMENTS

**FOR THE EIGHT MONTHS ENDED AUGUST 31, 2020
(WITH COMPARATIVE TOTALS FOR THE YEAR ENDED DECEMBER 31, 2019)**

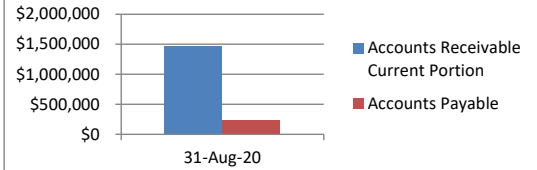
Prepared by: CMcGuire: 10-15-2020 Reissued
Reviewed by: V Cielo: 10-15-2020

August 31, 2020 Dashboard

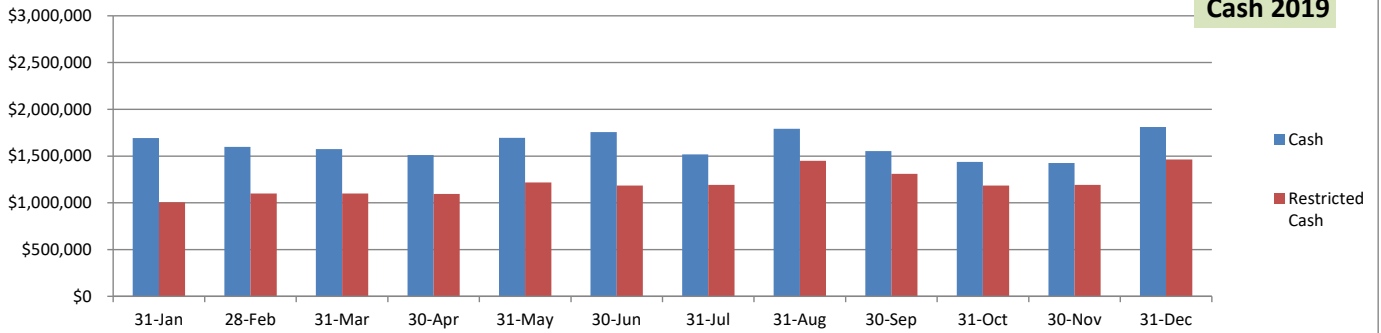
Revenue YTD Compared to Previous YTD

As of AUGUST 31, 2020			
	Revenue YTD as of 8/31/2020	Revenue YTD as of 8/31/2019	Year Over Year Chng
Unrestricted Revenue	\$3,581,753	\$4,213,238	(\$631,485)
Restricted Revenue	(\$333,817)	(\$501,257)	\$167,440
Total Revenue	\$3,247,936	\$3,711,981	(\$464,045)

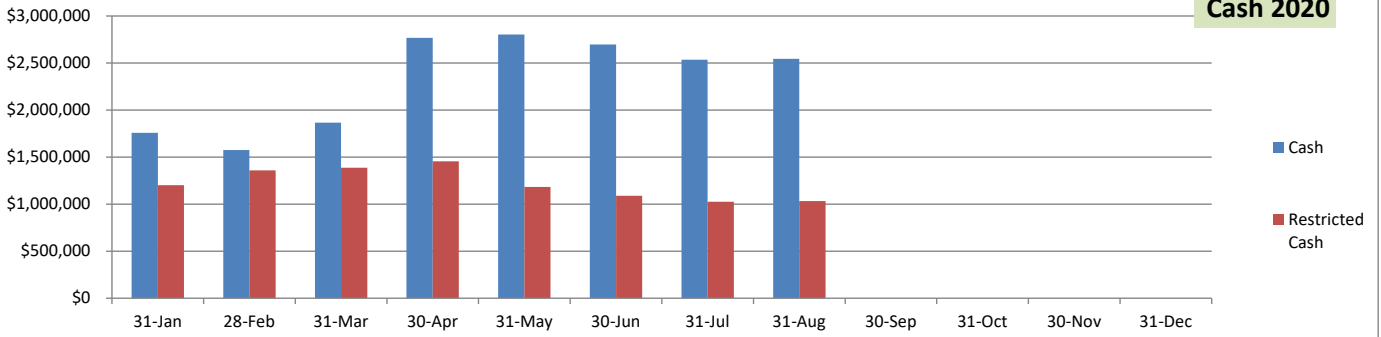
Accounts Receivable Vs Payables August 31, 2020



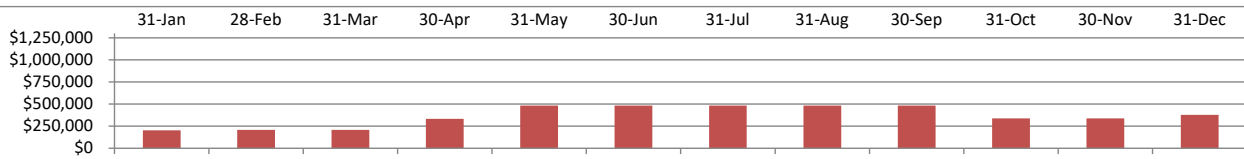
Cash 2019



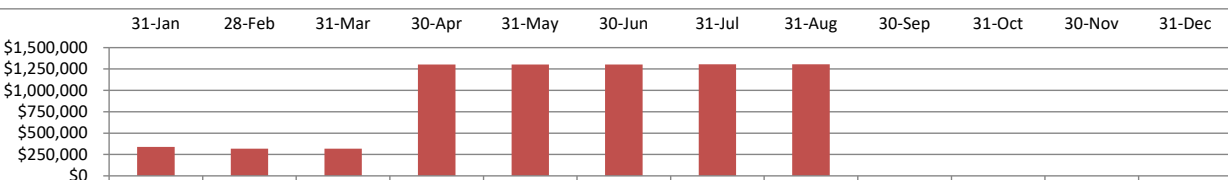
Cash 2020



Line of Credit Usage 2019



PPP Loan and Line of Credit Usage 2020



HISPANIC UNITY OF FLORIDA, INC.
STATEMENT OF FINANCIAL POSITION
FOR THE EIGHT MONTHS ENDED AUGUST 31, 2020
(WITH COMPARATIVE TOTALS AS OF DECEMBER 31, 2019)

	<u>2020</u>	<u>2019</u>	
<u>ASSETS</u>			
Current Assets			
Cash	2,545,644	1,811,107	Cash Detail pg7; CashFlow pg6
Grants receivable	388,479	366,583	Schedule 1
Unconditional promises to give, net	1,074,533	920,638	Schedule 1 & 3
Prepaid expenses	<u>65,824</u>	<u>66,538</u>	
Total Current Assets	<u>4,074,480</u>	<u>3,164,866</u>	
Non-Current Assets			
Long term unconditional promises to give	77,992	605,492	Schedule 3
Property and equipment, net	1,390,656	1,397,604	
Deposits and Other Assets	<u>34,360</u>	<u>34,679</u>	
Total Non-Current Assets	<u>1,503,008</u>	<u>2,037,775</u>	
Total Assets	<u>5,577,488</u>	<u>5,202,641</u>	
<u>LIABILITIES AND NET ASSETS</u>			
Current Liabilities			
Accounts payable and accrued expenses	237,433	297,366	Schedule 2
Mortgages payable, current portion	16,608	16,608	
Lines of credit	470,065	377,720	
PPP Loan	<u>834,800</u>	<u>-</u>	
Total Current Liabilities	<u>1,558,906</u>	<u>691,694</u>	
Noncurrent Liabilities			
Mortgages payable, net of current portion	<u>782,421</u>	<u>793,397</u>	
Total Non-Current Liabilities	<u>782,421</u>	<u>793,397</u>	
Total Liabilities	<u>2,341,327</u>	<u>1,485,091</u>	
Net Assets			
Without Donor Restrictions	1,222,329	1,369,902	(147,573)
With Donor Restrictions	<u>2,013,831</u>	<u>2,347,648</u>	(333,817)
			(481,390)
Total Net Assets	<u>3,236,160</u>	<u>3,717,550</u>	
Total Liabilities and Net Assets	<u>5,577,487</u>	<u>5,202,641</u>	
Gain from Program Operations	<u>332,736</u>		
Gain from Support Services	<u>(480,309)</u>		
Increase (Decrease)	<u>(147,573)</u>		

HISPANIC UNITY OF FLORIDA, INC.
STATEMENT OF ACTIVITIES
FOR THE EIGHT MONTHS ENDED AUGUST 31, 2020
(WITH COMPARATIVE TOTALS FOR THE YEAR ENDED DECEMBER 31, 2019)

	2020			2019
	Without Donor Restrictions	With Donor Restrictions	Total	Total
Revenues and Other Support:				
Contributions	319,195	864,485	1,183,680	2,276,708
Special events	56,450	-	56,450	75,800
Grants from governmental agencies	1,622,168	-	1,622,168	2,718,683
Other grants and fees	220,678	-	220,678	385,979
Miscellaneous	-	164,959	164,959	359,637
Donations, in-kind	-	-	-	29,850
Net assets released from restrictions:				
Satisfaction of time restrictions	333,816	(333,816)	-	-
Satisfaction of program and purpose restrictions	1,029,445	(1,029,445)	-	-
Total Revenues and Other Support	<u>3,581,753</u>	<u>(333,817)</u>	<u>3,247,936</u>	<u>5,846,657</u>
Expenses (Functional)	Estimated 2019 Functional Exp Alloc			
Program services	3,556,658	-	3,556,658	6,007,466
Management and general	126,797	-	126,797	253,565
Fundraising	45,871	-	45,871	54,573
Total Expenses	<u>3,729,326</u>	<u>-</u>	<u>3,729,326</u>	<u>6,315,604</u>
Change in Net Assets	<u>(147,573)</u>	<u>(333,817)</u>	<u>(481,390)</u>	<u>(468,947)</u>
Net Assets - Beginning of Year	<u>1,369,902</u>	<u>2,347,648</u>	<u>3,717,550</u>	<u>4,186,497</u>
Net Assets - End of Year	<u>1,222,329</u>	<u>2,013,831</u>	<u>3,236,160</u>	<u>3,717,550</u>

HISPANIC UNITY OF FLORIDA, INC.
STATEMENT OF CASH FLOWS
FOR THE EIGHT MONTHS ENDED AUGUST 31, 2020
(WITH COMPARATIVE TOTALS FOR THE YEAR ENDED DECEMBER 31, 2019)

	<u>2020</u>	<u>2019</u>
Cash Flows from Operating Activities		
Increase (decrease) in net assets	\$ (481,390)	\$ (468,946)
Adjustments to reconcile increase (decrease) in net assets to cash provided by operating activities:		
Depreciation	105,662	157,527
Changes in assets and liabilities		
(Increase) decrease in grants receivable	(21,896)	63,464
(Increase) decrease in unconditional promises to give	373,605	157,080
(Increase) decrease in prepaid expenses	713	(11,258)
(Increase) decrease in security deposits and other assets	-	(17,711)
Increase (decrease) in accounts payable and accrued expenses	<u>(59,936)</u>	<u>(52,945)</u>
Total adjustments	<u>398,148</u>	<u>296,157</u>
Net Cash Provided by Operating Activities	<u>(83,242)</u>	<u>(172,789)</u>
Cash Flows from Investing Activities		
Acquisition of property and equipment	<u>(98,396)</u>	<u>(56,024)</u>
Net Cash (Used In) Investing Activities	<u>(98,396)</u>	<u>(56,024)</u>
Cash Flows from Financing Activities		
Net Advance (Repayment) of PPP	834,800	
Net Advance (Repayment) of LOC	92,345	175,170
Borrowing (Repayment) of mortgage	<u>(10,971)</u>	<u>95,396</u>
Net Cash Provided by Financing Activities	<u>916,174</u>	<u>270,566</u>
Increase (decrease) in Cash	734,536	41,753
Cash - Beginning of Year	<u>1,811,107</u>	<u>1,769,353</u>
Cash - End of Year	<u>\$ 2,545,643</u>	<u>\$ 1,811,107</u>

Temporarily Restricted Funds Schedule
As of AUGUST 31, 2020

Awards Brought Forward to 2019	AREA	CC	December 31, 2019	Increase/ (Decrease)	Additions	Increase/ (Decrease)	August 31, 2019
Annie Casey Children of Immigrants Coalition 1-1-2020 - 5-31-2020	HUF	515	30,000	(30,000)			-
Annie Casey Census 1-1-2020 - 5-31-2020	HUF	174	20,000	(20,000)			-
BBT 1-1-20 - 12-31-20	Dev	010	25,000	(25,000)			-
BBT 1-1-21 - 12-31-21	Dev	010	25,000	-			25,000
Chan Zuckerberg 1/1/20 - 5/1/21	Dev	010	125,000	(34,056)			90,944
Citi Foundation VITA 1/1/20 to 12/31/20	VITA	316	35,000	(20,565)			14,435
Community Foundation / Tate Family Found 6-30 2016-2021	U4K	173	15,000	(15,000)			-
Development	Dev 2020	010	73,296	(73,296)			-
Florida Blue Foundation 10/2019 - 10/2020	PB	543	85,080	(54,274)			30,806
Florida Blue Foundation 10/2020 - 10/2021	PB	543	100,000	-			100,000
Florida Counts 1/1/2020 to 12/31/2020	Admin	003	24,896	(24,896)			-
Frederick A. Deluca Foundation 01/01/19 - 3/31/20	CWF	513	42,923	(42,923)			0
JM Family 2020	Dev	010	10,000	(10,000)			-
JM Family 2021	Dev	010	35,000	-			35,000
JM Family 2022	Dev	010	35,000	-			35,000
JPMC Foundation 5-1-19 - 4-30-20	Comp	507	53,440	(53,440)			-
Kresge Awarded in Jun 2019 and begins Aug 2020 through Nov 30, 2021	STE	460	250,000	(82,000)			168,000
Moran Foundation 01/01/20-12/31/20	CWF	503	350,000	(232,236)			117,764
Moran Foundation 01/01/21-12/31/21	CWF	503	350,000	-			350,000
NALCAB 5-15-19 - 7-15-20	CWF	574	15,067	(15,067)			-
NALEO 7-1-19 - 6-30-20	Edu	606	21,044	(21,044)			-
Orange Cnty/TK Foundation 8/01/19 -7/31/20	U4T	430	57,910	(57,910)			0
Salah 1/1/20 to 12/31/20	CWF	516	100,000	(61,309)			38,691
Susie & Alan Levan Family Foundation 5-1-20 - 4-30-21	Dev	010	25,000	(25,000)			-
Susie & Alan Levan Family Foundation 5-1-21 - 4-30-22	Dev	010	25,000	-			25,000
Susie & Alan Levan Family Foundation 5-1-22 - 4-30-23	Dev	010	25,000	-			25,000
TJMF - 9-01-18 - 8-31-23	Admin	000	334,255	(34,655)			299,600
Unidos - RICO 9-1-19 - 8-31-2020 extended to 11-30-2020	PB	537	59,738	(44,773)			14,965
			2,347,649	(977,444)			1,370,204

New 2020

TR Grants

Added in 2020	AREA	CC					
Amerant 6-2-2020 Until Funds are expended	EF	334			6,000	-	6,000
Broward College 2021 Time Restriction	EP	415			8,000		8,000
Citi Entrepreneurship 3-1-2020 - 2-28-2021	EE	326			80,000	(23,109)	56,891
Development 2021 Time Restriction	Dev	010			134,300	-	134,300
Frederick Delucca May 2020 Until funds are expended	EF	336			100,000	(17,754)	82,246
Frederick Delucca LEAP & CWF 9-1-2020 to 8-31-2020; Will likely start 1-1-2021	ST	411			158,416		158,416
Health Foundation Client assistance 3/2020 to 12-31-2020	EF	335			15,000	(14,992)	8
Health Foundation Technology 3-2020 to 12-31-2020	EF	335			30,000	(20,433)	9,567
Jim Moran Foundation 3-20-2020 until funds are expended	EF	330			100,000	(37,555)	62,445
NALCAB 6-22-20 to 4-30-20	CWF	574			30,000	(4,496)	25,504
NALEO 7-1-2020 to 6-30-2021	EZ	606			46,465	(8,581)	37,884
Orange County COVID TK Spirit Client Assist Exp 7-31-20	EF	338			1,000	(1,000)	-
Orange County COVID TK Spirit Technology Exp 7-31-20	EF	338			5,000	(5,000)	-
PNC COVID Assistance Awarded in July 8-24-2020 to 7-30-2021	EF	339			10,000	-	10,000
Unidos 3-31-20 to 8-31-2020	EF	332			8,000	(8,000)	-
Unidos Casa Coda Awarded 6-1-20 Begins 9-1-20 to 7-31-2020	LD	185			25,000	(500)	24,500
Unidos Hope Direct Client Assistance 5-18-20 to 8-15-20	EF	337			10,000	(9,498)	502
Unidos Hope Technology 5-18-20 to 8-15-20	EF	337			5,000	(4,788)	212
UW Last Resort 3-18-2020 - 6-30-2020	EF	331			30,000	(29,873)	127
Voices for Healthy Children awarded in June Grant Period 7-1 to 12-31-20	AA	012			36,521	(9,493)	27,028
					838,702	(195,074)	643,628

171,106.15

TOTAL

\$ 2,347,649 \$ (977,444) \$ 838,702 \$ (195,074) \$ 2,013,832

Satisfaction of Time Restrictions **\$ (333,816)**

HISPANIC UNITY OF FLORIDA, INC.							
STATEMENT OF ACTIVITIES - TOTAL							
FOR THE EIGHT MONTHS ENDED AUGUST 31, 2020							
	Month Actual	Month Budget	Over (Under)	Year to Date Actual	Year to Date Budget	Over (Under)	
Revenues							
Donations - UNR	\$ 6,860	\$ 25,142	\$ (18,282)	\$ 319,195	\$ 201,139	\$ 118,056	All individual Donors
Donations - TR	169,807	188,833	(19,026)	864,485	590,671	273,814	Frederick Delucca \$158K, Undios Additional \$10K, Changes in PR Accruals \$2K
Satisfaction of Restrictions	(52,355)	50,949	(103,304)	333,816	716,922	(383,106)	Difference is due to restricting funds into 2021
Fundraising Events	7,150	0	7,150	56,450	0	56,450	September will include budget
Grant Income	248,775	98,160	150,615	1,842,848	1,995,121	(152,273)	Less income due to COVID also reflected in less expenses
Interest Income	29	1,100	(1,071)	2,410	8,800	(6,390)	
Rental Income	4,308	4,196	112	33,833	33,568	265	
Voluntary Pre-K	0	3,551	(3,551)	18,149	28,408	(10,259)	
Fees & Miscell Income	6,605	19,252	(12,647)	110,567	154,016	(43,449)	Primarily U4K
InKind - Services/Goods	0	0	0	0	0	0	
Total Revenues	391,179	391,183	(4)	3,581,753	3,728,645	(146,892)	
Expenses							
Salaries and benefits	308,218	242,292	65,926	2,728,368	2,731,425	(3,057)	
Advertising	5,953	1,910	4,043	12,248	15,281	(3,033)	
Bank service charges	1,214	717	497	10,491	5,736	4,755	
Building repairs/maint	12,433	17,778	(5,345)	129,308	142,224	(12,916)	
Depreciation	13,210	13,496	(286)	105,662	107,974	(2,312)	
Dues Subscriptions	690	1,538	(848)	15,088	13,804	1,284	
Information Technology	10,242	13,274	(3,032)	78,572	110,483	(31,911)	Though this area states a decrease in spending, we are close to budget as \$33K in computer-related purchases was capitalized.
InKind - Goods/Services	0	0	0	0	0	0	
Insurance	4,128	4,583	(455)	33,954	36,656	(2,702)	
Interest expense	5,038	5,751	(713)	39,569	46,008	(6,439)	
Licenses and permits	499	96	403	560	768	(208)	
Mileage reimbursement	718	4,236	(3,518)	9,823	34,464	(24,641)	Main programs underspending are U4T, IRS, Citi, USCIS, and Family Strengthening - due to COVID
Miscellaneous	7	(8)	15	(11)	(1)	(10)	
Office expense	3,403	5,468	(2,065)	32,669	41,776	(9,107)	
Postage and shipping	890	527	363	4,188	3,912	276	
Printing	3,021	8,863	(5,842)	36,478	43,333	(6,855)	
Professional fees	11,514	19,927	(8,413)	100,837	156,122	(55,285)	Delayed start to Entrepreneurship program and Zuckerberg. Underspent Support, and timing differences in Kresge.
Program expenses	54,445	(12,412)	66,857	257,959	210,864	47,095	Flex Funds, Emergency Relief, Value Added especially in FSP--All reimbursable
Public relations	0	1,250	(1,250)	1,188	10,000	(8,812)	
Rent	1,409	2,653	(1,244)	14,398	18,811	(4,413)	
Software	3,586	292	3,294	3,586	2,336	1,250	
Special fundraising events	1,141	2,104	(963)	2,761	16,832	(14,071)	
Staff events/meetings	266	750	(484)	1,151	6,000	(4,849)	
Staff training and development	2,551	5,324	(2,773)	6,972	40,516	(33,544)	Deferred Staff Training in many programs, and support
Telephone	6,300	8,857	(2,557)	86,365	64,718	21,647	In process of consulting with IT Vendor Wheelhouse and once we have a plan, we will reduce our rates.
Utilities	2,708	2,000	708	17,142	16,000	1,142	
Total Expenses	453,584	351,266	102,318	3,729,326	3,876,042	(146,716)	
Increase (Decrease) in UNR Assets	(\$ 62,405)	\$ 39,917	\$ (102,322)	(\$ 147,573)	(\$ 147,397)	\$ (176)	
			Programs	\$ 332,736			
			Support	\$ (480,309)			
			Total	\$ (147,573)			

TJMF Actual through Aug 31, 2020

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

	Total To Date	
Citizenship Fundraising Match	\$	25,000
The Non-Profit Assistance Center	\$	90,240 CPA - Finance Area
Incremental Salaries	\$	62,251 Incremental Salary Increases through April 2020
		Recruitor - Director Marketing, Assoc
National Executive	\$	10,084 Director - Finance, CFO -
Missing Link	\$	12,825 Consultant - Human Resources
	\$	200,400 Actual Through Aug 31, 2020
	\$	299,600 Grant Balance as of Curr. Month End
2020 Salaries - Committed	\$	18,757 Remaining Commitment 2020
2021 Salaries - Committed	\$	43,992 Remaining Commitment 2021
Finance Salaries 2020-2021	\$	62,749
Total Spent & Committed as of Aug 31, 2020	\$	263,149
Original Budget (Must be spent by 2023)		500,000
Remaining Dollars	\$	236,851

Funds must be used by 2023

\$375,000 Mission / Opportunities	\$	375,000.00	
			CPA - Finance
The Non-Profit Assistance Center	\$	90,240	Area
			Recruitor - Director Marketing, Assoc Director - Finance, CFO - Finance
National Executive	\$	10,084	
Missing Link	\$	12,825	Consultant - Human Resources
Citizenship Fundraising Match	\$	25,000.00	\$ 87,000.00 Raised from Peace Love HUF Campaign
	\$	138,148.52	
\$125,000 capacity building	\$	125,000	
Incremental Salaries	\$	62,251	Incremental Salary Increases
Finance Salaries 2020-2021	\$	62,749	Committed Salaries not yet spent
	\$	125,001	
			Uncommitted Balance
Balance	\$	500,000	\$ 263,149 \$ 236,851



Marketing Committee Meeting Minutes Zoom Meeting October 14, 2020

On the Phone: Maritza Alvarez, Josie Bacallao, Christopher Dongo, Juliana Esguerra, Lesli Cartaya-Franco, Felina Rosales-Furer, Katherin Gallego, John Guerrero Francisco Rivera, Lucia Rodriguez

Excused: Ana Arguello and Maguana Jean

Action Items:

1. **Lesli Franco will work with Francisco Rivera** to build the brand attribute questions in a Google survey to redo Board and HUF staff exercise. We want to compare pre- and post-Covid results. The survey will be shared with the committee
2. **Lesli Franco** will create another Google doc to list creative social media fundraising ideas for the End of Year Campaign for board members.

-
- 1) **Roll call** by Lesli Cartaya-Franco.
 - 2) Approval of June 10, 2020 minutes
Motion to approve June 2020 minutes by John Guerrero. Lesli Cartaya-Franco provided the second. Motion passed.
 - 3) **Approve of September 9, 2020 minutes** from
Motion to approve September 2020 minutes by John Guerrero. Lesli Cartaya-Franco provided the second. Motion passed.
 - 4) **Welcome New Members to the Committee.**
 - a. Maritza Alvarez: Visiting each committee to decide where her expertise will be most useful
 - b. Chris Dongo: Excited to be a part of the committee and wants to share his energy. He works at an internet/satellite company.
 - c. Francisco Rivera: This is his first meeting with committee, new member to the board and very excited to assist. He works at Telemundo.
 - 5) **Fundraising opportunities via Social Media for Board of Directors by Lucia Rodriguez.** Board members are looking for fun and creative ways to fundraise on social media and assist creating the opportunities. Lucia suggested to have children of board members be participants of the fundraiser, where the children can perform by showcasing a skill, such a playing an instrument. Also suggested that board members with no children who would like to participate could demonstrate their abilities by cooking special meal from their country or show a



hidden hobby or talent. The end goal is to get people to participate in the giving efforts outside of the HUF environment.

6) HUF Brand Personality Exercise by Lesli Cartaya-Franco

- a. Reviewed board and employee results and talked through the goal of this exercise with both, new and existing committee members as a refresher. At the beginning of the year the board and staff were asked to write down five attributes to describe HUF. Lesli shared she would like to redo (5 words) exercise for board, staff and be able to expand to the funders and clients in the very near future. Lesli requested for each committee member to take a one group and lead the effort to obtain the results. Lesli will work with Kathy to build the questions on Google survey for the groups by next Friday. Kathy reiterated the purpose of this project is to be able to complete brand guidelines and identify the consistent set of traits for each segment

- b. Discuss next steps for funders and client feedback. Lesli will work with Felipe Pinzon to reach out to funders and complete this exercise once the Google doc has been set up and reviewed. Due to COVID-19, Francisco Rivera asked if we were aware of a gap in perception of where we were pre-COVID and post COVID and how, if any, should we move forward and address that gap. Based on his limited time with the organization, he stated he doesn't see a gap as our work has continued. We also discussed the political climate currently affecting many people, and how HUF is very aware that movements such as Black Lives Matter (BLM) can alter the brand perception. Josie Bacallao advised the committee that during the peak of BLM, HUF sent out an eblast and social media post with a very intentional message of support. Josie Bacallao believes that this exercise will bring out more attributes from external segments.

Next Meeting: Thursday, November 12 @3:30pm, 2020



**Governance Committee Meeting Minutes
October 2, 2020**

Present on Zoom:

Tony Abbate (Chair), Steve Sampier, Angie Stone, Christina Paradowski, Lucia Rodriguez, Melida Akiti, Jorge DeApodaca, John Guerrero, Josie Bacallao, Felipe Pinzon and Felina Rosales-Furer

Excused:

Maria Elena Ferrer and Barbara Grevior

Next Steps/Action Items:

1. Angie Stone will email Governance Committee members links to review updated board engagement self-reporting forms. They will respond with their feedback.
2. Angie Stone will follow up with Maritza Alvarez after new board member orientations.
3. Jorge DeApodaca will self-report after new board member orientations.
4. Christina Paradowski will follow up with Francisco Rivera after he completes his orientations.

Discussions:

1. Approval of September 4, 2020 Minutes

Motion to approve September minutes by Steve Sampier. Angie Stone provided the second. Motion passed.

2. Slate of Officers 2021

Tony Abbate indicated the committee will need to provide a slate of officers. The slate will be submitted for October for a vote by the whole board in either November or December. Tony stated he has been receiving nominations for the 2021 slate: Scott Karlen was nominated for Treasurer; for Secretary: Angie Stone and Christina Paradowski; Chair Elect nominations included Dan Herz (he has stated he is not ready at this time, perhaps next year), Carolina Cardozo and Christina Paradowski.

Tony noted per HUF bylaws, one candidate may require a vote by the board to extend her term. Christina Paradowski and Angie Stone both left the meeting as they were both nominated for officer positions and could not participate in the discussion.

John Guerrero indicated he is willing to serve as Chair for one year, Lucia Rodriguez will be Past-Chair.

A discussion ensued on the candidates for the remaining officer positions. The following motions/votes were made:

Motion/Treasurer: John Guerrero motioned to nominate Scott Karlen for Treasurer in 2021. Steve Sampier provided the second. Motion passed.

Motion Secretary: Jorge Deapodaca nominated Angie Stone for Secretary for 2021. Melida Akiti provided the second. Motion passed.

Motion: Melida Akiti nominated Christina Paradowski for Chair-Elect in 202. Steve Sampier provided the second. Motion passed.



3. **Board Member Engagement Self-Reporting Form—Update**
Angie will email Governance committee members links to review.

4. **Update on Welcome & Orientation of New Board Members**

Lucia shared orientations have started and per our new process, she has spoken with Maritza Alvarez, Jorge DeApodaca and Francisco Rivera. Lucia was concerned about the timing on when the engagement document and committee selections are made. She felt they were too occurring too early in the proces Josie recommends reviewing board members expectations (the engagement document) as part of the Chair’s first call with the new members – this will give them a high-level understanding of their “job duties”. And during that first call, the Chair can outline the committee options. If the new board member is ready to select, then he/she can begin quickly to server on a committee. If he/she is not ready, they have the option of participating in a variety of committees and selecting at a later date. Josie shared the orientation agenda has been updated based on the feedback from Lucia, Jorge and Maritza. The changes were immediately implemented for Francisco Rivera’s Onboarding. Tony and Steve believe this is an ongoing process and will continue to be updated as we fine-tune.

Next Meeting:

Friday, November 6, 2020 @9am



**Public Policy & Advocacy Committee Meeting Minutes
October 9, 2020—Zoom Meeting**

Present:

Dan Schevis, Megan Turetsky, Carolina Cardozo, Commissioner Julie Fishman, Dr. Maria Bernal, Commissioner Dick Blattner, Robbie Holroyd, Josie Bacallao, Otto Valenzuela and Felina Rosales-Furer

Excused:

Daphnee Sainvil

Next Steps/Action Items:

- 1) Josie Bacallao will share with the committee the FIU whitepaper focused on jobs and Florida's economy. (**Update:** Completed.)

Discussions

1) Approve July 2020 Meeting Minutes

Dan Schevis motioned to approve minutes. Megan Turetsky provided the second. Motion passed.

2) News and Updates. Presented by Josie Bacallao

Actions since last meeting, Josie reviewed what has happened since the last meeting this summer. Josie was invited to join the Children Thrive Action Network (a new national advocacy group supporting children in mixed status families). We have had several calls to action this summer. The Children of Immigrant Families Coalition's Steering Committee (new leadership for the coalition) met recently to revise the mission, job description for steering committee members, sub-committee's and we have a consultant assisting us as well. We received several grants one of which will support SNAP (food stamps) direct service work as well as, policy/advocacy.

3) 2021 Legislative Agenda

Next year the legislature will meet March-May 2021. We are drafting a draft of our 2021 policy platform and using the same approach as in previous years, i.e., adopting as our own policy items from a variety of local, state and national partners that align with our mission and policy priorities. We are reviewing our current Covid-19 platform and what rolls over from 2020 into 2021. We foresee continued employment challenges throughout 2021 as well as the continued focus on basic needs which will be much more acute for immigrant and underserved populations. Miami-Dade and Broward United Ways are joining and all others in Florida are coming together for one platform led by their Tallahassee policy lobbyist. We are having bi-weekly meetings with all the Florida UnidosUS affiliates to share challenges, solutions and policy platforms. We will have agenda a first draft of the 2021 platform for this committee for review and discuss and hope to have it finalized by December.

Commissioner Julie Fishman said this next (Florida) session will be very different as the state will be looking to cut the budget. It will hurt those that we serve, the poor and education overall. We will be playing a lot of defense with next year's budget. Funding for affordable housing will also continue to be an issue.

Robby Holroyd shared he was with the incoming speaker this past week, and the state is anticipating and planning for a \$2 billion shortfall for the year (started Oct. 1, 2020). There is \$3 billion in reserve which will be cut to \$1 billion. Expenditures due to Covid-19 the state used the Cares Act. The state is waiting to learn more about the flexibility of the Cares Act funds to close the short falls. If allowed to use those funds, that would close the remaining gaps. This election will determine a lot of what Florida does to expand Medicaid, etc. One of the big



conversations he is hearing is on the workforce development side, Universities are going to get the biggest slash in education area cuts. Reallocate money to state college system for work force development. Push for 60% of adults to get national certification or a college degree, serious resources would need to be put behind work force education in order for that to happen. He hopes social services will be aligned with workforce. It will be a challenging year, but getting behind workforce education he recommends adding to HUF's legislative agenda. Take a look at children's health insurance, which may also be a place to make a huge difference. When things are going well you do not want to rock the boat, now the boat is rocking so we might as well take an innovative approach. There is also a strong appetite for programs and policy changes that are not asking for more money, to reallocate to get better outcomes within social services, to maximize the return.

Megan Turetsky said CSC platform is focused on 80% around 2Gen work which they are continue to develop. Josie asked to be kept in the conversation. CSC is aligned with state's Children's Council, new CEO Michelle Watson. Vance Aloupis is a champion for 2Gen and education and is re-running for re-election.

We may be looking at a virtual conversations with legislators and their staff members in the future. Robby said to continue to educate and involve other UnidosUS partners in the state. Julie said we will not know what bills we are going to be fighting *against* until after the election, we will need a solid strategy of potential harmful legislation. We have to keep that in mind looking for hurtful bills that do harm to our constituency.

Dr. Maria Bernal, they are working on coming back in the Spring and many decisions are currently being made. Broward College is currently remote and may require one in person class next year. Enrollment has dropped significantly. She shared HUF's, Learning Café cohort they are learning the student's needs and where the gaps are and the next steps in the process. There are students now looking for certificates for when the job market does open up. Community outreach and academic marrying is what Broward College is looking at. Registration cannot begin until they have decided class format, Dr. Bernal will have more to report at the next meeting. In an FIU study, Josie shared 42% of layoff will result in permanent job loss as the job market will significantly shift. Josie will share that whitepaper with committee.

Robby shared that the marine industry is a huge economic driver too, Broward College has done a fantastic job of creating good paying jobs in that industry. Josie asked the committee to share legislative representatives HUF should be reaching out to.

Carolina Cardozo asked about a large distribution that was supposed to be distributed to county's and cities. Josie shared it is being distributed the \$100 million to cities. Broward has \$40 million still to spend which is going into PPE and being spent slowly. Broward County had \$350M to distribute overall.

Next Meeting: Friday, November 13, 2020 @9am