



AGENDA

Meeting #1

Tuesday, January 12, 2021

Join Zoom Meeting

<https://zoom.us/j/93276717866?pwd=RW9HM3IJY3daMHNI0GkxL1RkdFZXZz09>

Meeting ID: 932 7671 7866

Passcode: 157631

Tuesday, January 12, 2021 -- 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
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Join Zoom Meeting

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We will start the meeting promptly at 4pm

1. 4:00pm **Call to Order/ Roll Call** **John Guerrero & Felina Furer**
2. 4:05 **Presentations** **John Guerrero**
 - Presentation of the Gavel to Board Chair, John Guerrero
 - Welcome new Board Officers
 - Presentation & Thank you to Lucia Rodriguez
 - Mission Moment: Client, Rosana Ponte
3. 4:20 **Chair Welcome & Opening Comments**
4. 4:30 **Development Shani Wilson**
 - Donor & Funder Stewardship: 2021 Board Member Stewardship Process & Calendar **Information**
 - EOY Results & Thank You! **Information**
5. 4:40 **Governance Angie Stone** **Information**
 - Discuss Board Member 2021 Board Engagement Google Docs
6. 4:45 **2021 HUF Budget & Scenarios** **Emma Pfister & HUF Staff**
 - 5-Box Scenario Plan – Josie Bacallao *Separate Pkg*
 - 2021 Budget Assumptions – Virginia Cielo, Felipe Pinzon, Josie Bacallao *Separate Pkg*
 - 2021 Financial Budget – Emma Pfister & Virginia Cielo **Action** *Separate Pkg*
7. 5:20 **Transition Update** John Guerrero, Josie Bacallao & Felipe Pinzon
8. 5:40 **Consent Agenda** John Guerrero **Action**

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 December 2020 *pg. 1-2*
 - ii.* Finance Committee Minutes December 2020 *pg. 3-4*
 - iii.* October 2020 Financials & TJMF Monthly Report *pg. 5-14*
 - iv.* Governance Committee, December 2020 Minutes *pg. 15-16*
 - v.* Public Policy & Advocacy, December 2020 Minutes *pg. 17-18*
 - vi.* Marketing Committee, December 2020 Minutes *pg. 19*
9. 5:50 pm **Executive Session**
10. 6:15 pm **Adjourn**

Hispanic Unity of Florida
BOARD OF DIRECTORS ATTENDANCE MATRIX

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

**Hispanic Unity of Florida
Board of Directors Meeting
Zoom Meeting Minutes
December 8, 2020**

Call to Order/ Roll Call

At 4:00pm

Chair Welcome

Lucia Rodriguez shared that she is emotional about her last board meeting as Chair. She said, “these are no goodbyes, just transition!” Lucia shared she had emailed date options for a Board Social in December. She asked the board members to share their preference. All will receive a package from her by Monday. Lucia closed by thanking the HUF staff for working hard during an extraordinary time. And she thanked the board members for continuing to support the agency and HUF leadership.

Thank you & farewell to Chuck Tatelbaum, Willy Gomez and Emma Pfister

These three outgoing board members were thanked by Lucia. Following were some of her comments:

- **Willy Gomez** has been a mentor to her and literally “saved” HUF with the support of Woodforest Bank for the PPP loan to HUF. She thanked him on behalf of Board. Willy served for six years and was Chair of the Board.
- **Emma Pfister** has been deeply involved in HUF’s Finance Committee and has been Treasurer for many years. She has been involved in numerous large HUF financial decisions. Thank you for all you have done! (Emma has agreed to remain for six five additional months in 2021 while she transitions with HUF’s new Treasurer in June.)
- **Chuck Tatelbaum** Lucia thanked Chuck for helping to prepare her for her own role as Chair and for being available to help the board with legal advice. He also has opened his home for events and his hosted numerous board retreats at his office. Chuck continues to serve on the Finance Committee.

Governance Committee—Presented by Anthony Abbate

- 2021 Extend Emma Pfister’s Term through May 31, 2021.

Motion

Scott Karlen motioned to extend Emma Pfister’s board term to May 31, 2021 to continue as Treasurer. Christina Paradowski provided the second. Motion passed.

- 2021 Board Officer Slate--FINAL

Chair: John Guerrero
Chair-Elect: Christina Paradowski
Secretary: Angie Stone
Treasurer: Emma Pfister (January 1 – May 31, 2021)
Deborah Pena (June 1 – December 31, 2021)
Past Chair: Lucia Rodriguez

Motion

Scott Karlen motioned to approve slate of officers for 2021. Dan Herz provided the second. Motion passed.

- Final Board Meeting 2021 Meeting Schedule. Informational. No changes suggested by the board members. HUF staff will proceed to email out calendar invitations to all the board members.

Consent Agenda

Motion

Dan Schevis motioned to accept the consent agenda. Anthony Abbate provided the second. Motion passed.

Executive Session with CEO

(See separate minutes taken by Cristina Paradowski and edited by Board Chair, Lucia Rodriguez.)

Adjourn

6:10 pm

Hispanic Unity of Florida
 Finance Committee Meeting Minutes
 December 17, 2020

Attendance:

5 members present –Ms. Pfister, Ms. Pena, Mr. Bacher, Mr. Guerrero, and Mr. Nazur

3 members excused – Mr. Tatelbaum, Mr. Karlen, and Ms. Lissette Rodriguez

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

1 Visitor present -Francisco Rivera

1 non-voting members excused – Ms. Furer

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

October 2020 Financial Statements

Mr. McGuire began by presenting the highlights of the October 31, 2020 statements. The year to date projected loss was (\$6K). The actual gain was \$251K which created a favorable variance of \$257K. These numbers reflected an accrual for a \$500K recorded in September 2020 in administration (decrease in PPP loan payable and an increase in unrestricted revenue.) Therefore, the October results reflected exceeding the budget by \$449K.

Hispanic Unity of Florida, Inc.

Notes to Financials

October 31, 2020

UNR Net Assets

Reconciliation of UNR Net Assets:

	1 Gain from Program Operations	415,595	
	2 Loss from Support Services	<u>(164,212)</u>	
	Increase in UNR Net Assets	<u>\$ 251,383</u>	Operating Gain

The year to date projected loss was (\$6K) with an actual gain of \$251K which is a favorable variance of \$257K.

1) Development fell behind budget by (\$93K)

2) Programs fell short of budget (\$100K)

3) Admin exceeded budget by \$449K

Programs:

Program's total contribution to date toward administrative and shared fixed costs to the agency totaled \$916K

Development:

The Development area contributed \$174K toward administrative and shared fixed costs to the agency.

Cash

Year to date cash increased by \$1,030K as a result of the following activities:

\$ (27,707)	Increase in Net Assets
<u>754,808</u>	Adjustments to reconcile decrease in net assets
727,101	Net cash generated by operating activities
(110,044)	Investing Activities
<u>413,369</u>	Financing Activities
<u>\$1,030,426</u>	Increase in Cash

Noted Donations/Awards/PPP for October 2020:

Bank of America	\$50K
Hispanic Federation	\$25K
The Herb Block Foundation	\$10K
Maria Soldoni Consultants	\$5K
Univision	\$3K
Sitel Group	\$2K
Individual Donors	\$1K
Payroll Accrual	\$16K
Total	\$112K

Cash Flow remained strong with no material past due balances. HUF continued to restrict development and program income into 2021 in the month of October as senior management is preparing for an uncertain 2021.

MOTION:

Mr. Nazur moved to accept the October 2020 financials Mr. Bacher provided the second. The motion passed.

2021 Budget Presentation:

The remainder of the meeting was spent going through the 2021 Budget Presentation. Ms. Cielo went through the budget assumptions which included the worst-case scenarios and Capital Expenditure Required in 2021 and Postponed to 2022.

Mr. Pinzon went over the Program Funding Projections. He then explained where the projections would have a decrease in revenue versus the contracted budget due to COVID 19. Ms. Cielo then proceeded to go over the budget for 2021, and stated it reflected a gain of \$37K. Budgets were entered according to the contracts. The Program revenue decrease was entered as a new expense line item called "Worst Case – Net Effect" - a bottom-line loss due to the decreased ability to bill in full. The loss in programs for this line item was \$80K primarily in the Education area due to school enrollment in the after-school education programs currently and projected to be down considerably. Program personnel are reporting weekly to track areas that are at risk. Proposed actions are then instituted to overcome those obstacles.

Administration's budget was decreased and was entered in a new expense item called "Turnover Savings and Workforce Reductions".

MOTION:

Mr. Nazur moved to accept the 2021 Budget and Ms. Pfister provided the second. The motion passed.

Next Finance Committee Meeting is Scheduled for Thursday January 21, 2021

HISPANIC UNITY OF FLORIDA, INC.

FINANCIAL STATEMENTS

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

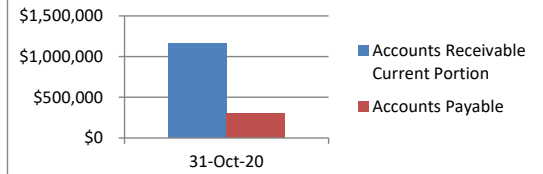
Prepared by: CMcGuire: 12-7-2020
Reviewed by: V Cielo: 12-11-2020

October 31, 2020 Dashboard

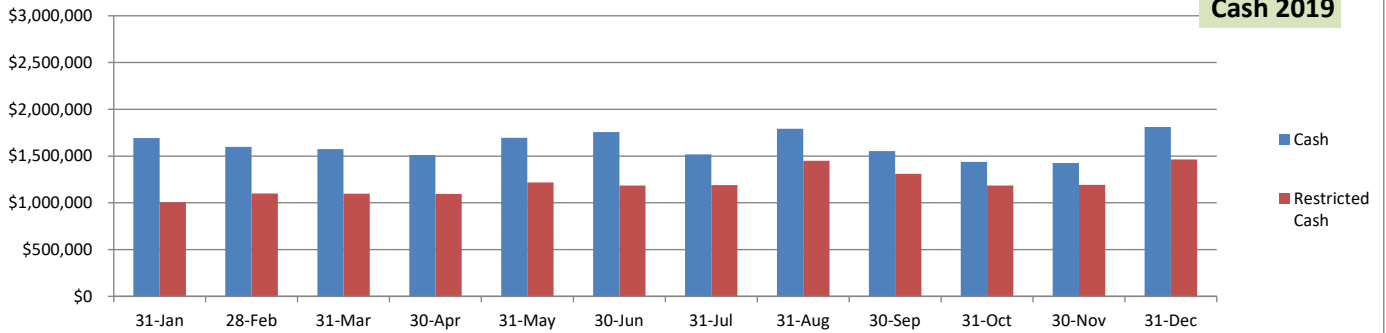
Revenue YTD Compared to Previous YTD

As of OCTOBER 31, 2020			
	Revenue YTD as of 10/31/2020	Revenue YTD as of 10/31/2019	Year Over Year Chng
Unrestricted Revenue	\$4,928,752	\$5,192,975	(\$264,223)
Restricted Revenue	(\$279,090)	(\$557,463)	\$278,373
Total Revenue	\$4,649,662	\$4,635,512	\$14,150

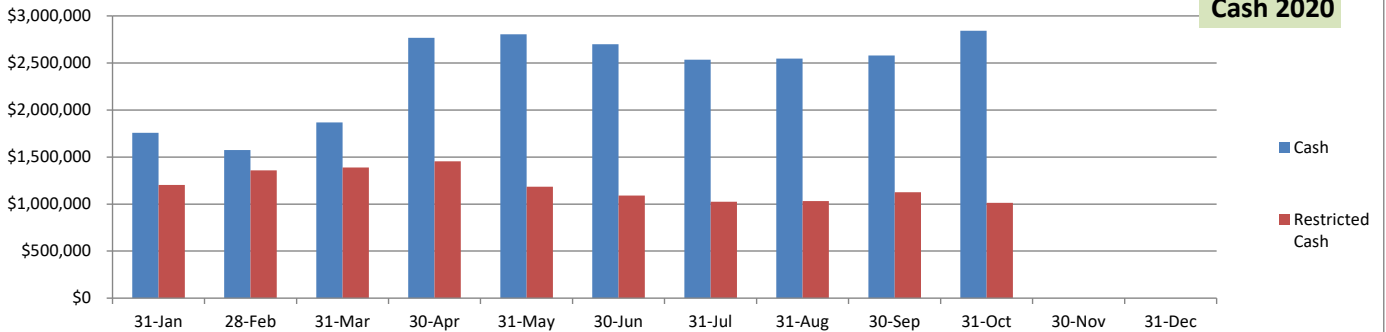
Accounts Receivable Vs Payables October 31, 2020



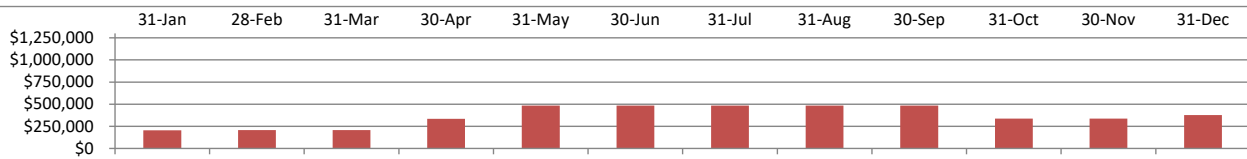
Cash 2019



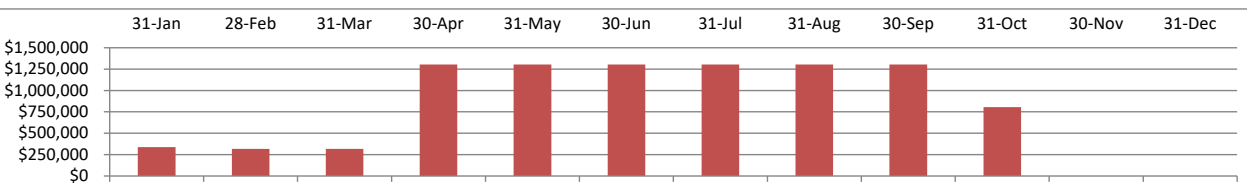
Cash 2020



Line of Credit Usage 2019



PPP Loan and Line of Credit Usage 2020



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

<u>ASSETS</u>	<u>2020</u>	<u>2019</u>	
Current Assets			
Cash	2,841,533	1,811,107	Cash Detail pg7; CashFlow pg6
Grants receivable	246,189	366,583	Schedule 1
Unconditional promises to give, net	920,259	920,638	Schedule 1 & 3
Prepaid expenses	<u>56,799</u>	<u>66,538</u>	
Total Current Assets	<u>4,064,780</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	1,412,636	1,397,604	
Deposits and Other Assets	<u>34,322</u>	<u>34,679</u>	
Total Non-Current Assets	<u>1,524,950</u>	<u>2,037,775</u>	
Total Assets	<u>5,589,730</u>	<u>5,202,641</u>	
<u>LIABILITIES AND NET ASSETS</u>			
Current Liabilities			
Accounts payable and accrued expenses	298,796	297,366	Schedule 2
Mortgages payable, current portion	16,608	16,608	
Lines of credit	470,065	377,720	
PPP Loan	<u>334,800</u>	<u>-</u>	
Total Current Liabilities	<u>1,120,269</u>	<u>691,694</u>	
Noncurrent Liabilities			
Mortgages payable, net of current portion	<u>779,618</u>	<u>793,397</u>	
Total Non-Current Liabilities	<u>779,618</u>	<u>793,397</u>	
Total Liabilities	<u>1,899,887</u>	<u>1,485,091</u>	
Net Assets			
Without Donor Restrictions	1,621,285	1,369,902	251,383
With Donor Restrictions	<u>2,068,558</u>	<u>2,347,648</u>	<u>(279,090)</u>
			(27,707)
Total Net Assets	<u>3,689,843</u>	<u>3,717,550</u>	
Total Liabilities and Net Assets	<u>5,589,730</u>	<u>5,202,641</u>	

Gain from Program Operations	415,595
Gain from Support Services	(164,212)
Increase (Decrease)	251,383

HISPANIC UNITY OF FLORIDA, INC.
STATEMENT OF ACTIVITIES
FOR THE TEN MONTHS ENDED OCTOBER 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	836,378	1,285,142	2,121,520	2,276,708
Special events	51,450	-	51,450	75,800
Grants from governmental agencies	2,046,785	-	2,046,785	2,718,683
Other grants and fees	233,996	-	233,996	385,979
Miscellaneous	-	195,911	195,911	359,637
Donations, in-kind	-	-	-	29,850
Net assets released from restrictions:				
Satisfaction of time restrictions	279,089	(279,089)	-	-
Satisfaction of program and purpose restrictions	<u>1,481,054</u>	<u>(1,481,054)</u>	<u>-</u>	<u>-</u>
Total Revenues and Other Support	<u>4,928,752</u>	<u>(279,090)</u>	<u>4,649,662</u>	<u>5,846,657</u>
Expenses (Functional)	Estimated 2019 Functional Exp Alloc			
Program services	4,460,807	-	4,460,807	6,007,466
Management and general	159,031	-	159,031	253,565
Fundraising	<u>57,531</u>	<u>-</u>	<u>57,531</u>	<u>54,573</u>
Total Expenses	<u>4,677,369</u>	<u>-</u>	<u>4,677,369</u>	<u>6,315,604</u>
Change in Net Assets	251,383	(279,090)	(27,707)	(468,947)
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><u>1,621,285</u></u>	<u><u>2,068,558</u></u>	<u><u>3,689,843</u></u>	<u><u>3,717,550</u></u>

HISPANIC UNITY OF FLORIDA, INC.
STATEMENT OF CASH FLOWS
FOR THE TEN MONTHS ENDED OCTOBER 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	\$ (27,707)	\$ (468,946)
Adjustments to reconcile increase (decrease) in net assets to cash provided by operating activities:		
Depreciation	95,370	157,527
Changes in assets and liabilities		
(Increase) decrease in grants receivable	120,394	63,464
(Increase) decrease in unconditional promises to give	527,878	157,080
(Increase) decrease in prepaid expenses	9,738	(11,258)
(Increase) decrease in security deposits and other assets	-	(17,711)
Increase (decrease) in accounts payable and accrued expenses	<u>1,428</u>	<u>(52,945)</u>
Total adjustments	<u>754,808</u>	<u>296,157</u>
Net Cash Provided by Operating Activities	<u>727,101</u>	<u>(172,789)</u>
Cash Flows from Investing Activities		
Acquisition of property and equipment	<u>(110,044)</u>	<u>(56,024)</u>
Net Cash (Used In) Investing Activities	<u>(110,044)</u>	<u>(56,024)</u>
Cash Flows from Financing Activities		
Net Advance (Repayment) of PPP	334,800	
Net Advance (Repayment) of LOC	92,345	175,170
Borrowing (Repayment) of mortgage	<u>(13,776)</u>	<u>95,396</u>
Net Cash Provided by Financing Activities	<u>413,369</u>	<u>270,566</u>
Increase (decrease) in Cash	1,030,426	41,753
Cash - Beginning of Year	<u>1,811,107</u>	<u>1,769,353</u>
Cash - End of Year	<u>\$ 2,841,533</u>	<u>\$ 1,811,107</u>

Cash Detail

As of OCTOBER 31, 2020

Without Donor Restrictions and With Donor Restrictions Cash:

Bank of America	Operating	47,833	
BB&T	Payroll	25,141	
BB&T	Operating	610,021	
Petty Cash	Imprest	800	
Woodforest	PPP	834,578	
BB&T	Asset Reserve Fund	12,064	
BB&T	Reserve Fund	<u>310,042</u>	1,840,479 Without Donor Restrictions
BB&T - Money Market	Opportunity Fund	510,046	
BB&T - Money Market	Grantor Funding	491,008	1,001,054 With Donor Restrictions
			<hr/>
			\$ 2,841,533 TOTAL CASH
			<hr/> <hr/>

Temporarily Restricted Funds Schedule
As of OCTOBER 31, 2020

Awards Brought Forward to 2019	AREA	CC	December 31, 2019	Increase/ (Decrease)	Additions	Increase/ (Decrease)	October 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	(49,858)			75,142
Citi Foundation VITA 1/1/20 to 12/31/20	VITA	316	35,000	(24,241)			10,759
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	(78,970)			6,110
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	(287,137)			62,863
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	(85,820)			14,180
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	(43,319)			290,936
Unidos - RICO 9-1-19 - 8-31-2020 extended to 11-30-2020	PB	537	59,738	(57,564)			2,174
			2,347,649	(1,122,484)	-	-	1,225,165

			New 2020 TR Grants				
Added in 2020							
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	(39,086)	40,914
Development 2021 Time Restriction	Dev	010			150,430	-	150,430
Frederick Delucca May 2020 Until funds are expended	EF	336			100,000	(55,022)	44,978
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	(14,969)	31
Health Foundation Technology 3-2020 to 12-31-2020	EF	335			30,000	(20,433)	9,567
Herb Block Restricted to 2021	Cit	156			10,000	-	10,000
Hispanic Federation 10-1-2020 to 12-31-2020	EF	340			25,000	(3,578)	21,422
Jim Moran Foundation 3-20-2020 until funds are expended	EF	330			100,000	(100,000)	-
JP Morgan Chase October 2020 to April 2022	CWF	507			280,000		280,000
NALCAB 6-22-20 to 4-30-20	CWF	574			30,000	(8,287)	21,713
NALEO 7-1-2020 to 6-30-2021	EZ	606			46,465	(15,657)	30,808
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 Fighting Hunger 9-1-2020 to 3-31-2021	Advocacy	013			15,000		15,000
Unidos Casa Coda Awarded 6-1-20 Begins 9-1-20 to 7-31-2020	LD	185			25,000	(9,181)	15,819
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	(17,066)	19,455
					1,184,832	(341,438)	843,394

TOTAL

\$ 2,347,649 \$ (1,122,484) \$ 1,184,832 \$ (341,438) \$ 2,068,558

Satisfaction of Time Restrictions **\$ (279,089)**

HISPANIC UNITY OF FLORIDA, INC.							
STATEMENT OF ACTIVITIES - TOTAL							
FOR THE TEN MONTHS ENDED OCTOBER 31, 2020							
	Month Actual	Month Budget	Over (Under)	Year to Date Actual	Year to Date Budget	Over (Under)	
Revenues							
Donations - UNR	\$ 11,349	\$ 25,142	\$ (13,793)	\$ 836,378	\$ 251,423	\$ 584,955	Received: \$5K from Maria Soldoni Consultants; \$3K from Univision; \$2K from Sitel Group; & \$1K from Individuals.
Donations - TR	101,349	83,833	17,516	1,285,142	738,337	546,805	Received: \$50K from Bank of America, \$25K from Hispanic Federation; \$10K from Herb Block Fnd; and \$16K in Payroll Accruals
Satisfaction of Restrictions	72,313	140,953	(68,640)	279,089	998,824	(719,735)	Difference is due to restricting funds into 2021
Fundraising Events	0	0	0	51,450	85,000	(33,550)	Expenses also lower due to E-Summit being virtual. See below.
Grant Income	187,861	259,635	(71,774)	2,280,779	2,508,392	(227,613)	Less income due to COVID also reflected in less expenses
Interest Income	11	1,100	(1,089)	2,432	11,000	(8,568)	
Rental Income	4,308	4,196	112	42,448	41,960	488	
Voluntary Pre-K	0	3,551	(3,551)	18,782	35,510	(16,728)	
Fees & Miscell Income	7,939	19,252	(11,313)	132,252	192,520	(60,268)	Primarily U4K
InKind - Services/Goods	0	0	0	0	0	0	
Total Revenues	385,130	537,662	(152,532)	4,928,752	4,862,966	65,786	
Expenses							
Salaries and benefits	357,454	349,998	7,456	3,437,916	3,431,412	6,504	
Advertising	205	1,910	(1,705)	13,503	19,102	(5,599)	
Bank service charges	1,275	717	558	12,816	7,170	5,646	
Building repairs/maint	18,141	17,778	363	159,084	177,780	(18,696)	
Depreciation	(23,502)	13,496	(36,998)	95,370	134,966	(39,596)	Adjusted YTD Depreciation in October
Dues Subscriptions	1,590	1,538	52	19,577	16,880	2,697	
Information Technology	9,068	13,274	(4,206)	97,326	142,029	(44,703)	Though this area states a decrease in spending, HUF capitalized \$61K in computer-related purchases--much of which was covered by emergency grants
InKind - Goods/Services	0	0	0	0	0	0	
Insurance	4,125	4,583	(458)	42,205	45,820	(3,615)	
Interest expense	4,862	5,751	(889)	49,463	57,510	(8,047)	
Licenses and permits	0	96	(96)	1,126	960	166	
Mileage reimbursement	40	4,328	(4,288)	9,863	43,117	(33,254)	Main programs underspending are U4T, IRS, Citi, USCIS, and Family Strengthening - due to COVID
Miscellaneous	411	(8)	419	403	(1)	404	
Office expense	2,886	5,116	(2,230)	44,513	52,006	(7,493)	
Postage and shipping	793	527	266	6,222	4,967	1,255	
Printing	2,987	4,439	(1,452)	42,397	52,211	(9,814)	
Professional fees	12,165	19,457	(7,292)	123,881	195,035	(71,154)	Delayed start to Entrepreneurship program and Zuckerberg. Underspent in Support Area, and timing differences in Kresge.
Program expenses	29,258	27,796	1,462	349,111	266,456	82,655	Flex Funds, Emergency Relief, Value Added--All reimbursable
Public relations	0	1,250	(1,250)	1,188	12,500	(11,312)	
Rent	1,410	3,024	(1,614)	17,216	24,859	(7,643)	
Software	0	292	(292)	3,586	2,920	666	
Special fundraising events	0	2,104	(2,104)	3,011	21,040	(18,029)	Lower expenses due to E-Summit being virtual.
Staff events/meetings	0	750	(750)	1,211	7,500	(6,289)	
Staff training and development	650	5,324	(4,674)	8,622	51,163	(42,541)	Deferred Staff Training in many programs, and support
Telephone	3,962	3,562	400	37,523	25,739	11,784	
Telephone - Cellphone/HotSpots	6,725	4,628	2,097	78,650	55,360	23,290	In process of consulting with IT Vendor Wheelhouse and once we have a plan, we will reduce our rates.
Utilities	2,069	2,000	69	21,586	20,000	1,586	
Total Expenses	436,574	493,730	(57,156)	4,677,369	4,868,501	(191,132)	
Increase (Decrease) in UNR Assets	(\$ 51,444)	\$ 43,932	\$ (95,376)	\$ 251,383	(\$ 5,535)	\$ 256,918	
			Programs	\$ 415,595			
			Support	\$ (164,212)			
			Total	\$ 251,383			

Aged Payables
As of OCTOBER 31, 2020

Schedule 2 - Reconciliation to AP & Accrued Expenses			
	10/31/2020	12/31/19	Inc(Decr)
Accounts Payable	125,195	127,002	(1,807.54)
Salaries Payable (accrual)	171,157	170,238	919.26
Other	2,444	126	2,318
	298,796	\$ 297,366	\$ 1,430

Vendor	0 - 30	31 - 60	61 - 90	Over 90 days	Amount Due
ASAP Courier and Logistics Inc	225.31				225.31
AT & T		18,106.20			18,106.20
Caballero Fierman Llerena+ Garcia LLP	15,948.00				15,948.00
Canon Financial Services	2,951.33				2,951.33
Capital Air Conditioning	4,415.00				4,415.00
Chase Card Services	7,023.13				7,023.13
Chase Card Services	7,793.44				7,793.44
Chase Card Services	1,087.68				1,087.68
Chase Card Services	1,241.78				1,241.78
Chase Card Services	1,946.49				1,946.49
Chase Card Services	164.74				164.74
Chase Card Services	53.88				53.88
Chase Card Services	1,325.91				1,325.91
Chase Card Services	628.54				628.54
City of Hollywood	619.61				619.61
Colonial Life	2,295.35				2,295.35
CoreLogic Credco LLC	5.00				5.00
Fedex	25.66				25.66
FloridaBlue	19,836.32				19,836.32
FPL Assist	2,566.75				2,566.75
Genevie Lifestyle	240.00				240.00
Hertz Furniture	938.93				938.93
HireRight	189.42				189.42
Home Depot Credit Services	906.27				906.27
Iron Mountain	680.52				680.52
Jackson Lewis LLP	5,322.50				5,322.50
Joe Burciaga, Inc.	988.80	180.00			1,168.80
Mutual Of Omaha	1,708.13				1,708.13
National Executive Service Corps Of S-F	2,726.90				2,726.90
Office Depot Credit Plan	40.00				40.00
Philadelphia Insurance Companies	13,881.81				13,881.81
Professional Insurance Company	205.68				205.68
Republic Services #695	465.84				465.84
Solstice Benefits, Inc.	1,241.93				1,241.93
Trans Union LLC	74.75				74.75
Trinity Broadcasting of Florida	1,635.00				1,635.00
U.S. Premium Finance, Inc.	5,458.20				5,458.20
Wage Works Inc	50.05				50.05
	106,908.65	18,286.20			125,194.85

Billing Dispute.
Adjusted in Stmt of
Activities.

Paid in Full

TJMF Actual through Oct 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	\$	70,915	Incremental Salary Increases through Oct 31, 2020
			Recruitor - Director Marketing, Assoc
National Executive	\$	10,084	Director - Finance, CFO -
Missing Link	\$	12,825	Consultant - Human Resources
	\$	209,064	Actual Through Oct 31, 2020
	\$		290,936 Grant Balance as of Curr. Month End
2020 Salaries - Committed	\$	10,093	Remaining Commitment 2020
2021 Salaries - Committed	\$	43,992	Remaining Commitment 2021
Finance Salaries 2020-2021	\$	54,086	
Total Spent & Committed as of Oct 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	
			CPA - Finance
The Non-Profit Assistance Center	\$	90,240	Area
Citizenship Fundraising Match	\$	25,000.00	\$ 87,000.00 Raised from Peace Love HUF Campaign
National Executive	\$	10,084	Recruitor - Director Marketing, Assoc Director - Finance, CFO - Finance
Missing Link	\$	12,825	Consultant - Human Resources
	\$	138,148.52	
\$125,000 capacity building	\$	125,000	
Finance Salaries 2020-2021	\$	54,086	Committed Salaries not yet spent
Incremental Salaries	\$	70,915	Incremental Salary Increases
	\$	125,001	
			Uncommitted Balance
Balance	\$	500,000	\$ 263,149 \$ 236,851



**Governance Committee Meeting Minutes
December 4, 2020**

Present on Zoom:

Tony Abbate, Steve Sampier, Christina Paradowski, Maritza Alvarez, Melida Akiti, Angie Stone, Lucia Rodriguez, Josie Bacallao, Felipe Pinzon and Felina Rosales-Furer

Excused:

Maria Elena Ferrer, Jorge DeApodaca and Barbara Grevior

Next Steps/Action Items:

1. Lucia Rodriguez will have a conversation with Eduardo Bello to understand further Amerant r offering an individual to HUF Board.
2. Angie Stone will have Myrna Monserrat from Citrix, complete a recruitment data form for HUF Board.
3. Angie Stone and Christina Paradowski will reach out to Ana Arguello and schedule a Zoom interview regarding recruitment for HUF board.

Discussions:

1. Approval of November 6, 2020 Minutes.

Motion to approve November minutes made by Steve Sampier. Second made by Angie Stone. Motion passed.

2. Recruitment—Review Potential Volunteers & Feedback/New Orientation Process

We have one current opening on the board. We have two potential candidates, Susie Levan and Ana Arguello. Eduardo Bello is no longer with Amerant Bank and Amerant has offered another person to replace him. Tony Abbate said we have relationships with individuals verse corporate partners. Steve Sampier shared that no seat is required to be fulfilled by specific company, nor do they get to pick who is on the HUF board. [Josie shared that HUF has always had board members from several key organizations such as Memorial Health, JM Family and Tripp Scott. Informally, HUF does have board seats for certain long-term legacy corporate supporters.] Lucia Rodriguez will have a conversation with Eduardo Bello to understand further Amerant desire for a relationship with HUF. Melida Akiti shared that as far as Memorial goes, with a staff member of theirs on HUF board, it definitely changes annual contributions. JM Family and Tripp Scott also are key partnership but with significant relationship to HUF's board.

There will be two more vacancies on the board in January 2021. Angie Stone would like to recommend Myrna Monserrat from Citrix, she is still interested in being involved with HUF. Angie spoke with her about joining the Finance Committee. Angie will have her complete a recruitment data form. Tony recommends adding her to the cultivation list. Josie Bacallao shared that HUF still needs marketing, technology, accounting and legal expertise for the board. Lizette Rodriguez would be a great addition to board (CPA) mid-2021 and Ana Arguello would be a great marketing addition in mid-2021 too. Susie Levan still needs to be cultivated and maybe we need to find a different type of role for her verse traditional board member. We could define this role and we could do this for other major donors.

Tony Abbate suggests a sub-committee for major donors, himself, Angie Stone, Christina Paradowski, Felipe Pinzon and Shani Wilson.

Ana Arguello has been vetted and ready to be interviewed. Angie Stone and Christina Paradowski will reach out to Ana and schedule a Zoom interview for board.



Myrna Monserrat we need her data sheet then we can start the process. Lizette Rodriguez will not be ready until mid-2021 to recruit as she is about to go on maternity leave.

3. **Board Member Engagement Self-Reporting Form** Update by Angie Stone

They unfortunately have not been set out yet, but Angie will email this weekend. Angie would like to incorporate the key board dates, events, program immersion opportunities, board assignments, etc. on this Google calendar.

4. **Strategic Plan Discussion:** Board & Committee Succession Planning & Covid-19 Adaptation

Item # 4: have two candidates for every position on committee. This is a priority because we want to have active recruits.

#6, "Friends of the Board" or have Marketing Committee help work on snazzy name. This is now a priority to keep donors.

#7, Change to completed.

#16 and 18 Tony suggests combining board officer job description and succession plans. Leaving as a priority.

5. **Discuss 2021 Priorities**

- Board succession planning: Status of board commitment to succession plan.
- Review of board structure and roles/responsibilities of each officer
- Identify any changes to meet challenges ahead
- Board Officer Leadership succession plan. Timeline for transition.
 - *Cross training, support
 - *Communication
- Updating of Bylaws: Discuss creation of committee to handle. Tony suggests a sub-committee work on Bylaws revisions. Christina Paradowski, Melida Akiti, Steve Sampier, Tony Abbate and Felipe Pinzon will work on that.

6. Other Business/Updates. None

Next Meeting:
Friday, January 8, 2020 @9am



**Public Policy & Advocacy Committee Meeting Minutes
December 11, 2020—Zoom Meeting**

Present:

Dan Schevis, Carolina Cardozo, Julie Fishman, Dr. Maria Bernal, Lucia Rodriguez, Robby Holroyd, Christina Paradowski, Megan Turetsky, Josie Bacallao, Otto Valenzuela, Juliana Esguerra and Felina Rosales-Furer (Francisco Rivera joined as a guest)

Excused:

Dick Blattner

Next Steps/Action Items:

- 1) Megan Turetsky will share the CSC draft policy agenda for 2021 this month with Josie Bacallao.

Discussions

1) Approve November 2020 Meeting Minutes

Julie Fishman motioned to approve minutes. Megan Turetsky provided the second. Motion passed.

2) Introducing new committee member, Alejandro D. Gonzalez

Carolina introduced, Alejandro who is the new United Way Public Policy Director. He looks forward to working with everyone on the committee to help the community.

3) Review of HUF's Policy Agenda 2021 DRAFT discussion---Reviewed by Josie Bacallao

We know that for two budget years the state is anticipating a \$3.5 billion dollar short fall (this number was reduced from the original estimate of \$5.4B.) The draft agenda shows what HUF would like to advocate for, but we do not know yet what we will be advocating against. HUF would still like to include the CSC policy agenda and our draft may change with their input. Our main focus areas are: health, food and housing and to advocate for no further cuts. We are also trying to identify what other coalitions are supporting, so we can work together.

Megan Turetsky spoke about the CSC agenda which KidCare is on their agenda to make expansions. Megan will share draft of policies next week with Josie. 2Gen, it is still a large priority. It really depends on who is sponsoring the bill. The Early Learning Coalition is also supporting the 2Gen bill. Juvenile diversion is still a big priority for CSC as well.

HUF is working with UnidosUS on the digital divide for students.

Robby Holroyd shared he has been working with CSC issues as well as, KidCare. They would like to expand to 300% FPL as it will be a process to expand and definitely needed. He is optimistic about VPK not being cut, since it is in the Florida Constitution as a line item. On the School Readiness side to take away from early learning would not make sense since there is a match with state. He believes food insecurity is a massive issue on local level he is working with Broward County. The State still needs to step up more on food monies. Any top priorities need to be tied to Covid-19 in order to show the link of existing challenges and how Covid-19 has exacerbated those challenges. Robby believes HUF aligning with CSC, United Way, also engaging Chamber of Commerce at local and state level would be beneficial. It is all interconnected.

Alejandro Gonzalez asked: How do we share our policies with legislators and where does our data come from? Josie shared once we have our final platform we work with subject matter experts to create our one pagers with (sourced) statistics. In the past, we have used some policy sheets created by United Way. Our priorities are determined by the issues that are most impacting our clients. Our policy platform also is informed by the key policy issues being led by key regional and state coalitions such as UnidosUS. We also understand the political climate and legislative realities during any given year. Ultimately the platform



includes both short-term important policy items as well as longer-term ones. Julie Fishman said it is important that this group knows how to be fluid and reprioritize depending on what is happening during the session.

Josie asked for suggestions on how to best socialize HUF's and the CIFC's policy platform. Robby said to make sure to participate in the Dec 17th or Jan 6th Broward Delegation meetings which are in person meetings, someone needs to go and re-introduce HUF. There are seven (7) new legislators. Share our three priorities and then just a few others how they link to Covid-19 and that we understand the budget cuts but how this would have an impact. Meet with Broward's three leaders Farmer, Jennings and Dubose.

Otto is already working on numerous legislator meetings. Rep. Vance Aloupis and Rep. Woodsen will be in December. Alejandro offered to tag team legislatures meetings with HUF.

Alejandro asked about redistricting which happens every 10 years and asked for committee thoughts. Josie shared HUF will be guided by UnidosUS who is taking a very active role in that. This is a big piece for immigrant and communities of color. There is confusion surrounding this, as this is in Supreme Court due to Census and Trump Administration trying to remove non-citizen numbers. If numbers are submitted very late then it may be extended into 2022. Identify some redistricting principals, such as protecting minorities, etc as an approach on advocacy for that. Legislature and School Board will also be redistricted. No actionable steps at this time until Supreme Court decision.

Next Meeting: Friday, January 15, 2021 @9am



Marketing Committee Meeting Minutes Zoom Meeting December 15, 2020

Teams meeting: Christopher Dongo, Juliana Esguerra, Katherin Gallego, Maguana Jean and Shani Wilson

Excused: Ana Arguello, Maritza Alvarez, Josie Bacallao, Felina Rosales-Furer, Lesli Cartaya-Franco, Francisco Rivera, Lucia Rodriguez

Special Note: Original date of meeting was December 9, 2020. There was a special announcement of Josie retiring in 2022 and Felipe Pinzon being promoted to new Executive Director for 2021 and in January of 2022, he will be the new HUF President and CEO – the meeting was moved for the following week, Tuesday, December 15, 2020.

1) Transition Plan for Felipe Pinzon

Kathy Gallego discussed the need to create a sub-committee to develop and execute a communications transition plan for Felipe Pinzon, per a discussion with Lesli Cartaya-Franco. The plan will contain specific details about how to introduce Felipe, best time of year to start the transition to the public and have an exit strategy for Josie. Josie is the face of HUF and we will need to transition that over to Felipe, also making sure to have full transparency with our clients, funders, partners, volunteers and staff.

2) Brand Attributes

Per a conversation between Lesli Cartaya-Franco and Kathy Gallego before the meeting, it was decided that two major events, COVID-19 and the announcement of Josie's retirement, have occurred which could impact the brand's perception. The committee will be tasked to plan out when it would be best to reintroduce the attributes and move forward with the surveys. Chris Dongo suggested to the Net Promoter Score in January and again at the end of the year to be able to compare customer loyalty, because we are expecting a lot of movement for the year.

3) Create plan for HUF 40th Anniversary

Kathy Gallego mentioned that the committee would also be tasked with the development of a strategic communication plan for HUF's 40th Anniversary. Things to keep in mind:

- New leadership
- What's the message? Accomplishments
- Decide WHOM we want to celebrate - early pioneers
- How we want to celebrate
- Promotional material - need a plan for development and execution

Next Meeting: Thursday, January 13, 2021 @ 9:00AM