



**Springfield Partners for Community Action  
Board of Directors Meeting  
Thursday, March 25, 2021 @ 5:00pm**

*Meeting was convened via GoToMeeting at 5:04 p.m.*

**Present: S. Jeffery, A. Andino, S. Bethea, R. Jackson, M. King, B. McClusky, R. Mills, J. Rhodes, G. Sypteras & C. Torres**

**Absent: S. Torres, M. Perez, L. Harris, S. Jimenez, L. Monroe-Naylor, D. Rodriguez & C. Santana**

**Staff: P. Bailey, P. Wilson & C. Corbett**

**PRAYER: J. Rhodes**

**I. ACCEPTANCE OF MINUTES:**

Minutes for 2/25/2021 were reviewed. R. Mills asked that the phrase “regarding R. Mills’ mental health” be changed to “regarding R. Mills’ whole health”. A motion to accept the minutes as amended was made by R. Jackson, and seconded by A. Andino. The motion carried.

**II. SUB-COMMITTEES:**

**FINANCE COMMITTEE:**

The Finance Committee met on March 23, 2021 with members of SPCA management and representatives from Whittlesey to discuss Form 990 and MA Form PC, as well as the February month-end financials.

**Review of Form 990 and MA Form PC**

Ms. Aina of Whittlesey presented the draft Form 990 for filing as the agency’s informational tax return as a non-profit entity exempt from tax. Ms. Aina noted consistency with the 2020 year-end

financial statements, as well as no significant disclosure changes from the prior year filing. The Committee also discussed MA Form PC to be filed with the Commonwealth of Massachusetts.

### **February Financial Statements and Key Performance Indicators**

B. Stovall presented the February month-end financials, commenting on the following notable activity since January 31, 2021:

- \$114K increase to accounts receivable as Eversource fell behind on its payments. However, these amounts have subsequently been realized in March.
- \$125K increase to accounts payable due to increased Weatherization Program production and lagging invoices from prior months. S. Jeffery inquired if the agency encourages contractors to submit invoices in a timely manner. P. Bailey responded that contractors have been busy recently with increased work, so invoicing often falls behind.
- Operating loss of \$50K reflecting the lagging invoices from Weatherization Program contractors.

The Committee then discussed the Key Performance Indicators, which remain consistent with prior periods and well within acceptable limits. The Current Ratio (1.45) Days in Payables (19 days), Days Cash Available (87 days), and Debt-to-Equity Ratio (1.30) all worsened slightly since January due to seasonal changes in the agency's performance and balance sheet. Cash balances above \$1 million continue to allow the organization to operate without liquidity concerns.

P. Bailey commented on recent conversations with Eversource and Action for Boston Community Development regarding opportunities for the agency to expand its Weatherization Program. The first step is hiring an additional auditor, while encouraging contractors to expand capacity for additional production. M. King noted this as an excellent financial opportunity for SPCA and worth the investment in resources.

The Committee noted there were no issues identified with the financial statements or concerns regarding the agency's operational performance for the periods presented.

A motion to accept the 990 report and the Financial report as presented was made by R. Jackson, and seconded by G. Sypteras. The motion carried.

### **EXECUTIVE COMMITTEE:**

No Report

### **PLANNING COMMITTEE:**

Planning Committee will set up a meeting to review the Community Action Report and the Mission Statement.

### **PERSONNEL COMMITTEE:**

The Personnel Committee will have a meeting before the next meeting and they will have a report.

### **MEMBERSHIP COMMITTEE:**

No Report

**BY-LAWS COMMITTEE:**

By-Law Committee will set up a meeting.

**III. EXECUTIVE DIRECTOR REPORT:**

P. Bailey presented the Executive report. We will conduct an orientation for new board members on Wednesday, March 31, 2021 at 11:30am via GOTOMEETING. All members are invited to participate. Within our weatherization program, we are ramping up to meet the challenge of additional units for weatherization services through our wrap up/seal up program. We are expecting to audit and weatherize an additional 350 EVERSOURCE customer units. We will hire one additional auditor and bring on additional contractors to complete the weatherization work.

Some employees in our daycare have tested positive with COVID-19, so the center had to close for 9 days but they have all recovered and there is no signs of spread. The child care program has enrolled 99 children and is still being compensated until June 30<sup>th</sup>.

P. Bailey reported that because of the pandemic, we still decided against reopening right now. We will probably reopen to the public sometime in later 2021. We will continue to work our staggered staff shifts.

P. Bailey stated that, since all Board members may not have the latest version of the bylaws, P. Wilson will send out a copy via e-mail. Board members have only to respond via e-mail that they received them.

P. Bailey also stated we have some new Springfield Partners staff such as a new HR Manager (Marcial Rosado) from Holyoke Public Schools and a new Community Service Director (Shayvonne Plummer) from the City of Springfield working in the Economic Development office. They both will attend the next Board meeting.

A motion to accept the Executive Director's report as presented was made by R. Jackson, and seconded by J. Rhodes. The motion carried.

**IV. UNFINISHED BUSINESS**

No Report

**V. NEW BUSINESS**

An analysis of the customer satisfaction survey results for the past year, which was included in the Board packet, was discussed. Overall the agency scores very high marks with the public. More survey results could be obtained if all departments collected surveys as persistently as Weatherization does. An update on the progress of the strategic plan was also included in the Board packet.

**VI. BOARD DEVELOPMENT**

No Report

**VII. ADJOURNMENT**

Motion to adjourn made by R. Jackson and seconded by A. Andino; motion carried. *Meeting adjourned at 5:50 p.m.*