

**BROTHER'S BROTHER FOUNDATION  
QUARTERLY MEETING OF THE BOARD OF TRUSTEES**

***MINUTES OF April 17, 2018 QUARTERLY MEETING***

The quarterly meeting of the Board of Trustees of Brother's Brother Foundation was held on Tuesday, April 17, 2018 at the Behan Building. The meeting was called to order at 5:01 p.m. by Mr. Philip Jones, Chair.

**PRESENT**

*Fifteen members of the Board of Trustees and Officers were present:*

Phil Jones	Joe Senko	Drew Harvey
Charles Stout	Austin Henry	John Unkovic
Chip Lambert	Darren Macioce	Garry Garrison
Dan Delaney	Ron Miller	John Tymitz
Graham Johnstone	Mimi Huemenik	Deborah McMahon

*Nine members of the Board of Trustees were present via phone:*

Gordon Moore	Chronis Manolis	Bill Swartz
Eric Saks	Dan Martich	Amy Hammer
Les Pitton	Cindy Kerr	David Swan

*Nine Staff members of the Foundation were present:*

Luke Hingson	David Holdsworth	Ozzy Samad
Sarah Boal	Kevin Meszaros	Neal Walker
Karen Dempsey	Erik Ryan	Frank Seanez

**WELCOME, REPORT OF THE CHAIR**

Mr. Jones opened the meeting at 5:01pm, welcomed everyone, and gave a quick overview.

**MINUTES APPROVED**

Mr. Henry reviewed the January minutes, asked for comments/amendments. The minutes were moved, seconded, and approved.

**PRESIDENT'S REPORT**

Mr. Hingson reviewed report. Mr. Samad summarized the hurricane chart which Mr. Walker is managing now. An increase in funds raised in the first quarter was noted. Mr. Walker discussed upcoming shipments which are now more medical than humanitarian in nature. [REDACTED] has been excellent "in country" partner. Ms. Boal reviewed trip to St. Croix with [REDACTED] students Mr. Macioce spoke about island impact from summer disasters. Mr. Hingson notes that disaster response has been a huge time-consuming project for the organization. BBF is sending equipment and supplies. The school repair efforts in affected areas are ongoing with requests slowly coming in and partners are still being identified. BBF is also investigating solar power systems for clinics in rural areas, power continues to be a problem across Puerto Rico.

[REDACTED]

### FINANCIAL REPORT

Mr. Senko walks the board through key items in the financial statements. He notes that giving is strong due to bequests early in the year. Discussion follows, questions related to reading the statements are answered.

Mr. Ryan reported that the Audit is proceeding well and in a timely fashion.

### DEVELOPMENT REPORT

Mrs. Dempsey noted that Gala support is starting to come in and plans are moving along. [REDACTED]. She thanked staff for HR and Policy book support. Mrs. Dempsey noted that BBF is looking to build staff and get interns. She extended many thanks to trustees' wives for coming to sort medical supplies. They are a huge help.

### NCA UPDATE

Mr. Pitton reported that no advisory council meeting had been held that quarter. Mr. Holdsworth & Mr. Pitton met with Charlie Moore who is trying to assist with business executive recruiting for advisory council. They are in process of building the group out again. Mr. Pitton reviewed operational numbers from the NCA report. [REDACTED]

[REDACTED] Staff note that all of these things will be a major focus in the second quarter.

### PROGRAM REPORTS

**Education** – Mr. Seanez reported that the last quarter of 2017 activity is very much reduced, but this quarter BBF sent 12 containers, serving 5 countries. Jamaica continues to be the country which receives the greatest number of materials. McGraw Hill's program is changing once again. Mr. Seanez continues to pursue new offers from smaller publishing companies. Discussion and questions followed.

**Medical** – Mr. Meszaros reported on the Medical program. The first quarter's 20 container shipments and mission trips are both near the same level as 2017. Overseas partners are requiring better dating, which is challenging with the products being offered by the Pharmaceutical companies. Discussion and questions followed.

**Humanitarian** - Mr. Walker reported on the recent Humanitarian efforts which were concentrated in Puerto Rico. 7.5 containers of 10 were humanitarian aid. Discussion followed.

### RENOVATIONS

Mrs. Dempsey reported on the new office space, new volunteer space/meeting space, clean/new warehouse space, etc. on the Ductworks side of the Behan building. Mr. Ryan is taking over responsibilities with vendors and some Human Resources responsibilities. Mr. Seanez has been huge help with handbook changes. BBF will be looking at new security systems. Discussion and questions follow.

### OTHER BUSINESS

Mrs. Dempsey and Mr. Jones highlight other inclusions in the board packet including Gala materials. Mr. Henry moves to go into Executive Session. The meeting concludes upon exiting Executive Session.

The meeting adjourned at 6:45 p.m.

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Chairperson/Secretary  
AH/sb