

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

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

The quarterly meeting of the Board of Trustees of Brother's Brother Foundation was held on Tuesday, July 17, 2018 at the Behan Building. The meeting was called to order at 5:04 p.m. by Mr. Philip Jones, Chair.

**PRESENT**

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

Phil Jones	Tom Wentling	Austin Henry
Deborah McMahon	Walter Fowler	Drew Harvey
Graham Johnstone	Ron Miller	David Swan
John Tymitz	Robert Verscharen	James Wolf
Charles Haeussner	Darren Macioce	

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

Amy Hammer	Chronis Manolis	Les Pitton
John Unkovic	Lance Kann	

*Ten Staff members of the Foundation were present:*

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

**WELCOME, REPORT OF THE CHAIR**

Mr. Jones opened the meeting at 5:04pm, noted a quorum was present, welcomed everyone, and gave a quick overview of the meeting agenda.

**MINUTES APPROVED**

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

**PRESIDENT'S REPORT**

Mr. Hingson reviewed the contents of his written report. He recognized Louann Tronsberg-Deihle, a long-standing BBF Board Member who recently passed away. BBF is grateful to her for her service and support and she will be missed.

Mr. Walker gave an update on hurricane response, noting earmarked funds that still remain. Mr. Walker discussed upcoming shipments which are now more medical than humanitarian in nature. Mr. Samad thanked Ms. Hammer for organizing upcoming meetings on Capitol Hill with representatives from Puerto Rico. Raul Rodriguez, who has coordinated logistics on the ground in PR visited BBF in July. 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. BBF is also investigating solar power systems for clinics in rural areas, power continues to be a problem across Puerto Rico.

### **FINANCIAL REPORT**

Mr. Ryan walked the board through key items in the financial statements. He noted that giving is strong due to bequests early in the year and that expenditure is well within budget. Discussion follows, questions related to reading the statements are answered.

Mr. Ryan reported that the Audit has been completed and has been approved by the Audit Committee. Mrs. Dempsey notes that once the 990 has been completed, it will be sent to all trustees for review, in line with states' solicitation requirements.

### **DEVELOPMENT REPORT**

Mrs. Dempsey noted that Gala support is starting to come in and plans are moving along. She extended many thanks to trustees' wives for support with the Gala and also thanked staff for help. She stated that financially BBF is ahead of previous year to date.

### **NCA UPDATE**

[REDACTED]. Discussion followed. Mr. Jones proposed a motion to authorize creation of this position and delegate to the Executive Committee the responsibility for setting the structure of this position, including job description, remuneration and fundraising targets. Motion was moved, seconded, and approved.

Mr. Holdsworth gave a brief operational update on NCA. Discussion followed concerning warehouse space in Baltimore, and flow of materials. Mr. Wentling thanked Mr. Samad for his work on operational modelling and noted Mr. Samad's work on a system-wide analyses in order to improve efficiency.

### **STAFFING UPDATE**

Mr. Seanez gave an update on recent staffing changes. Mr. Seanez is now Director of Human Resources and Compliance, Ms. Boal is the newly created Director of Disaster Response, Ms. Letoja has returned to BBF as Director of Education Program and Organizational Systems, Bryn Laffey has returned as Assistant Director of Medical Supplies and Pharmaceuticals. BBF has hired a new volunteer coordinator in Pittsburgh as well as sorting staff at both locations and are still looking to hire additional truck drivers.

New personnel manual and revisions to the staff handbook are ongoing and will be presented at the next meeting.

### **PROGRAM REPORTS**

**Education** – Mr. Seanez reported that in the second quarter BBF sent 4 containers, serving 4 countries. No donations have yet been received this year, but he's hopeful for more activity later on in the year. Ms. Letoja has taken over of the Education Program and will be working on future shipments.

**Medical** – Mr. Meszaros reported on the Medical program. The second quarter's 27 container shipments and 120 mission trips are both near the same level as 2017. Pharmaceutical donations are decreased, and product dating and placement remains an issue. Discussion and questions followed.

**Humanitarian** - Mr. Walker reported on the recent Humanitarian efforts which were concentrated in Puerto Rico. Discussion followed.

Mr. Samad noted that Puerto Rico response led to the creation of a formal disaster response program, headed by Ms. Boal. She is working with Chuck Stout on developing parameters to guide BBF in formal disaster response and developing toolkits for media and agencies to expedite response time.

BBF is trying build a reputation in order to secure more funding, enabling us to respond to disasters within the first 48 hours.

**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. BBF is putting in new phone systems. Discussion and questions follow.

**OTHER BUSINESS**

Mr. Pitton noted that his organization has been helping in providing a source for valuation of medical supplies. This project is currently led by Mr. Samad with assistance from Ms. Letoja, with the goal of finding a reliable source of wholesale prices of medical supplies in order to ensure BBF values these fairly.

Mr. Wentling expressed his appreciation to Roy and Susie Dorrance for their support of BBF over the years and especially with regard to the Gala.

Next Board meeting will take place on October 16, 2018.

The meeting adjourned at 7:01 p.m.

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Chairperson/Secretary  
AH/sb