

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

MINUTES OF October 16, 2018 QUARTERLY MEETING

The quarterly meeting of the Board of Trustees of Brother's Brother Foundation was held on Tuesday, October 16, 2018 at the Behan Building. The meeting was called to order at 5:31 p.m. by Mr. Philip Jones, Chair.

PRESENT

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

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| Phil Jones | Tom Wentling | Austin Henry |
| Deborah McMahon | Joseph Senko | Drew Harvey |
| Walter Fowler | Ron Miller | David Swan |
| Daniel Delaney | Lilla Swan | James Wolf |
| William Swartz | Mimi Humenik | |

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

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| Amy Hammer | Garry Garrison | Les Pitton |
| John Unkovic | Richard McGough | Robert Verscharen |
| Lance Kann | Darren Macioce | Dan Martich |

Seven Staff members of the Foundation were present:

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| Luke Hingson | David Holdsworth | Ozzy Samad |
| Karen Dempsey | Erik Ryan | Frank Seanez |
| Ilva Letoja | | |

WELCOME, REPORT OF THE CHAIR

Mr. Jones opened the meeting at 5:31pm, noted a quorum was present, welcomed everyone, and gave a quick overview of the meeting agenda.

MINUTES APPROVED

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

NOMINATIONS FOR 2019

Mr. Jones and Mr. Miller, as chair of Nominating Committee, asked the Trustees to make their recommendations for new members prior to the January 2019 meeting. They noted BBF is looking for more members with expertise in medicine, IT, supply chain management and business and welcomes more diversity on the Board. Mr. Wentling underscored the importance of all voting Trustees contributing financially to the Foundation.

PRESIDENT'S REPORT

Mr. Hingson reviewed the contents of his written report. He thanked the staff and the Trustees for their support and for a great year.

Mr. Hingson noted the BBF's hurricane response efforts in Puerto Rico are still underway, noting earmarked funds that still remain. Mr. Samad gave a brief overview of the August trip to Puerto Rico taken by himself, Mr. Hingson and Neal Walker, noting the tangible changes in people's lives resulting from BBF's work there. Mr. Hingson thanked the Executive Committee for releasing more funds for Puerto Rico, enabling BBF to continue helping with ongoing needs. He further mentioned

the response to this year's domestic hurricanes, including work with food banks in affected areas and collecting hygiene kits and funds for shipping.

Mr. Samad discussed the E-4 disaster response initiative, which is an attempt to formalize BBF's disaster response policy. [REDACTED]

[REDACTED] He thanked Chuck Stout for his efforts and guidance in this endeavor.

OPERATIONAL UPDATE

Mr. Holdsworth gave a brief operational update on NCA. Mr. Samad noted an upcoming meeting with a potential partner organization in the DC area which can serve as an additional source of revenue. Mr. Samad then addressed the closure of the Baltimore warehouse and the operational reasons behind this decision. BBF will be moving from the Baltimore warehouse to the Brethren Service Center in New Windsor, MD by the end of November. Reasons for the move included increasing the operating and cost efficiencies of managing the Baltimore operations. [REDACTED]

[REDACTED] He emphasized that BBF has a moral and fiduciary

responsibility towards its donors to ensure that donations spent on operations are done so in the most efficient and cost-effective manner. Questions from Trustees and discussion followed.

FINANCIAL REPORT

Mr. Senko 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 followed, questions related to reading the statements were answered. Mr. Jones asked that the budget preparations for 2019 begin sooner than the previous years.

DEVELOPMENT REPORT

[REDACTED] She extended many thanks to Trustees and staff for support with the Gala, especially Tom and Caroline Wentling and Roy and Susie Dorrance. Mr. Hingson commended Mrs. Dempsey for exceeding the projected net gain from the Gala and keeping costs below budget. Mrs. Dempsey further stated that there have been good responses to bi-monthly solicitations and that there has been an influx of donors. A fundraising event for the E-4 initiative is being planned in the spring.

OTHER BUSINESS

Mr. Hingson informed the Board of Bill Davis' recent retirement, in line with Mr. Davis' decision to do so before his 90th birthday and acknowledged and saluted his 22 years of service to BBF.

Next Board meeting will take place on January 15, 2019.

Mr. Henry moved to enter Executive Session and was seconded. The meeting concluded upon exiting Executive Session.

The meeting adjourned at 7:25 p.m.

Chairperson/Secretary
AH/sb