

OPERATIONS/PROGRAM DIRECTOR REPORT February 19, 2013 Board Meeting

Submitted by: Carol Ammons

- I. Boneyard Arts Festival
- II. Lease Agreements
- III. Community Shares of Illinois – application submitted. Billing for 2013 changes
- IV. Insurance Audit underway – Brown Hobbs & McMurray

Trainings:

- a. Restorative Justice Conference – Springfield
- b. Chamber of Commerce – Affordable Care Act
- c. U of I – Hate Groups, Violence & Mass Incarceration

Working Groups:

- a. Met with B2P to discuss audit changes for sales tax & new resource sharing agreement
- b. Working with Ricardo to implement a “news” segment daily on WRFU + Black History 365 Public Service Announcements (2/19/2013)

Facility Updates:

Outstanding Issues:

- I. Damage to IMC doors - update.
- II. Other security related concerns; i.e. door locking and access points for members
- III. Vacant spaces – room 222 will no longer be available, Up Center will be renting, possible tenant for 226; remaining space lower level artist studio.
- IV. Parking spaces still available for rent (5 currently available)
- V. Artist in Residence Program – unresolved; several exhibits being working on for spring

Bookkeeping Updates:

Year-to-Date Revenue

Facilities Committee Report to IMC Board of Directors, 2/19/2013

Facilities Updates

☐ Bid for window repair/renovation forthcoming from WHR Construction, Streator, IL

Initial ballpark for 2 post office windows ~\$2500. Estimate forthcoming for:

- Front 1st floor & basement casement windows
- 2nd floor windows & remaining

☐ Pursuing Technology Service Agreement with Volo Broadband

Danielle Chyoweth and Chris Ritzo are in late stage discussions with Volo Broadband regarding their interest in space on the WRFU tower in exchange for IT services provided to the IMC. We are currently seeking guidance on the market value of our tower space and outlining IT service needs for the agreement.

☐ Discussing Space Rental Agreement with UPTV

Danielle Chynoweth and Chris Ritzo are in discussions with leadership of UPTV on a proposed space usage and rental arrangement with UPTV. UPTV is interested in having expanded space to carry out community access television production and training. This agreement would look at shared cost installation of movable room dividing walls in the Sun Room and UPTV's use and management of computers in the former production room and staff offices. Discussions are ongoing and exploratory at this stage.

Bid for moveable walls to segment the Sun Room space was ~\$25K from Modernfold

☐ Technology Updates

☐ **UC2B Installation** UC2B hardware is installed, switch from Comcast yet to be made. Waiting for UC2B representatives to provide static IP addresses.

☐ **VOIP service from Volo Broadband** A bid from Volo Broadband for VOIP phone service has been solicited and we plan to discuss cost sharing arrangements with them for network administration and support

☐ **Wired Network upgrades** Jacks installed in Books to Prisoners, they are now signing on to pay for monthly access. Jacks installed in The Bike Project- ~2 weeks before we're ready to ask them for monthly service fees

☐ TIF RIP Custom Redevelopment Proposal

City of Urbana community development staff continue to wait for our decision to move forward on an application for TIF RIP funding. We are proposing a 3 year project plan which will utilize TIF RIP funds from the City, our own equity dollars and fundraising, as well as financing with our lender to complete window restoration, energy efficiency updates and projects related to tenanting.

Additional funding streams could come from these sources:

☐☐ IFF Nonprofit Low-Interest Loan Program

IFF, a leading nonprofit community development financial institution, offers affordable, flexible financing to nonprofits looking to integrate “green” design and construction techniques into their facilities projects. IFF finances a wide range of sustainable solutions—including renovation/retrofit and new construction projects with energy-saving elements, HVAC and lighting upgrades, energy efficient windows, and more, <http://iff.org/loan-program-overview>. To discuss your project or obtain information on rates and terms, contact an IFF loan officer toll-free at 866-629-0060 or general@iff.org.

☐☐ Illinois Clean Energy Community Foundation <http://www.illinoiscleanenergy.org/energy-efficiency/>

☐☐☐ **Building and Facilities Strategic Plan**

The outgoing chair encourages the board to look seriously at the three year strategic building and plan, including items in the TIF RIP Custom Redevelopment Proposal proposed for discussion over the past four months.

☐☐☐ **New Facilities & Building committee chair**

The board should take action to appoint a new chair for this standing committee. C. Ritzo will be available for consult as needed in transition, but will no longer chair the committee, effective Feb. 19, 2013

Welcoming, Membership, and Fundraising Committee Status Feb 19, 2013

Had first meeting with Rebecca, Richard, Danielle, Carol, and Pauline. We are each recruiting one more member for next month.

In-Kind Membership

- We agreed to set up a path for in-kind membership. Individuals who need it could choose to earn their membership through (perhaps 5?) volunteer hours to the IMC Commons by plugging into a set number of volunteer jobs (such as staffing the front desk or IMC events). Next steps: discuss jobs and hours and bring proposal to the board in March.
- Working groups would no longer give out reduced memberships.
- Everyone with a key would be required to be a member.

Website and CRM:

- Website is being migrated. Tech issues – needs support.
- Considering using a new CRM instead of CiviCRM – suggestions welcome.

Fundraiser

- March 9th fundraiser: Movie production workshop organized by Pauline. Best entry will have the opportunity to be shown at Art Theater Coop local film fest. When publicity is ready, please help us recruit workshop participants.

Grants:

- IAC is due March 15th – Carol & Danielle are working on it.

UPTV as possible tenant:

- Danielle and Chris Ritzo spoke with UPTV chair Pete Resnick after speaking with City staff about UPTV having a TV studio in the IMC. Will be following up.

Other items:

WRFU Tower:

- Close to having an agreement with Volo to trade space for tech services.
- Danielle returned a number of items – recaptured \$300+
- Grounding cable needs to be returned. Carol is checking into getting a full rebate.
- Bolts need tightening – Tony Grillo will do
- little support for new members. The automation machine has been down for days.

PERSONNEL COMMITTEE MINUTES

February 6, 2013

Members Present: Carol Ammons, Zernial Bogan, Deloris Henry, Gary Storm

- I. We discussed the Major Roles and Responsibilities of the Personnel Committee.
- II. We began our review of the Personnel Policies. There was a discussion about changes that needed to be made in the following areas:
 - a. Classification of Employment – Zernial volunteered to give us some draft language for updating this.
 - b. Our recent audit will be reviewed to make sure that our policies are in compliance with the auditor's recommendations.
- III. The Personnel Committee is supposed to serve as the ombudsman and/or mediator to resolve conflicts or complaints lodged by staff, volunteers and/or tenants. Carol will ask "Tech" to create a tab called "**feedback**" on our website so the above mentioned people will know who to give feedback to.
- IV. We discussed the need for a Volunteer Handbook. Carol volunteered to get information about this for our next meeting.
- V. The Committee agreed to meet twice a month so we can update our Personnel Policies and bring recommendations for changes to the Board in the spring.
- VI. Our March meetings are **March 4 and March 18 at 3:30 pm.**



Request for Partnership Proposals (RFPP) to promote Global Engagement

The University YMCA seeks partners to expand and strengthen its programs for Global Engagement. Proposals are being sought from a broad cross section of student, university, and community constituencies, which share the Y's values and mission. The aim of this partnership program is to combine Y resources with those of partner groups to develop new global initiatives that will maximize the converging goals of both organizations in ways that would not be possible if each were acting alone. For additional information about the scope of Y activities and mission, please visit the Y website at www.universityymca.org.

Background. In 2010, the Cosmopolitan Club made a \$300,000 legacy gift to University Y to support projects that exemplify the goals and values of the Cosmopolitan Club in international affairs. With these resources, the University Y is seeking partnerships that are innovative, sustainable, and promote growth and cross-community cooperation, including groups beyond Urbana-Champaign. Proposals are requested that contain new, bold and creative ideas for global engagement. It is expected that this partnership with the Y will include searching for additional resources to insure these programs will be sustainable.

Principles. To guide its decisions on which partnerships/proposals to support, the Y's International Programming Committee has developed a set of guiding principles that will be used to evaluate proposals. Specifically, the Committee is looking for proposals for global initiatives that:

1. Support and advance the mission of the University YMCA.
2. Reflect and embrace Cosmopolitan Club values that encourage greater 'exchange' between people and cultures;
3. Maximize the impact of resources through collaborations, partnerships, and the augmentation of existing programs;
4. Promote student engagement;
5. Have the potential to be a sustainable program;
6. Address a significant idea/issue/topic that has visibility and potential appeal to funders or other groups pursuing the same aims;
7. Involve the C-U community and university in defining the priorities and implementing the program; and
8. Provide a match to the Y contribution to the partnership proposal through a financial commitment, volunteer work, or a mix of both.

Who Is Eligible to Apply? Students, faculty, staff, departments and units at the University of Illinois, including Registered Student Organizations (RSOs), are invited to submit proposals. We also encourage proposals from community groups, other YMCAs, and NGOs.

Deadline. An initial application that describes the project, its impact, and potential is due March 1, 2013. A small number of finalists will be selected and asked to submit a full proposal for consideration.

What we won't support? Partnerships are expected to have the potential to be self-sustaining, therefore proposals that only fund speakers, attendance at or travel to conferences, and other one-time-events will not be supported.

Application Process. Applicants must submit a completed online application no later than March 1, 2013. The Y's International Programming Committee will evaluate and rank these applications. Based on the Committee recommendation, a small number of finalists will be invited to submit a full proposal. In some instances, the Committee may approach applicants with alternative approaches or collaborations that build upon their initial application.

2013 Timetable

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| January 21 | - On-Line Application opens |
| February 7 | - Partnership Application Information Session #1
7 PM, Wahl Room, University YMCA, 1001 S. Wright, Champaign |
| February 13 | - Partnership Application Information Session #2
4 PM, Wahl Room, University YMCA, 1001 S. Wright, Champaign |
| March 1 | - Application Deadline, Midnight central time |
| April 1 | - Finalists Announced |
| May 1 | - Full Proposal Due |

Questions. Two Information Sessions will be held in February 2013 for potential partners to learn more about this initiative and to help guide proposals and answer questions about the partnership program. Additional questions about the application or process should be directed to Kasey Umland, Program Director, University YMCA kasey@universityymca.org or call 217-377-1500.