

Special ORE Board Mtg - Executive Session

January 1st, 2017

Present:

Facilitator:

Note-taker:

1. Financials - we probably had a little more revenue than expenses in 2016, no deficit but didn't raise enough money to have cash reserves going forward.

Serious issues:

Timing of revenue vs. expenses, we don't have cash flow to cover expenses while revenue is raised, have not been able to raise enough to cover expenses.

Positive: no debts, enough cash to cover all liabilities (things we owe in the future). Did raise 35k (but 10k came from one person).

No serious issues right now but we do going forward — have been working on a deficit for so long.

Time Bank can continue working as it is right now with minimal expenses.

2. Zone of Insolvency

We don't have insolvency right now, but we do “zone of insolvency” - any reasonable person can see that insolvency is coming up. Our responsibility is now to balance the interests of all stakeholders.

3. Cash Flow

By end of February/ first week in March, we would not have the funds to continue - expenses are coming up that we won't be able to cover.

If nothing changes in expenses in revenue / expenses — we are insolvent in Feb. If we reduce staff hours by 50%, we would still be insolvent by Feb — if we reduce staff hours by 75%, we would be insolvent in March. If we reduce staff hours to 0%, we would not be insolvent during the year.

4. Scenarios

According to Heather's latest grant report, we have 13,500 in unrestricted funds in the “grant application pipeline”.

- If we go to 0% staff hours, we still have a 3k deficit in the next months.
- What will happen on the 32nd day? We hope that members will “step up to the plate” and we can reorganize.....
- In 2016, we really only received less than 3k in unrestricted grants so the likelihood of more than that is low... plus, should we really accept a grant when we are transforming the way we function? We would have to make sure that we communicate appropriately to granters...
- We can not continue with deficit spending?

5. Communication

- Unless we can raise 3200 by tomorrow — by XX date, we will have to close our doors.
- Simultaneously, we need to reach out to members to take on responsibilities.

Because of cash reserves and no certainty that we will receive enough money in the coming month, our appeal was not very successful as the 8k that we were expecting from the Appeal has become only 1500 — we want to respect the 30 day notice that we had agreed on and therefore are communicating, that as of now — you will be “let go” in 30 days.

Invite to Thursday evening.

In the next month/2 months — if we no longer have staff, what tasks would need to still happen:

“Shoulds”:

Membership Coordinator

- Collect Mail (once a week)
- Financial
- Deposits
- Manage Petty Cash
- Review Invoices & arrange payments
- Maintain Office Financial Records 2/3 hrs a week

Outreach Coordinator:

- Keep website up to date (1/4hr)
- Grant reporting to grantees (1-2 per grant, currently 2-3)
- **New Membership — on hold until we evaluate how to make the process work.

Tool Library - Review grant agreement to know what we actually have to get done.

- Set up a use schedule & find members that can provide 2/3 hrs a week so that other members can come to “rent” the tools. Volunteer members would be available

Eric would like to make a motion that we do not spend more than we are making. Watching future liabilities, etc.

DECISION: Motion that given our current financial situation, we have to “give 30 day notice” to staff tomorrow (January 3, 2017). * Motion seconded & approved (1 NO).

DECISION: Motion to receive a mandate that ongoing from February, we take the most pains to avoid deficit spending. * Motion seconded & approved (2 Nos).

Communication:

- Next step in communication: get all the “involved” members in a room & share what is happening & get their input as to how to communicate to the membership at large — should do this within a week.
- Everyone send names to Dan, as well as who should call them. Aiming to hold mtg on Thursday evening.
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