

For the sake of what?

Does this move us in the direction of our mission?

Is this the best use of resources?

Is this the direction we said we want to go?

Our Mission:

Pathway Homes embodies the spirit of recovery: embracing an attitude of hope, self-determination and partnering with each individual on their personal journey toward achieving self-fulfillment and realizing their dreams.

We fulfill our mission by making available to individuals with mental illness and co-occurring disabilities a variety of non-time-limited housing and services to enable them to realize their individual potential.

PATHWAY HOMES, INC.

Board of Directors

Monday, October 1, 2012

7:00 P.M.

10201 Fairfax Blvd., Ste. 200

Fairfax, VA 22030-2209



- 6:30 Social Half-hour
- 7:00 Call to Order
- 7:05 Presentation
State of the Agency – Dr. Sylisa Lambert-Woodard
- 7:30 Approval of Minutes of Meeting July 16, 2012*
- 7:35 CEO's Report – Dr. Sylisa Lambert-Woodard
- 8:00 Treasurer's Report - Brenda Brennan
- 8:05 Chairperson's Report and Comments
- 8:15 Committee Reports
 - 1. Philanthropy Committee—Maiko Ashby
 - 2. Financial Committee—Tom Rowe
 - 3. Board Development Committee—Jennifer McKenzie
- 8:30 Old Business
 - 1. Board Survey
 - 2. Conflict of Interest
- 8:35 New Business
 - 1. Policies and Procedures
 - 2. Ron Wilensky Resignation
 - 3. Slate of Officers
 - 4. DHCD RFP
- 8:40 Announcements
- 8:45 Adjournment

Executive Session will immediately follow the conclusion of Pathway Recovery, Inc.

* Materials Enclosed in Packet

ADDENDUM TO BOARD AGENDA

October 1, 2012

Greetings to Board Members! The following is a synopsis of the items that will be covered in my report at the Annual Board meeting on October 1, 2012. As you are aware, the board has endorsed the change of our annual meeting to be held in October. Please review these informational items, and I will address any questions or expand on any of them at your request. There is much change and excitement in the air with new service approaches, housing development, and advocacy. I look forward to your attendance.

Board Matters:

- **Ron Wilensky** has been a valued member of our board since 2002. His contributions as a board member have resulted in programming innovation, expansion, and total quality management improvement of our agency. Ron and his wife Lin have shown personal generosity that resulted in over \$100,000 in individual and capital philanthropy. These gifts provided the foundation of both Dave's House and Dave's II, our first consumer directed home. Ron has also been instrumental in the support and design of the Director of Development/ Major Gifts position which has been recently hired. Ron has recently provided notification that he will be resigning from our board. He is now founder of the Brain Foundation of Florida Inc., and has a goal of developing 20 houses by the year 2020. No doubt, this will be accomplished! With full time work on the Brain Foundation and part time executive coaching, his plate is overflowing. Ron plans on remaining more than a friend to Pathway Homes, and will be visiting us at our April Board meeting to say a formal farewell. A heartfelt thanks and appreciation is noteworthy for such a supporter of our mission!! We will miss you Ron.
- The Philanthropy Committee report from Maiko Ashby and the Treasurer's Report from Brenda Brennan are provided as attachments. Please review these two reports before the meeting and any questions or clarifications will be addressed during the meeting.
- Pleased to announce the recent hire of Anna Smith as our Director of Development and Major Gifts. Anna comes to Pathways from the corporate sector after a long career of corporate giving and foundation management. She is uniquely qualified as a previous board member and chair of a local non-profit. Anna has an extensive network of public sector, foundation and corporate giving contacts that makes her uniquely qualified for the position. She is very excited to meet and learn the various aspects of our agency. She will be a member of our board philanthropy committee providing consultation, and has already scheduled development meetings with Maiko.

- Our annual audit was completed in July and August by The Reznick Group independent accounting firm, once again in outstanding fashion. Strong Kudos, as always, are due to our excellent and hard-working accounting team, led by Brenna Brennan! We will be scheduling a meeting with the auditors and the Board finance committee for some time in November to go over the audit results.
- We are continuing with the process of refinancing a couple of our original HUD 202/811 projects. These two projects are for our original two houses at Sheldon Dr. and Pioneer Dr. owned by Pathway Homes, and for the four, three-BR townhouses at Mary Baldwin Dr. and Huntington Ave., which are owned by Pathways Living, Inc. HUD now offers the opportunity to refinance these projects at a more current market rate. As discussed last quarter, this is a relatively long HUD process of six to nine months, which we will be working on with Berkadia Commercial Mortgage, but it will be financially advantageous and should result in a positive cash flow for the agency as well as some significant renovations to these aging properties.
- In order to provide a better experience when using the Board Portal, we will be making some changes to the access link location and the log-on process. The link to access the *Board Portal* will be relocated to the **center footer** of each page beneath the Employee Pages access link and will read “Board Portal.” This new link will require a username and password rather than simply a password. Once this change has been made, the username will be “Board” and the password will be “R3covery” – without the tick marks. This change to the *Board Portal* will allow for more sophisticated use in the future as well as eliminate the current need to duplicate information which is common to both the *Employee Pages* and the *Board Portal*. These changes will take place shortly after the Annual meeting.
- Pathways’ award of the HUD new Supportive Housing Program Bonus project proposal of \$314,000 annually to serve 22 new residents is currently operational. All units were leased in August, and full occupancy is expected to be complete by the end of October. These funds will support a new 6-person intensive in-home supports “group home” located on West Ox Road with a live-in Recovery Coach (similar to Dave’s House II at Kincaid), and eight (8) two-bedroom apartments in scattered sites. This program will be the **second** consumer-directed program sponsored by Pathways in the Northern Virginia region. This project will also target service provision to veterans. Renovations are now complete, and space license agreement commenced on 9/24/12.
- Pathway Homes has submitted an application for consideration for the 2012 Virginia Housing Awards for program innovation. We have submitted Pathways to Recovery: An Innovative Community Development Model of Consumer Directed Permanent Supportive Housing for Adults with Mental Disabilities. There is significant competition for this award, but the Dave’s II program is worthy of consideration.

- The Consolidated Community Funding Pool (CCFP) award of \$250,000 over two years that will be used to serve 35 individuals, and \$70,000 of essential long-term funding that will be used to serve 14 individuals over the next two years is now fully operational and exceeding identified targets set forth for this project.
- Pathway Homes has extended leases on all 13 scattered site units awarded in the amount of \$2,725,900 through the CDBG and HOME Block grant dollars. The units are 8 one-bedroom apartments, two 2-bedroom apartments, two townhomes, and one single-family home. All furnishings at these units were secured through community donations. Two consumers offered housing are graduates from our Dave's II, consumer directed home.
- Pathway Homes conducted its first 360° evaluations on the leadership team. This is a great opportunity to continue our investment as a learning organization and continue to focus on talent management. Management team members of our agency will be sending out their 360° evaluations within the next quarter.
- The annual Resident Holiday Party is scheduled for the evening of December 6th from 6-9 pm, this year at a new site, Epiphany Episcopal Church where Jennifer McKenzie works. All Board Members are invited to come to this event which is always well attended by residents, their families and staff. As well, the annual staff holiday party is scheduled for December 14th from 1-4pm at Casa Italia Restaurant in Fairfax, VA. We look forward to seeing all who can attend.
- On 5/22/2012 the Fairfax City Board of Supervisors directed the Human Services Council to facilitate a public review process which Sylisa provided testimony. As a result of involvement from the Board of Supervisors and the Human Services Council the CSB's proposed a budget plan reinstated contract rate adjustments. Pathways will be reinstated a contract rate adjustment for FY13. We are awaiting details on how the adjustment will be applied.
- Constant Contact provides a report comparing our email campaign statistics to other non-profits with similar contact list sizes. The July issue of *InRoads* was distributed to 495 addresses and had an open-rate of 36.5% (16.5% above the industry average). Of those opened emails, 65% resulted in an individual clicking to read more about an article or articles. This is 55% better than the industry average. In each issue so far the most popular article is from the "In His/Her Own Words" series; July's article was contributed by Board Member Sue Zywokarte.

PATHWAY HOMES, INC.

Minutes of the Meeting of the Board of Directors July 16, 2012

A quarterly meeting of the Board of Directors was held on July 16, 2012. In the absence of all officers, Wayne Gardella called the meeting to order at 7:00 p.m. The following individuals were present and participated throughout the meeting:

MEMBERS

Dara Aldridge
Maiko Ashby
Patrick Chaing
Wayne Gardella
Dan Gray
Jennifer Judelsohn
James Ross

STAFF

Sylisa Lambert-Woodard, President/CEO
Brenda Brennan, V.P. Finance
Sherry Meyers, V.P. for Clinical Services
Eleanor Vincent, V.P. Operations
Lauren Pollet, Technology and QA Manager

The following individuals notified the office or other Board Members that they would not be present for this meeting: Emil Franks, Jennifer McKenzie, Tom Rowe, Ron Wilensky and Sue Zywokarte.

PRESENTATION

Ethics and Conflict of Interest: Eleanor Vincent and Dan Gray discussed the meaning of Ethics and the relevance to the Board and Pathway Homes. Dan led an interactive discussion with the Board consisting of several examples of potential ethical dilemmas.

360° Evaluations: Sherry Meyers presented on the 360° Evaluations which will be rolled out for Pathway Homes' management. Leadership Team will be the first to complete these evaluations, with Management Team to follow. The Board inquired whether there will be a self-evaluation portion to this exercise. It was not originally part of the evaluation procedure, but Leadership Team will discuss the advantages of adding a self-evaluation to the 360° process.

MINUTES

After review by the Directors, Jim Ross made a motion to approve the minutes of the April 9, 2012 meeting. The motion was seconded by Dan Gray and approved unanimously.

CEO Report – Sylisa Lambert-Woodard

The Addendum to the Board Agenda was distributed prior to the meeting, and Sylisa discussed the following items in addition to those in the addendum.

- *Congratulations:* Sue Zywokarte will be featured in the July issue of *InRoads* as she completed her Bachelor degree in May.
- *Community Services Board (CSB):* In January, the CSB found itself in a \$9.4 million deficit due to lack of oversight. At the time of the discovery, it was too late to request help from the Board of Supervisors in order to balance the budget. This has led to significant downsizing throughout the CSB. The downsizing has affected not only staff numbers due to a reduction in force, but specific programs have had their budgets cut – New Horizons was downsized, and as a result Pathway Homes lost a MHCII position that was deployed there.
- *Pathways' Growth:* Pathway Homes (PHI) is in its most significant period of growth ever. Forty-three new consumers are slated to receive services by the fall, and an additional 20 are projected through the rest of the fiscal year. Jim asked how this would lower the wait list. Sylisa explained that the wait list increased from 323 to 574 individuals in the past year alone. Exposure in the community has been a marketing tool, which has meant more applications coming in. The Penderbrook apartments took 12 individuals off the wait list, but in the future, individuals for those apartments will have to be on both the Office to Prevent and End Homelessness (OPEH) wait list and the PHI wait list – Pathways will have the final selection. The three single-family homes recently purchased and leased by the County do not affect the PHI wait list. Eleanor mentioned that there has been talk of a unified CSB wait list, but there is concern from agencies about how the wait lists would be consolidated.
- *InRoads Quarterly Newsletter:* Sylisa suggested that the Board stay connected to Pathways by reading *InRoads* and forwarding it to others. It is ready-made for community interaction and provides talking points for discussions with others. In addition to the article by Sue, July's issue also includes "Celebrating Our Staff" and an article on Patrick Chaing, the newest Board Member.

Dara requested that a hard copy Leadership Team members names and extension numbers be mailed to the Board.

TREASURER'S REPORT – Brenda Brennan

Brenda passed around a copy of the new Pathway Homes brochure which was discussed at the April meeting. In addition, Brenda reported that she had researched Dara's question concerning acceptable percentages for spending and overhead. According to the United Way, Administrative and Fundraising expenses should not exceed 25% more than the income from the previous year. Last year Pathways was at 13.5%.

Jim requested clarification on Pathways' association with the Brain Foundation: Pathway Homes provides mental health support services to six of the seven homes owned by the Brain Foundation.

CHAIRPERSON'S REPORT AND COMMENTS – Wayne Gardella

Wayne reported that he has no comments.

PHILANTHROPY COMMITTEE REPORT – Maiko Ashby

IT Campaign: Forty-three percent of the IT Campaign dollars have been raised. Many grant requests have been sent out, but we are still waiting on responses from several foundations.

Philanthropy Position: Pathways is ready to start the process of hiring for a Director of Development and Major Gifts. Sylisa had a good consultation with Reston Interfaith, an \$8.5 million organization. Their new position raised almost \$1 million within the last year. Pathway Homes is a \$9.8 million organization, so expected results should be the same or better over a period of time. Sylisa will speak with a head-hunter, and someone will be hired prior to the next Board meeting. Maiko reported that she will be involved in the interviewing process and would like to set up a meeting before the end of July to discuss plans.

Additional Fundraising Items: Wayne Gardella mentioned that he saw a way for E-Bay sellers to designate a portion of their proceeds go to charity. Pathway Homes was not on the drop-down list of charities, and he would like this researched. Lauren Pollet said she would look into this, and also mentioned that Pathways is signed up through GoodSearch (and related programs GoodShop/Dining, etc.). By using GoodSearch to search the internet (using Yahoo's search engine) and designating Pathway Homes as the favorite charity, users can have \$.01 donated for each legitimate search. For GoodShop, qualifying e-commerce purchases designate a percentage of the total purchase for the favorite charity.

FINANCIAL COMMITTEE – Wayne reported there was nothing new.

BOARD DEVELOPMENT – Dan Gray

Dan reported that Patrick has been through the on-boarding process and had provided some feedback on his experiences. He thought it would be helpful to have a list of all the properties (which was included in the handouts for this meeting). In addition, Patrick thought the on-boarding process was a good way to start out with the agency. Dan will be Patrick's "buddy" on the Board, and Sylisa will call to schedule a time to meet outside of the on-boarding process.

OLD BUSINESS –

The Board Self-Assessment: Sylisa reported that Jennifer was going to call in to the meeting, but was not able to, so Sylisa would report out on her behalf. Jennifer thought that the surveys were generally favorable, and she will bring more specific results to the next meeting. Her recommendation is that the board have a half-day retreat in the near future.

NEW BUSINESS –

Policies and Procedures: Eleanor introduced the revised Service Records Policy. The revisions incorporate five separate policies into this one. The Board packet included the revised Service Records Policy as well as the five other policies which will no longer exist if this revision is approved. The five policies include a brief synopsis at the top to guide the Board to the location of that information in the revised Service Records policy. Jim requested clarification on the

changes and any edits that removed information – Eleanor advised that there were no significant changes except to add information about electronic records; no information was removed. Jim asked that leadership take under advisement his suggestion that the Policy header for revised policies include the phrase “consolidation of previous policies” and include those policy numbers.

For the policy up for vote, Jim requested that the policy number be included any time another policy is referenced. He also requested that the formatting be uniform throughout all policies for bullets, numbered lists, indentions, etc. Last, he asked that abbreviations not be used within Policies unless the first reference included the full wording (along with the abbreviation).

Dan made a motion to approve the revised policy. This was seconded by Dara.

Jim made a motion to approve the revised policy with suggested editing. This was seconded by Dara and approved unanimously.

Wayne requested that this Policy be emailed to the Board after formatting was finalized.

ANNOUNCEMENTS

1. Sylisa reminded the Board that CARF is coming in the fall and will want to interview Board Members. She requested that the Board be prepared to come in for an interview if requested. Any Board members with questions should feel free to consult Sylisa or Pathways' CARF surveyors, Eleanor Vincent and Anita Robinson.
2. Jim questioned whether Lauren Taub was still employed by Pathway Homes as he did not see Vice President for Supported Living listed on the minutes for the last Board meeting. Sylisa clarified that Lauren now uses her married name, Fox, and her title is officially Vice President for Clinical Services. It was further clarified that she was not listed on the previous meeting's minutes because she was not in attendance for that meeting.
3. Wayne mentioned that the Cookout went well on June 23, 2012. Sylisa added that Supervisor Foust, who attended the event, offered his home for a future fundraising event.

ADJOURNMENT

There being no further business, Wayne Gardella made a motion to adjourn the meeting. This was seconded by Dan Gray and unanimously approved by the Board.

The meeting was adjourned at 8:43 p.m.

Respectfully submitted,

TREASURER'S REPORT-October 2012

Brenda Brennan, Vice President for Finance

The audit fieldwork began on Monday, July 30, with all preliminary and tentative financial reports submitted to Reznick on Wednesday, July 25. The onsite audit field work was completed in twelve days. This included the Tax Sheltered Annuity audit and the financial and compliance audit of the entities in the Pathways Group. The unique challenges to this year were; the conversion from the DataPro accounting system to the SAGE MIP system, the new structure of the accounting system and the new chart of accounts. The accounting team had prepared for this challenge and had created a number of schedules to reflect the changes in the financial statement data from FY2011 to FY2012, making it easier for the auditors to follow. Some of the major programs under intensive review this year were; payroll and related benefits, the new Affordable Housing purchases of the 13 properties during the last quarter of FY2012, the CDBG-R grant to renovate and rehabilitate the seven properties and Pathway Visions, Inc. the entity that owns the four two-bedroom condominiums.

The financial statements for Pathway Homes, Inc., and Pathway Visions, Inc., have been completed and final copies are available. The Pathway Group statement, combining all corporations should be completed in the next several weeks. We are beginning the tax return preparation and expect to have them all completed by late October 2012 in time for the November 15 filing deadline.

Fairfax County Community Services Board (CSB) will be conducting an on site Management/Accounting review during the later part of October. Every three years they come on site and spend the day reviewing; policies, procedures, financial systems, record keeping etc... We expect several of our contract administrators to be conducting the review and look forward to the visit.

With Joel McNair's coordination, we are beginning to review the process of refinancing the mortgages on our three oldest HUD 202 projects for; Pioneer & Sheldon, Huntington Avenue and Mary Baldwin Drive. We are currently working directly with Scott Chamberlain of Berkadia Commercial Mortgage Company which specializes in refinancing of HUD loans. Mortgage loans for these three projects are all currently financed at 9.25%.

The annual renewal of the three Housing Assistance Payment contracts for; Huntington Avenue, Mary Baldwin Drive and Pioneer and Sheldon have all been completed. Effective January and February 2013 respectively, each project received a 1% increase.

Submitted for Board approval is a newly created Fixed Asset Policy. This policy specifically provides a systematic method that allows for the accurate recording of and depletion/use of the company's assets including definitions of what constitutes a capital asset. The auditors from the Reznick Group have reviewed the policy draft and have confirmed that it is consistent with current standards. Prior to this policy, the agencies practice has been to capitalize single item purchases at or above a \$500.00 threshold. The approval of this policy will have an effect on the current classification of some fixed assets and will provide clarity during the implementation of the Fixed Asset Module in the SAGE MIP system, targeted to begin during this second quarter of the fiscal year.

October 2012 - PHILANTHROPY REPORT

- Chair of the Philanthropy Committee, Maiko Ashby, met with newly hired Director of Development and Major Gifts, Anna Smith, to strategize a development plan and prioritize fundraising for the Help the Homeless Walk. Board members will be asked to be involved this year, not only by registering to walk, but also by providing a minimum \$5,000 sponsorship which will yield an additional \$1,000 for the organization through a 20 percent added incentive provided by Fannie Mae through the Help the Homeless campaign.
- We submitted a grant proposal in August to NBC4, which has launched a new initiative called 21st Century Solutions – a grant challenge for nonprofit organizations implementing new and innovative programs that are moving our city forward. In partnership with the NBC Universal Foundation, the signature grant program will award the winner with \$50,000 and two runners-up will each receive \$25,000, totaling \$100,000 in the metropolitan Washington, D.C. region. Our proposal was to use funding to support our highly innovative consumer directed programs at Dave’s House 2 and the new West Ox house, although this will obviously be a highly competitive grant.
- In September, we submitted a United Way Community Impact Grant for up to \$25,000 to provide matching funds for our 2007 and 2009 Supportive Housing Program projects. Award announcements for this project will be made by United Way in December.
- IT campaign continues its successful climb up the targeted thermometer reaching over \$170,000. We continue to target our goal of \$385,000 within this 3 year campaign.

2012 HTH Sponsorship Levels

Sponsor Commitment Level Benefits of Becoming a Sponsor	Examples of Impact Your Sponsorship has on Helping the Homeless
\$100,000 (select up to 5 beneficiary organizations)	
<ul style="list-style-type: none"> • Selected beneficiary(ies) is eligible to receive up to 20% of sponsor contribution through the Sponsor Incentive Award. • 100% of sponsorship funds are allocated to beneficiary(ies). • Sponsor logo featured on the HTH website with link to sponsor's website. 	<ul style="list-style-type: none"> • 22 homeless individuals provided shelter for six months OR • 12 formerly homeless families provided at least nine months of affordable housing OR • 5 formerly chronically homeless individuals sustained in permanent supportive housing for one year
\$50,000 (select up to 4 beneficiary organizations)	
<ul style="list-style-type: none"> • Selected beneficiary(ies) is eligible to receive up to 20% of sponsor contribution through the Sponsor Incentive Award. • 100% of sponsorship funds are allocated to beneficiary(ies). • Sponsor logo featured on the HTH website with link to sponsor's website. 	<ul style="list-style-type: none"> • 11 homeless individuals provided shelter for six months OR • 9 formerly homeless families provided four months of affordable housing
\$25,000 (select up to 3 beneficiary organizations)	
<ul style="list-style-type: none"> • Selected beneficiary(ies) is eligible to receive up to 20% of sponsor contribution through the Sponsor Incentive Award. • 100% of sponsorship funds are allocated to beneficiary(ies). • Sponsor logo featured on the HTH website with link to sponsor's website. 	<ul style="list-style-type: none"> • 5 homeless individuals provided shelter for six months OR • 6 formerly homeless families provided at least two months of affordable housing
\$10,000 (select up to 2 beneficiary organizations)	
<ul style="list-style-type: none"> • Selected beneficiary(ies) is eligible for up to 20% of sponsor contribution through the Sponsor Incentive Award. • 100% of sponsorship funds are allocated to beneficiary(ies). • Sponsor name featured on the HTH website with link to sponsor's website. 	<ul style="list-style-type: none"> • 400 homeless individuals provided a safe and warm place to sleep for one night OR • 6 formerly homeless families provided at least one month of affordable housing
*\$5,000 (select up to 1 beneficiary organization)	
<ul style="list-style-type: none"> • Selected beneficiary is eligible for up to 20% of sponsor contribution through the Sponsor Incentive Award. • 100% of sponsorship funds are allocated to beneficiary(ies). • Sponsor name featured on the HTH website with link to sponsor's website. 	<ul style="list-style-type: none"> • 36 homeless individuals provided a medical appointment OR • 200 homeless individuals provided a safe and warm place to sleep for one night OR • 3 formerly homeless families provided one month of affordable housing
\$1,500 (select up to 1 beneficiary organization)	
<ul style="list-style-type: none"> • Selected Beneficiary is eligible for up to 20% of sponsor contribution through the Sponsor Incentive Award. • 100% of sponsorship funds are allocated to beneficiary(ies). • Sponsor name on the HTH website with link to Sponsor's website. 	<ul style="list-style-type: none"> • 1,500 meals served OR • 60 homeless individuals provided a safe and warm place to sleep for one night OR • 1 formerly homeless family provided at least one month of affordable housing



**Policy and Procedure Manual Appendix
Number: 6-C1**

CODE OF ETHICS AND CONFLICT OF INTEREST ACKNOWLEDGMENT

I have read, understand and agree to adhere to the Code of Ethics and Conflict of Interest policy and procedures as outlined by Pathway Homes, Inc. I understand that any conduct or activity that violates Pathways Code of Ethics must be immediately reported to a member of Pathway Homes Management Team. I further understand that any violations of this Code may result in disciplinary action, up to and including termination.

Printed Name of Employee, Intern, Volunteer, Board Member, or Agent of Pathway Homes, Inc.

Position Title

Signature of Above

Date

Signature of Supervisor

Date



Policy: Fixed Assets Accounting
Section: Administration
Policy Date:
Date(s) Revised:
Number of Pages: (4)

Policy Number:

This Policy Applies to:
▶ The agency.

PURPOSE

The purpose of this policy is to provide a systematic method that allows for the accurate recording of and depletion/use of the companies' assets which will ensure accurate recording and compliance with federal rules and regulations and generally accepted accounting principles.

POLICY

Pathway Homes will maintain a record of all assets acquired that have a useful life of more than one year and will depreciate its assets in a straight-line method in accordance with established procedures as defined below.

PROCEDURES

Pathway Homes' will maintain an inventory of capitalized assets, including; date of acquisition, cost, identifying serial numbers or description and will depreciate these assets in a straight-line method, according to the expected useful life, of more than one year, for final reporting purposes.

Capitalized assets include the following:

1. Land – is the solid part of the earth's surface whether improved or unimproved. The land account should include all land purchased, leased, donated or otherwise acquired. Costs to be capitalized include all costs associated with the acquisition of the land as well as the costs incurred in preparing the land for its intended purpose. These costs include, but are not limited to, purchase and closing costs. When the cost of the land is not separated from the cost of a building structure, the pro-rated portion of land to building per the county real estate tax assessment should be utilized to determine the value.
2. Land Improvements – the cost of the constructed improvements to land. Land Improvements will be depreciated over their useful life. Costs to be capitalized include, but are not limited

to, landscaping, lighting, driveways, parking lots, retaining walls, excavation, fill and grading.

3. Buildings – are roofed structures used for the permanent or temporary shelter of persons, animals, plants or equipment. Costs to be capitalized include all costs associated with the purchase or construction of a building. When the cost of the building is not separated from the cost of the land, the pro-rated portion of building to land per the county real estate tax assessment should be utilized to determine the value.
4. Building Improvements – are improvements made to existing buildings. Any renovation or alteration to an existing building that adds useful space to the structure or extends the buildings useful life in excess of \$2,000.00 will be considered a capital asset. Improvements include but are not limited to; roofs, windows, siding, gutters, downspouts, decks, porches.
5. Improvements – are improvements to buildings or spaces leased by Pathway Homes that adds useful space to the structure or extends the useful life of the space in excess of \$2,000.00 will be considered a capital asset. Generally the terms for depreciation will extend through the life of the lease.
6. Furniture and Fixtures – are individual pieces that are not an integral part of the building construction and are easily removable. The threshold cost of determining Furniture and Fixtures as a Capital Asset is \$750.00. Fixtures include but are not limited to; lighting, vanities, furniture, doors, window treatments, carpet, flooring.
7. Equipment – is permanently affixed to a building but is separate from the building itself. Equipment does not lose its identity when removed from its location and is not changed materially or expended in use. The threshold cost of determining Equipment as a Capital Asset is \$750.00. Equipment includes but is not limited to; HVAC, Water Heater, Sump Pump, Humidifier, Dehumidifier, and appliances including, stove, refrigerator, freezer, oven and microwave.
8. Vehicles – are automobiles including cars, mini-vans, vans, cargo vans and trucks that are utilized to provide transport.
9. Technology Software and Equipment – Technology software and equipment includes all hardware, software, phone systems, copiers and cabling associated with systems including software licenses. Unit Costs equal to or in excess of \$750.00 will be considered a capital asset.

Depreciation of fixed assets is computed on a straight-line basis over the estimated useful lives (capitalized cost divided equally by useful life) as follows:

Land	(Not Depreciated)	Land Improvements	10-20 years
Buildings	20-50 years	Building Improvements	10-25 years
Leasehold Improvements	2-20 years	Furniture and Fixtures	3-10 years
Equipment	3-15 years	Vehicles	3-7 years
Technology	3-5 years		

In the year of acquisition, depreciation is recorded based on the number of months the asset is in service. Depreciation will be recorded on a monthly and bi-monthly basis. If a purchase does not qualify as a capital asset, then the item should be expensed. Invoices should be reviewed carefully to determine if it is a maintenance and/or repair or meets the criteria as a Capital Asset.

Capital Assets will be maintained in a Fixed Asset inventory segregated by Program and Site. Technology Equipment pieces will be individually tagged.

If any piece of Equipment, Furniture and Fixtures, Vehicles and Software Technology is identified as being obsolete, damaged beyond repair, completely depleted/used or junk and should be disposed off, the Program Director is responsible for notifying in writing the Accounting Manager. This notification should include, but is not limited to; Program and Site where asset has been assigned to, description of asset, serial and/or model number and if applicable, asset tag number and disposition of item. Assets transferred or relocated from one Program and/or Site to another Program and/or Site should also have notification provided to the Accounting Manager including; description of asset, serial and/or model number and if applicable, asset tag number and date of transfer.

Capital Assets will only be sold once it is determined that the equipment has no value to Pathway Homes and any of its Program and Sites. Notification of the sale should be submitted directly to the Accounting Manager including a bill of sale, description of asset, serial number, model number, asset tag number.

All documentation of the purchase or acquisition of a capital asset should be maintained with the Fixed Asset Inventory. Duplicate copies of invoices, Purchase Orders, Bill of Sales, receipts or Settlement Agreements, should be clear and complete. Copies of credit card statements do not meet the documentation criteria.

Periodic inventories will be completed and documented to verify the Fixed Asset Inventory.

From: Ron Wilensky [<mailto:ronwilensky@msn.com>]
Sent: Thursday, September 13, 2012 5:42 PM
To: lambwood@pathwayhomes.org
Subject: Board Transition-Ron Wilensky

Hi Sylisa,

The Brain Foundation of Florida, Incorporated is on a roll with more Dave's Houses in the pipeline for Vero Beach, Fort Lauderdale and Seminole County North of Orlando. I am working almost full time on these and other fund raising for more Dave's Houses. This is in addition to my other board work and part time executive coaching.

Needless to say, my plate is overflowing and it is time for me to resign from the Pathway board and make room for others. You have many talented board members who can step into the vice chair role and give the position the time it requires.

I plan to stay in touch with you and other board members. Additionally, on my next trip to the Virginia, Lin and I will connect with you so Lin can see the latest Dave's House.

I extend my heartfelt thanks and appreciation to you and the board for being an inspiration to me and for making a huge positive difference in the lives of so many people living with mental illness.

Warm regards,

Ron

Ron Wilensky
Chairman and CEO
Dave's House
by the Brain Foundation of Florida, Inc.
407-492-0422
ron@brainfoundationofflorida.org
www.brainfoundationofflorida.org
(Click on 6 minute "Story of Dave's House")

**PATHWAY HOMES, INC.
BOARD OF DIRECTORS**

REPORT OF THE NOMINATING COMMITTEE

The Nominating Committee of the Board of Directors of Pathway Homes is pleased to recommend the nomination of the following slate of officers for the October 2012 – October 2013 Year:

Chairperson – Dan Gray

Vice-Chairperson – Jennifer McKenzie

Treasurer – Tom Rowe

Submitted By:

Secretary/Treasurer

President & CEO

In addition, the committee recommends the re-election of the following Board members for a three-year term, which will expire in October 2015:

Wayne Gardella

James Ross

Sue Zywokarte

Patrick Chaing

Submitted By:

Secretary/Treasurer

President & CEO



Pathway Homes Board Committees and Membership

1. Board Development (Jennifer M., Jim, Dan and Emil)
2. Philanthropy (Maiko, Patrick, Emil, Sue and Jennifer J.)
3. Personnel Practices (Sue, Wayne, Dan, Jim and Dara, Tom)
4. Finance Committee (Wayne, Jim and Tom)
5. Advocacy Committee – in development (Jennifer M.)
6. Strategic Planning (ad hoc committee with involvement from the entire Board during strategic planning years)

Telephone Extensions

Ext # Leadership Team Member

508 **Sylisa Lambert-Woodard**

512 **Brenda Brennan**

502 **Lauren Fox**

501 **Sherry Meyers**

506 **Anita Robinson**

510 **Eleanor Vincent**

*When calling after hours or at a time when the automated attendant picks up, you may dial an extension at any time. To use the directory, press 8 and follow the verbal instructions. Use the alphanumeric keys when asked to spell at least the first three letters of the individual's first name.

For the sake of what?

Does this move us in the direction of our mission?

Is this the best use of resources?

Is this the direction we said we want to go?

Our Mission:

Pathway Homes embodies the spirit of recovery: embracing an attitude of hope, self-determination and partnering with each individual on their personal journey toward achieving self-fulfillment and realizing their dreams.

We fulfill our mission by making available to individuals with mental illness and co-occurring disabilities a variety of non-time-limited housing and services to enable them to realize their individual potential.

PATHWAYS LIVING, INC.

Mary Baldwin Dr. & Huntington Ave.

Four three-bedroom homes for
six men and six women

Board of Directors

Monday, October 1, 2012



- 8:45 Call to Order
- 8:50 Approval of Minutes of Meeting April 9, 2012*
- 8:55 CEO's Report – Dr. Sylisa Lambert-Woodard
- 9:00 Treasurer's Report - Brenda Brennan
- 9:05 Chairperson's Report and Comments
- 9:10 Committee Reports
- 9:15 Old Business
- 9:20 New Business
 - 1. Ron Wilensky Resignation
 - 2. Slate of Officers
- 9:25 Announcements
- 9:30 Adjournment

* Materials Enclosed in Packet

PATHWAYS LIVING, INC.
(Mary Baldwin Drive & Huntington Avenue)
Four three-bedroom homes for six men and six women

Minutes of the Meeting of the
Board of Directors
April 9, 2012

The annual meeting of the Board of Directors was held on April 9, 2012. The meeting was called to order by the Vice-Chair, Ron Wilensky at 8:55 p.m. The following individuals were present and participated throughout the meeting:

MEMBERS

Ron Wilensky, Vice-Chair
Tom Rowe, Secretary/Treasurer
Dara Aldridge
Maiko Ashby
Wayne Gardella
Dan Gray
James Ross
Sue Zywokarte

STAFF

Sylisa Lambert-Woodard, President/CEO
Brenda Brennan, V.P. Finance
Sherry Meyers, V.P. for Clinical Services
Anita Robinson, V.P. for Clinical Services
Eleanor Vincent, V.P. Operations
Lauren Pollet, Technology and QA Manager

The following individuals notified the office or other Board Members that they would not be present for this meeting: Emil Franks, Jennifer Judelsohn, Jennifer McKenzie.

Patrick Chaing was present as a prospective board member.

MINUTES

After review by the Directors, Jim Ross made a motion to approve the minutes of the October 3, 2011 meeting. This was seconded by Tom Rowe and approved unanimously.

CEO REPORT – Sylisa Lambert-Woodard

Sylisa had previously distributed to the Board the Addendum to Board Agenda.

TREASURER'S REPORT - Brenda Brennan

Nothing new

COMMITTEE REPORTS

A. **BOARD DEVELOPMENT** – Dan Gray

Dan announced the officer slate as proposed by the Nominating Committee for the April 2012 – 2013 term:

Jennifer McKenzie – Chairperson
Ron Wilensky – Vice-Chair
Tom Rowe – Secretary/Treasurer

Dan announced that the Nominating Committee recommends the following Board Members be re-elected for the three-year term of April 2012 - 2015:

Wayne Gardella
James Ross
Sue Zywokarte

Dan also announced that the Nominating Committee recommends electing Patrick Chaing to the Board of Directors with a three-year term of April 2012 - 2015.

Dan moved that the officer slate be accepted as presented in addition to the individuals recommended for three-year terms. This was seconded by Jim Ross and approved unanimously.

OLD BUSINESS

There was no old business.

NEW BUSINESS

An Amendment to the By-Laws was previously distributed for the Board's review.

Dan Gray made a motion to pass the Amendment to the By-Laws to change the next Annual meeting of Pathway Living, Inc. to October 1, 2012, and to change the Annual meeting to the first Monday in October for each year afterward. Jim Ross seconded this motion, and it was approved unanimously by the Board.

There being no further business Jim Ross made a motion to adjourn the meeting. This was seconded by Tom Rowe.

The meeting was adjourned at 8:57 p.m.

Respectfully submitted,

**PATHWAY LIVING, INC.
BOARD OF DIRECTORS**

REPORT OF THE NOMINATING COMMITTEE

The Nominating Committee of the Board of Directors of Pathway Living is pleased to recommend the nomination of the following slate of officers for the October 2012 – October 2013 Year:

Chairperson – Dan Gray

Vice-Chairperson – Jennifer McKenzie

Treasurer – Tom Rowe

Submitted By:

Secretary/Treasurer

President & CEO

In addition, the committee recommends the re-election of the following Board members for a three-year term, which will expire in October 2015:

Wayne Gardella

James Ross

Sue Zywokarte

Patrick Chaing

Submitted By:

Secretary/Treasurer

President & CEO

For the sake of what?

Does this move us in the direction of our mission?

Is this the best use of resources?

Is this the direction we said we want to go?

Our Mission:

Pathway Homes embodies the spirit of recovery: embracing an attitude of hope, self-determination and partnering with each individual on their personal journey toward achieving self-fulfillment and realizing their dreams.

We fulfill our mission by making available to individuals with mental illness and co-occurring disabilities a variety of non-time-limited housing and services to enable them to realize their individual potential.

PATHWAY OPTIONS, INC.

Blake Lane

One three-bedroom townhouse for three men

Board of Directors

Monday, October 1, 2012



- 9:30 Call to Order
- 9:35 Approval of Minutes of Meeting April 9, 2012*
- 9:40 CEO's Report – Dr. Sylisa Lambert-Woodard
- 9:45 Treasurer's Report - Brenda Brennan
- 9:50 Chairperson's Report and Comments
- 9:55 Committee Reports
- 10:00 Old Business
- 10:05 New Business
 - 1. Ron Wilensky Resignation
 - 2. Slate of Officers
- 10:10 Announcements
- 10:15 Adjournment

* Materials Enclosed in Packet

PATHWAYS OPTIONS, INC.

(Blake Lane)

One three-bedroom townhouse for three men

Minutes of the Meeting of the Board of Directors April 9, 2012

The annual meeting of the Board of Directors was held on April 9, 2012. The meeting was called to order by the Vice-Chair, Ron Wilensky at 8:58 p.m. The following individuals were present and participated throughout the meeting:

MEMBERS

Ron Wilensky, Vice-Chair
Tom Rowe, Secretary/Treasurer
Dara Aldridge
Maiko Ashby
Wayne Gardella
Dan Gray
James Ross
Sue Zywokarte

STAFF

Sylisa Lambert-Woodard, President/CEO
Brenda Brennan, V.P. Finance
Sherry Meyers, V.P. for Clinical Services
Anita Robinson, V.P. for Clinical Services
Eleanor Vincent, V.P. Operations
Lauren Pollet, Technology and QA Manager

The following individuals notified the office or other Board Members that they would not be present for this meeting: Emil Franks, Jennifer Judelsohn, Jennifer McKenzie.

Patrick Chaing was present as a prospective board member.

MINUTES

After review by the Directors, Ron Wilensky made a motion to approve the minutes of the October 3, 2011 meeting. This was seconded by Maiko Ashby and approved unanimously.

CEO REPORT – Sylisa Lambert-Woodard

Sylisa had previously distributed to the Board the Addendum to Board Agenda.

TREASURER'S REPORT - Brenda Brennan

Nothing new

COMMITTEE REPORTS

A. **BOARD DEVELOPMENT** – Dan Gray

Dan announced the officer slate as proposed by the Nominating Committee for the April 2012 – 2013 term:

Jennifer McKenzie – Chairperson
Ron Wilensky – Vice-Chair
Tom Rowe – Secretary/Treasurer

Dan announced that the Nominating Committee recommends the following Board Members be re-elected for the three-year term of April 2012 - 2015:

Wayne Gardella
James Ross
Sue Zywokarte

Dan also announced that the Nominating Committee recommends electing Patrick Chaing to the Board of Directors with a three-year term of April 2012 - 2015.

Dan moved that the officer slate be accepted as presented in addition to the individuals recommended for three-year terms. This was seconded by Maiko Ashby and approved unanimously.

OLD BUSINESS

There was no old business.

NEW BUSINESS

An Amendment to the By-Laws was previously distributed for the Board's review.

Dan Gray made a motion to pass the Amendment to the By-Laws to change the next Annual meeting of Pathways Options, Inc. to October 1, 2012, and to change the Annual meeting to the first Monday in October for each year afterward. Tom Rowe seconded this motion, and it was approved unanimously by the Board.

There being no further business Ron Wilensky made a motion to adjourn the meeting. This was seconded by Jim Ross.

The meeting was adjourned at 8:59 p.m.

Respectfully submitted,

**PATHWAY OPTIONS, INC.
BOARD OF DIRECTORS**

REPORT OF THE NOMINATING COMMITTEE

The Nominating Committee of the Board of Directors of Pathway Options is pleased to recommend the nomination of the following slate of officers for the October 2012 – October 2013 Year:

Chairperson – Dan Gray

Vice-Chairperson – Jennifer McKenzie

Treasurer – Tom Rowe

Submitted By:

Secretary/Treasurer

President & CEO

In addition, the committee recommends the re-election of the following Board members for a three-year term, which will expire in October 2015:

Wayne Gardella

James Ross

Sue Zywokarte

Patrick Chaing

Submitted By:

Secretary/Treasurer

President & CEO

For the sake of what?

Does this move us in the direction of our mission?

Is this the best use of resources?

Is this the direction we said we want to go?

Our Mission:

Pathway Homes embodies the spirit of recovery: embracing an attitude of hope, self-determination and partnering with each individual on their personal journey toward achieving self-fulfillment and realizing their dreams.

We fulfill our mission by making available to individuals with mental illness and co-occurring disabilities a variety of non-time-limited housing and services to enable them to realize their individual potential.

PATHWAY VISIONS, INC.

**Arlington Blvd, Colts Neck,
Locust and Mosby Woods**

Four two-bedroom condominiums
for four men and four women



Board of Directors

Monday, October 1, 2012

- 10:15 Call to Order
- 10:20 Approval of Minutes of Meeting April 9, 2012*
- 10:25 CEO's Report – Dr. Sylisa Lambert-Woodard
- 10:30 Treasurer's Report - Brenda Brennan
- 10:35 Chairperson's Report and Comments
- 10:40 Committee Reports
- 10:45 Old Business
- 10:50 New Business
 - 1. Ron Wilensky Resignation
 - 2. Slate of Officers
- 10:55 Announcements
- 11:00 Adjournment

* Materials Enclosed in Packet

PATHWAYS VISIONS, INC.
(Arlington Blvd., Colts Neck, Locust & Mosby Woods)
Four two-bedroom condominiums for four men and four women

Minutes of the Meeting of the
Board of Directors
April 9, 2012

The annual meeting of the Board of Directors was held on April 9, 2012. The meeting was called to order by the Vice-Chair, Ron Wilensky at 9:00 p.m. The following individuals were present and participated throughout the meeting:

MEMBERS

Ron Wilensky, Vice-Chair
Tom Rowe, Secretary/Treasurer
Dara Aldridge
Maiko Ashby
Wayne Gardella
Dan Gray
James Ross
Sue Zywokarte

STAFF

Sylisa Lambert-Woodard, President/CEO
Brenda Brennan, V.P. Finance
Sherry Meyers, V.P. for Clinical Services
Anita Robinson, V.P. for Clinical Services
Eleanor Vincent, V.P. Operations
Lauren Pollet, Technology and QA Manager

The following individuals notified the office or other Board Members that they would not be present for this meeting: Emil Franks, Jennifer Judelsohn, Jennifer McKenzie.

Patrick Chaing was present as a prospective board member.

MINUTES

After review by the Directors, Ron Wilensky made a motion to approve the minutes of the October 3, 2011 meeting. This was seconded by Tom Rowe and approved unanimously.

CEO REPORT – Sylisa Lambert-Woodard

Sylisa had previously distributed to the Board the Addendum to Board Agenda.

TREASURER'S REPORT - Brenda Brennan

Nothing new

COMMITTEE REPORTS

A. BOARD DEVELOPMENT – Dan Gray

Dan announced the officer slate as proposed by the Nominating Committee for the April 2012 – 2013 term:

Jennifer McKenzie – Chairperson
Ron Wilensky – Vice-Chair
Tom Rowe – Secretary/Treasurer

Dan announced that the Nominating Committee recommends the following Board Members be re-elected for the three-year term of April 2012 - 2015:

Wayne Gardella
James Ross
Sue Zywokarte

Dan also announced that the Nominating Committee recommends electing Patrick Chaing to the Board of Directors with a three-year term of April 2012 - 2015.

Dan moved that the officer slate be accepted as presented in addition to the individuals recommended for three-year terms. This was seconded by Jim Ross and approved unanimously.

OLD BUSINESS

There was no old business.

NEW BUSINESS

An Amendment to the By-Laws was previously distributed for the Board's review.

Dan Gray made a motion to pass the Amendment to the By-Laws to change the next Annual meeting of Pathways Visions, Inc. to October 1, 2012, and to change the Annual meeting to the first Monday in October for each year afterward. Jim Ross seconded this motion, and it was approved unanimously by the Board.

There being no further business Ron Wilensky made a motion to adjourn the meeting. This was seconded by Wayne Gardella.

The meeting was adjourned at 9:01 p.m.

Respectfully submitted,

**PATHWAY VISIONS, INC.
BOARD OF DIRECTORS**

REPORT OF THE NOMINATING COMMITTEE

The Nominating Committee of the Board of Directors of Pathway Visions is pleased to recommend the nomination of the following slate of officers for the October 2012 – October 2013 Year:

Chairperson – Dan Gray

Vice-Chairperson – Jennifer McKenzie

Treasurer – Tom Rowe

Submitted By:

Secretary/Treasurer

President & CEO

In addition, the committee recommends the re-election of the following Board members for a three-year term, which will expire in October 2015:

Wayne Gardella

James Ross

Sue Zywokarte

Patrick Chaing

Submitted By:

Secretary/Treasurer

President & CEO

For the sake of what?

Does this move us in the direction of our mission?

Is this the best use of resources?

Is this the direction we said we want to go?

Our Mission:

Pathway Homes embodies the spirit of recovery: embracing an attitude of hope, self-determination and partnering with each individual on their personal journey toward achieving self-fulfillment and realizing their dreams.

We fulfill our mission by making available to individuals with mental illness and co-occurring disabilities a variety of non-time-limited housing and services to enable them to realize their individual potential.

PATHWAY RECOVERY, INC.

Community Housing and Development Organization
(CHDO)

Board of Directors

Monday, October 1, 2012



- 11:00 Call to Order
 - 11:05 Approval of Minutes of Meeting April 9, 2012*
 - 11:10 CEO's Report – Dr. Sylisa Lambert-Woodard
 - 11:15 Treasurer's Report - Brenda Brennan
 - 11:20 Chairperson's Report and Comments
 - 11:25 Committee Reports
 - 11:30 Old Business
 - 11:35 New Business
 - 1. Ron Wilensky Resignation
 - 2. Slate of Officers
 - 11:40 Announcements
 - 11:45 Adjournment
- * Materials Enclosed in Packet

PATHWAY RECOVERY, INC.

Minutes of the Meeting of the Board of Directors April 9, 2012

The Annual meeting of the Board of Directors was held on April 9, 2012. The Vice-Chair/Secretary & Treasurer, Ron Wilensky, called the meeting to order at 9:01 p.m. The following individuals were present and participated throughout the meeting:

MEMBERS

Ron Wilensky, Vice-Chair/Secretary & Treasurer
Sue Zywokarte

STAFF

Sylisa Lambert-Woodard, President/CEO
Lauren Pollet, Technology and QA Manager

The following individual notified the office or other Board Members that he would not be present for this meeting: Jennifer McKenzie.

MINUTES

Ron moves to approve the minutes of the January 9, 2012 meeting. This was seconded by Sue and unanimously approved.

CEO Report – Sylisa Lambert-Woodard

Sylisa has nothing to add in addition to the previously-distributed Addendum to the Board Agenda.

TREASURER'S REPORT – Sylisa Lambert-Woodard

On behalf of Brenda Brennan, Sylisa reported that there was nothing to add in addition to the previously-distributed Treasurer's Report.

CHAIRPERSON'S REPORT – Ron Wilensky

No report.

BOARD DEVELOPMENT

Ron announced the proposed officer slate for the April 2012 – 2013 term:

Jennifer McKenzie – Chairperson
Ron Wilensky – Vice-Chair/Secretary & Treasurer

Ron announced that the following Board Member be re-elected for the three-year term of April 2012 - 2015:

Sue Zywokarte

Ron made a motion to approve the officer slate and board member as proposed. This was seconded by Sue and approved unanimously.

OLD BUSINESS – none

NEW BUSINESS –

An Amendment to the By-Laws was previously distributed for the Board's review.

Ron made a motion to pass the Amendment to the By-Laws to change the next Annual meeting of Pathway Recovery, Inc. to October 1, 2012, and to change the Annual meeting to the first Monday in October for each year afterward. Sue Zywokarte seconded this motion, and it was approved unanimously by the Board.

ADJOURNMENT

There being no further business, Ron made a motion to adjourn the meeting. This was seconded by Sue and unanimously approved by the Board.

The meeting was adjourned at 9:02 p.m.

Respectfully submitted,

**PATHWAY RECOVERY, INC.
BOARD OF DIRECTORS**

REPORT OF THE NOMINATING COMMITTEE

The Nominating Committee of the Board of Directors of Pathway Recovery is pleased to recommend the nomination of the following slate of officers for the October 2012 – October 2013 Year:

Chairperson – Dan Gray

Vice-Chairperson & Secretary/Treasurer – Jennifer McKenzie

Submitted By:

Secretary/Treasurer

President & CEO

In addition, the committee recommends the re-election of the following Board member for a three-year term, which will expire in October 2015:

Sue Zywokarte

Submitted By:

Secretary/Treasurer

President & CEO