

**PCN Admin Team
Meeting Minutes
August 17, 2006**

- I. **Attendees and Introductions:** Bud Bautista; Veronica Blake; Dr. Richard Burton; Seana Doherty; Don Ferretti; David Gray; Barbara Guenther; Holly Harper; Lauren O'Brien; Mickey Richie; Cindy Spears; Keri Thomas; DeAnne Thornton; Sally White; Leah Glass-Meeting Minutes

- II. **Strategic update:** Seana welcomed everyone/Agenda Review/Purpose of the meeting
 - a. **Purpose of Meeting:** To discuss fiscal sponsorship opportunities, success criteria and lessons learned from other fiscal sponsorship situations.

- III. **Update on PCN:** Veronica Blake opened with her experience of being a start-up entity and a fiscal sponsor for PCN. She mentioned the challenges of being the point person for the Executive Director as well as the fiscal sponsor. She suggested that an alternative arrangement be considered. Lauren O'Brien gave an overview of the PCN Organizational Structure and provided handouts for all attendees. The group then discussed the organizational structure of PCN, the lessons learned from this fiscal sponsorship arrangement and opportunities for the future. Fiscal sponsors shared their thoughts as well as the PCN Administrative team and general team members. Additionally, the group briefly discussed roles and responsibilities of the Admin Team. A key requirement of success is a strong Administrative Team that will oversee the Executive Director for day-to-day decisions and that will recognize when decisions need to go to the Strategy Team.

- IV. **Fiscal Sponsor Learning Conversation:**
 - a. Status: Exploring opportunities for Fiscal Sponsorship
 - b. Success criteria:
 - i. Lauren OBrien distributed a list of success criteria for fiscal sponsorships (based on conversations and experience):
 1. Strong Management Team – with a point person or co-chairs
 2. Ability of fiscal sponsor to let management team oversee the sponsors "employee"
 3. HR policies are followed according to fiscal sponsor
 4. Ability of fiscal sponsor to take on the "accounting and fiscal" responsibilities of managing the Collaborative
 5. The fiscal sponsor has a solid interest in the "stability" of the organization (not necessarily the strategic direction)
 6. There is a level of trust between the fiscal sponsor and management team
 7. The missions of the organizations are aligned

V. Other Success Criteria Points:

- a. Don't co-house ED with fiscal sponsor
- b. Strategy Team elects Admin Team
 - i. Requirements are more detailed
- c. Need to overcome HR & fiscal liability Issues
 - i. Fiscal sponsor gets insurance (PCN could reimburse)
 - ii. Consider other options such as 501(c) 3
 - iii. Detail the expectations of each entity: E.D, Admin. Team, Strategy Team, fiscal sponsor (where is the line drawn?)

VI. Conclusion

At the conclusion of the learning conversation, it was determined that the 2 fiscal sponsors who were at the table (Placer Institute and CAPC) remained interested in fiscal sponsorship of PCN. Both wanted to see and perhaps assist PCN continue its mission of collaboration. It was suggested that PCF might also still be interested if certain changes/alterations were made. Below is a summary of the possibilities:

- Co-Sponsor Opportunity with PCF and Placer Institute
 - PCF : Fiscal sponsor for fiduciary piece only –
 - Placer Institute - HR piece (ED is employee of this organization)
- CAPC Opportunity (fiscal sponsorship of employee and financing)
 - Current condition is that CAPC board oversee the strategic direction of PCN – could propose an alternative
- Placer Institute – (fiscal sponsorship of employee and financing)
 - Mission of serving orphan Africans is not directly correlated to that of PCN. Although it is aligned.

VII. Next Steps:

- a. 3 potential fiscal sponsors to meet and discuss options above and get back to Streamline (meeting to be held 8.28)
- b. Streamline to check in with potential sponsors (after 8.28) and work with Admin. team to suggest recommendations to ST team in September.
- c. Streamline to Check in with group looking at 501 (c) 3 model again. Agenda item...next Strategy Team meeting:
 - i. 509 (a) 1
 - ii. 501 (c) 4
 - iii. Broker
- d. Streamline to begin outlining Administrative Team guidelines and process for strengthening (terms, expectations, appointment vs. voting, etc.)
 - i. Look at S.M.A.R.T. Team model for Admin Team Structure
 - ii. Put on Sept. ST agenda if possible