



Committee/Task Force Report to the Board Form

Committee/Task Force: Internal Affairs Committee
 Submission Date: November 17, 2017

Members: **Monthly Meeting Schedule**
4th Fridays at 12:00pm – 1:30pm
United Way

Todd Battiste, Chair		11/02/17	6/22/18
Angela Wiggins Harris		1/26/18	7/27/18
Monique Robinson		2/23/18	8/24/18
Karen Evans, Staff		3/23/18	9/28/18
		4/27/18	10/26/18
		5/25/18	11/23/18 – May shift, pending holiday

Narrative: Summary Description of Purpose

The Internal Affairs Committee (EAC) will focus on:

- Finances – monitoring and reporting
- CYPB Equipment purchases, inventory control
- Human Resource Issues
- Office + Meeting Space needs/arrangements
- CYPB Special Meetings – alignment with plans and purpose + cost containment to budget
- Task Forces: Monitor processes/deliverables per plan, impact and budget
- Sustainability: Content and Funding

Issues: Bulleted items focused on during meetings, accomplishments, and what wasn't accomplished.

Agenda/Meeting Focus:

- Financial reporting and issues surrounding it
- Task Force reporting/accountability to deliverables/work plans
- HR issue per contractor(s)

Accomplishments:

- Established an inventory log and tagging system for all CYPB equipment
- Launched the Committee/Task Force Common Report Form
- Secured space for Annual Meeting + Awards, Gifts
- Moved ED Health Insurance benefit to the Fiscal Agent, as part of FFL group care costs
- Redefined Fiscal Agent relationship and improved the deliverables

Unaccomplished:

N/A

Near-Term Plans: Bulleted list of near-term actions and plans, as well as what will count as success.

- In process of establishing policy for reimbursing phone allowance
- Sustainability: Youth Mapping via Summer Youth Fellows Program – will develop concept paper to pitch to potential funders as committee seeks to sustain established work and future movements toward greater youth engagement.
- Launch quarterly reporting from Task Forces using common form
- Finalize contested payment for project consultant; contract terminated 11/30/17

Formal Motions to the Board:

N/A

Informal Recommendations:

- The Internal Affairs Committee seeks to protect the resources of CYPB and supports the Executive Director in contesting payment for project consultant. Karen will provide you with an informational overview of the issue and the next steps, per your agreement.

Respectfully Submitted,
Todd Battiste, Chair