



**Board Meeting
January 20, 2022
6:30 PM**

MINUTES

1. **CALL TO ORDER AND ROLL CALL – Chair Taverner** called the meeting to order at **6:32PM**.
 - **Present:** Chair Nigel Taverner, Vice Chair Helen Galligan, Secretary Clyde Hinshelwood, CFO Cheryl Fama, Board Members: Larry Cappel, Larissa Cutler, Steve Stielstra, Sheryl Young.
 - **Also Present:** CEO Tracey Fecher, Director of Community Engagement Bonnie Jue, DDS, Director of Development Maura LeBaron-Hsieh, Executive Assistant Elijah Barnard, San Bruno Community Foundation representative Stephanie Ruckers.
 - **Absent:** Rick Navarro.

[Director Young motioned to change the order of the meeting to review new business after the approval of board minutes. The motioned was seconded by Director Hinshelwood and unanimously approved.]

2. **MISSION MOMENT – Maura LeBaron-Hsieh** welcomed **Stephanie Ruckers** from San Bruno Community Foundation (SBCF), who granted Sonrisas a second year of funding to help provide services to children living in San Bruno. Funding from SBCF will provide screenings for 60 children who attend school in San Bruno Park School District in 2022, as well as providing a dental home for nine children who reside in San Bruno. **Ms. Ruckers** presented Sonrisas Dental Health with a check for \$10,000 to increase access to dental care for low-income and marginalized children in the San Bruno Park School District. **Ms. Ruckers** expressed gratitude to Sonrisas' board and staff for their continued efforts.
3. **PUBLIC COMMENTS—No Public in Attendance.**
4. **APPROVAL OF NOVEMBER BOARD MINUTES**
 - **Director Cappel** motioned to approve the minutes for the board meeting on November 18, 2021. The motion was seconded by **Director Young** and approved by roll call. Ayes: **Helen Galligan, Clyde Hinshelwood, Larry Cappel, Larissa Cutler, Cheryl Fama, Sheryl Young, Steve Stielstra.** Abstained: **Nigel Taverner, Clyde Hinshelwood.**
5. **NEW BUSINESS**
 - **Annual Meeting**
 - **Chair Taverner** motioned that the slate of board members, whose 3-year terms have ended, be reappointed as board members. This motion was seconded by Vice Chair Galligan and was unanimously approved by roll call. Ayes: **Nigel Taverner, Helen Galligan, Clyde Hinshelwood, Larry Cappel, Larissa Cutler, Cheryl Fama, Clyde Hinshelwood, Steve Stielstra, Sheryl Young.**
 - **Director Young** asked the board to discuss the term of board officers, which is not defined in Sonrisas' bylaws: currently Sonrisas board members do not have term



limits. Board members supported a 2-year appointment of officers.

- **CEO Fecher** will present this change to the bylaws for board approval at the February regular board meeting.
- **Director Young** presented the following officer slate for board approval: Chair—Nigel Taverner, Vice Chair—Helen Galligan and Secretary—Clyde Hinshelwood. *She motioned for the approval of this slate. The motion was seconded by CFO Fama and unanimously approved by roll call. Ayes: Nigel Taverner, Helen Galligan, Clyde Hinshelwood, Larry Cappel, Larissa Cutler, Cheryl Fama, Clyde Hinshelwood, Steve Stielstra, Sheryl Young.*
- Conflict Of Interest Forms – As a best practice, moving forward, the Sonrisas board will be asked to confirm their Conflict of Interest status in January each year.
 - **Mx. Barnard** will send the forms to board members to be completed and signed electronically.
- **2022 Fundraising Plan Overview** – Sonrisas is on track to meet the FY22 fundraising goal of \$150K in donations. Director of Development, Maura LeBaron-Hsieh, predicts that Sonrisas will reach its grant goal by end of April or early May.
 - The Development Team is working on refining its individual giving program so that the program reliably increases year over year. Sonrisas’ work until now has involved standardized communications through emails and printed content. The Development Team segmented communications for the annual end of the year appeal, which had strong results.
 - Ms. LeBaron-Hsieh is working with a major donor consultant to train the team in major donor identification, cultivation, and stewardship. The role of board members to support this growth is in relationship building and connecting with individuals that have alignment with Sonrisas’ mission. A few small events will be hosted in February 2022 to show off Half Moon Bay’s refreshed center. Beginning in mid-April, the development team will launch its end of fiscal year appeal, which will include Coastside Gives and other campaign communications. **CFO Fama** recommended reaching out to candidates for the U.S. congressional district 14 representative seat.
 - In the world of grants, funders are beginning to leverage their dollars to prompt large-scale changes in the non-profit sector. Grant applications increasingly require that organizations share client/patient, staff, leadership, and board demographic information. In addition, grant applications request information on patient involvement in organizational decisions and are valuing that the organization demonstrates a deep understanding of the lived experiences of patients, especially those that have been systemically marginalized. Sonrisas’ board and leadership team demographics do not reflect Sonrisas’ patient demographics. Based on these findings, Ms. LeBaron Hsieh recommended that Sonrisas create a Patient or Community Advisory Board and that within the next two years, the organization ramps up its DEI work. **Director Stielstra** suggested a plan (with regular checkpoints) to deliver such a Board. **CFO Fama** recommended inviting community members to Sonrisas’ clinics to see the work firsthand. **Director Young** recommended that Sonrisas connect with groups that help to promote BIPOC in leadership as the board prospects for new board members. **Director Cappel** recommended working on becoming more adept at gathering



patient data. **Director Hinshelwood** suggested sampling could be a short-term solution to get a better idea of Sonrisas' patient demographics, subject to bandwidth. Board members voiced their support to cultivate diversity, equity, and inclusion across the organization. **CEO Fecher** commented that her highest priority is that any actions to move forward would be authentic to the organization, rather than a check mark.

- **Sequoia Healthcare District Update** – Sequoia Healthcare District (SHD) currently covers 80% of the uncompensated care costs of all Sonrisas' patient payer types in their district, up to \$240K per year. They have a priority to increase the amount of dental care in SHD and is to commission a study to understand the need for dental access among their residents. If the case for increased access to dental care can be made through this study, SHD would issue an RFP to find a dental organization to run a new clinic: they could have the option of turning one of their buildings into a dental clinic.
- **Board Resolution to Continue Virtual Meetings ACTION Requested**
 - **Chair Taverner** moved to continue board meetings virtually considering the current climate around Covid safety. The motion was seconded by **Secretary Hinshelwood** and unanimously approved by roll call. Ayes: **Nigel Taverner, Helen Galligan, Clyde Hinshelwood, Larry Cappel, Larissa Cutler, Cheryl Fama, Clyde Hinshelwood, Steve Stielstra, Sheryl Young.**
- **Strategic Plan Update** – **Chair Taverner** presented the 12-month process to build Sonrisas' strategic plan, as outlined in the PowerPoint attached to these minutes (slide 15-16).

6. OLD BUSINESS

- **HMB Renovations Update** – **CEO Fecher** shared a video of the recent refresh of the Half Moon Bay center. Two new dental chairs donated by Gurnick Academy replaced chairs in Room 2 and 3, which were donated 20 years ago. Bathroom and flooring have been updated. In the coming weeks, a mural painted by Susan and Mark Verlander will be installed on one of the hallway walls in addition to large posters for past Paella events. The board thanked the Sonrisas team, specifically Justine Howard, Pat Kinniburgh, and Tracey Fecher for leading this project so well.

FQHC Contract Update – Sonrisas has cleared 270 patients (providing 1200 patient visits in the last 12 months) from the SMMC waitlist, which currently numbers 1400.

7. REPORTS

- **CEO Report** – **CEO Fecher** commented that the Omicron Covid variant is affecting workflow and staff morale. At one time, six staff were out due to Covid exposure or the length of time it took to get PCR test results.
- **CFO Report** – No questions or comments.
- **Fundraising Report** – No questions or comments.
- **Outreach Report** – **Director of Community Engagement Dr Bonnie Jue** will lead several school screenings scheduled in the Sequoia Healthcare District. She is also finding that several kids have not seen a dentist for two years (if at all).
- **Board Nomination Committee** – No questions or comments.
- **Unaudited Financials** – No questions or comments.



8. SUGGESTED AGENDA ITEMS FOR NEXT MEETING – Chair Taverner

- Continued Virtual Meetings Vote
- Update on the Strategic Plan
- DEI Assessment Report
- **Director Young** asked CEO Fecher to prepare an update on the morale of staff and the strategies that she is implementing for retention
- Vote to Change Board Bylaws Regarding a 2-Year Appointment of Board Officers.

9. ADJOURN – Meeting was adjourned at **8:17pm**.

Written by
Elijah Barnard

Approved by


Nigel Taverner, Board Chair