

Project Plan: Apr – Jun 2021 (1 of 1)				April				May				June			
Area	Task	Remarks	Status	1	8	15	22	29	5	12	19	26	5	12	19
BoD	Progress update					X					X				X
Governance	Revise By-Laws	Draft						X							
	By-Laws Changed	BoD sign-off									X				
Managing Dir	Onboarding plan	Finalized			X										
	Selection finalized	L'ship team			X										
	Onboarding begins	@ BoD mtg					X								
	Onboard activities							X	X	X	X				
	Transition plan								X						
	Transition begins	@ BoD mtg										X			
	Transition ends	@ BoD mtg													X
Contracts	Managing Dir	Negotiations			X										
	Managing Dir	Execute			X										
Comms	What 2 Expect Next							X				X			

- **Search Committee Update:**

- This team is different from the Succession planning team co-led by Sarah B. and Mariah. The Search Committee Team includes: Co-leads: Amy G and Sarah B. and Members: Angie G, Angela Lee, Brian Riggs. Great mix of members to represent different sizes of organizations and various interest groups. Applications are due January 29th. We currently have 3 applicants. First week of February we will do the screening. February 8th will begin phone conversations. February 22nd will begin interviews with the goal to have recommendation to the board by March Board Meeting. There are another 6 who are expressing interest in applying. We are trying to keep this word of mouth within CAC2 networks in addition to some more recent social media posts. Two emails have gone out to the CAC2 Membership with the most recent one going out on January 12th. We decided not to open it up to more generic job boards like Indeed, with hopes to find interest within the community and the networks of the community. Tom offered help if we decide to widen the search. These two teams are running in parallel which will remain in place until we have a candidate in place.

- **FAQs:**

- We want everyone to be on the same page with communication on the process and the role we are hiring. Job description does not include that the position is remote, which could be helpful to add to FAQs. (There are no plans to add this to the job description.) They will need to be able to take trips throughout the year for CAC2 business.
- Full Time vs Part Time: We want to get the right person for the role. As of the Board meeting, we are thinking this is a contracted role with the intent to hire. The position will require 25-35 hours per week. We are trying to catch the optimal candidate pool, and it is helpful for everyone to understand this approach. Sometimes people can get the work done at different speeds, which helps account for the range of hours.
- Question around independent contract vs hired and the legal implications. May need to look at employment contracts without benefits. If we end up going with this position as an independent contractor, we need to make sure it is for 18 months or less. Amy G. sent Steve an assessment to determine whether it qualifies legally. One of the ways it is taught in business school is that an independent contractor can be permanent or temporary, but it has to do with what volition the person has on when to work. We are not at legal jeopardy at this point based on Texas; however, we will need to consider Pennsylvania laws. Also, we will need to consider taxes and the implications of withholding and incorporation based on the new hire's location.
- The goal is not to replace Vickie's role but to find an administrator to help take CAC2 to the next level of success.

ACTION: All with Linked In accounts to share the LinkedIn posting of the Managing Director role.

<https://www.linkedin.com/company/15906052/>

ACTION: Direct future questions to Mariah, rather than Sarah Bartosz.

ACTION: All read through the FAQs and provide input to Amy W. by email.

ACTION: Steve will contact Laura Solomon to advise on the independent contract vs hired employee.

Succession Planning (For Decision)

Steve

- **Target Salary Range and Budget:**

- o We are not to communicate the range with anyone. Decision for the board is which range we want to align on, based on Scenario A,B,C. Comparable nonprofit salary benchmarks were considered, but they were not childhood cancer specific. These benchmarks include different job posting sites. as well as research around Top Administrator vs. Deputy Administrator.
- o The takeaway from the different scenarios is that when looking at these figures with other factors that are financially constant, you need to consider your comfort level in paying the upper bound of the middle range, knowing that we would be okay but would fall below our artificial constraint of \$100K in the bank. We would need to raise more money for operating expenses than we do now, whether that's from membership or grants and donations. Many unknowns in how this will play out based on experience of the candidate.
- o Where does the board feel we need to land in order to be good agents? The lower range may limit the candidates which we may decide is okay for the first year out of the gate. Benefits are not considered in those numbers. Do we need to increase our range based on these benchmarks? Discussion on consideration for increase in compensation based on the increase in funding they raise, but this is not acceptable in the nonprofit world. We could, however, consider other bonus qualifiers. Need to add in some type of review or evaluation for the managing director position. Recommendation to consider scenario A or B to help us stabilize financially. Support for Scenario B, because the thought is that Scenario A is too low. Important not to define this as a full-time or part-time position at this time..
- o This should all be treated as confidential.

Budget Forecast: 3 Scenarios

FY8 → FY9 → FY10

Scenario	Description	Details
A	Lower Range for Managing Director	<ul style="list-style-type: none"> Donations / Grants: Annual Dues: Expenses – Wages: See previous slide Expenses – Development: Expenses – Professional Fees: Expenses – Admin, Collab Projects, Mkt: Expenses – Contracted comp for Managing Director: See table below
B	Medium Range for Managing Director	Expenses – Contracted comp for Managing Director: See table below
C	Higher Range for Managing Director	Expenses – Contracted comp for Managing Director: See table below

\$45k → \$57k → \$70k
\$80k → \$75k → \$70k
\$10k → \$11k → \$12k
\$30k → \$28k → \$25k
\$71k → \$76k → \$81k

	Lo Bound	Midpoint	Hi Bound
Scenario A Lower Range	\$50	\$62	\$75
Scenario B Middle Range	\$60	\$72	\$85
Scenario C Higher Range	\$76	\$90	\$104

NB: The **cash balance constraint** for all scenarios is **\$100k**; this is the amount of positive net income the Board of Directors would expect in the accounts at the end of each Fiscal Year.

Budget Forecast: Synopsis

	Scenario A			Scenario B			Scenario C		
	Lower Range for Managing Director			Middle Range for Managing Director			Higher Range for Managing Director		
	Low Bound for this Scenario			Low Bound for this Scenario			Low Bound for this Scenario		
	FY8	FY9	FY10	FY8	FY9	FY10	FY8	FY9	FY10
Other salaries and wages	\$ 65,460	\$ 77,600	\$ 67,512	\$ 72,960	\$ 87,680	\$ 77,894	\$ 78,320	\$ 103,760	\$ 99,120
Net income	\$ 48,900	\$ (59,800)	\$ (45,212)	\$ 41,340	\$ (69,880)	\$ (55,594)	\$ 35,980	\$ (85,960)	\$ (76,820)
BALANCE at END OF FISCAL YEAR	\$ 225,370	\$ 130,970	\$ 85,758	\$ 217,810	\$ 120,890	\$ 65,296	\$ 212,450	\$ 104,810	\$ 27,990
CONSTRAINT for CASH BALANCE	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Variance on the Constraint	\$ 125,370	\$ 30,970	\$ (14,242)	\$ 117,810	\$ 20,890	\$ (34,704)	\$ 112,450	\$ 4,810	\$ (72,010)
	Midpoint for this Scenario			Midpoint for this Scenario			Midpoint for this Scenario		
	FY8	FY9	FY10	FY8	FY9	FY10	FY8	FY9	FY10
Other salaries and wages	\$ 68,340	\$ 89,360	\$ 79,625	\$ 76,880	\$ 99,440	\$ 133,200	\$ 82,960	\$ 117,680	\$ 113,040
Net income	\$ 45,960	\$ (71,560)	\$ (57,325)	\$ 37,420	\$ (81,640)	\$ (110,900)	\$ 31,340	\$ (99,880)	\$ (90,740)
BALANCE at END OF FISCAL YEAR	\$ 222,430	\$ 119,210	\$ 61,885	\$ 213,890	\$ 109,130	\$ (1,770)	\$ 207,810	\$ 90,890	\$ 150
CONSTRAINT for CASH BALANCE	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Variance on the Constraint	\$ 122,430	\$ 19,210	\$ (38,115)	\$ 113,890	\$ 9,130	\$ (101,770)	\$ 107,810	\$ (9,110)	\$ (99,850)
	Upper Bound for this Scenario			Upper Bound for this Scenario			Upper Bound for this Scenario		
	FY8	FY9	FY10	FY8	FY9	FY10	FY8	FY9	FY10
Other salaries and wages	\$ 71,700	\$ 102,800	\$ 93,468	\$ 81,360	\$ 112,880	\$ 103,850	\$ 87,600	\$ 131,600	\$ 126,960
Net income	\$ 42,600	\$ (85,000)	\$ (71,168)	\$ 32,940	\$ (95,080)	\$ (81,550)	\$ 26,700	\$ (113,800)	\$ (104,660)
BALANCE at END OF FISCAL YEAR	\$ 219,070	\$ 105,770	\$ 34,602	\$ 209,410	\$ 95,690	\$ 14,140	\$ 203,170	\$ 76,970	\$ (27,690)
CONSTRAINT for CASH BALANCE	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Variance on the Constraint	\$ 119,070	\$ 5,770	\$ (65,398)	\$ 109,410	\$ (4,310)	\$ (85,860)	\$ 103,170	\$ (23,030)	\$ (127,690)



ACTION: Steve will add info to the budget to include annual numbers for figures.

Update on Website, Including plans for Member Portal (For Information)

Jeremy

- While there wasn't time to cover this during the meeting things are moving forward to release a member portal in the near future.

FY8 Board Retreat (For Information)

Vickie

- **Update:** Look for an email from Ginger for a survey on additional hours for the board meeting for the February meeting. Hopefully, we will have the website up and running at that time.

President's Report (For Information)

Vickie

- **ACCO Project:** Jenny has joined the management team with Steve and I. We are working on building out a set of information to improve Cancer Action Plans with the best model language possible through contacting people involved and who may not be involved with CAC2 or ACCO. Also, pulling together state level data for the training process.

Other Business (For Information)

Vickie

- Annual Summit: Ginger sent an email to interest groups for topics for the summit. Other details are touch and go at the moment. We will have to be patient about this.
- We have another FDA approved drug (ALCL) for our community. This is worth celebrating. It has had an amazing run through clinical trials.
- Thank you to the transition team and search committee!

Summary of Action Items:

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