



To: Valerie Nowak, LMHC, CEO  
From: Marta Hiczewski MS, Managing Partner  
Date: May 15, 2023  
Re: Status Report – April 2023

### **Period Accomplishments – April 2023**

- **Finance –**
  - Developed talking points for investment advisor meetings
  - Participated in investment meetings with CFGB and Evans
- **By Laws –** discussion with Val regarding board approval. Decision was made to discuss bylaws at the June Board Retreat.
- **Strategic Planning –** Confirm BOD Retreat agenda. First draft of Board Self-Assessment tool.
- **MH Programing/Infrastructure –**
  - MH Business Plan – targeting June 2023 for completion, discuss opportunities to pursue in plan and timing of plan to coincide with Harmonia’s Strategic Plan.
  - MH Monthly Review – School Programs Coordinator start - updates and share efforts, review upcoming grant, and state funding availability, make contact with Rayzor’s Dawg House re youth funding.
- **Marketing & Development –**
  - Bloomerang CMS – OnCore golf event attendees added to system
  - OnCore Golf fundraising event – Debrief event
  - Marketing & Development meetings – Evans Baseball sponsorship – tabling opportunity, Southtowns Student Stars, Hilbert College’s new football program – football schedule, access to team/students – connecting to recruitment effort, schedule meeting with Lou Billittier to identify prospective Hamburg contacts
  - Town update letter drafted and sent out
  - new Lake Shore School program flyer for School Walk
  - Reach out to media to cover school program
  - Social Media – support manager

- **Organization Infrastructure** –
  - Recruitment model – awaiting estimate to move website and prepare application
  - Priorities Meeting – identify monthly priorities
- **Senior Services** –
  - SS Business Plan – targeting August completion, SWOT completed
  - Wilson grant – funding adjustments

### Next Period Priorities – May 2023

- **Investments**
  - Participate in advisors meeting if scheduled
- **Finance** –
  - Prepare and participate in the May 19 Finance Committee meeting
  - Prepare and participate in the May 23 Q1 Budget review
- **Board Retreat** – Confirm Friday, 6/9 – 8am – 1pm @Fred Maxick downtown location, Self-Assessment distributed to BOD for input by 5/24, create report, refine agenda and caterer
- **MH Programing/Infrastructure** –
  - MH/Admin Organization Infrastructure – discuss growing needs of organization, consider reopening larger facility discussions
  - Recruitment – finalize approach to website Careers build-out
  - School program – School Program Coordinator hired, review grant opportunities – Mother Cabrini LOI prepared
  - Hamburg Sun – Megan School program interview
- **Marketing & Development** –
  - June Appeal – second appeal to be sent to previous 320+ donors in Bloomerang system – work to access CMS contacts
  - Website – Careers page to be updated – application – social media push to jobs postings.
  - OnCore Golf – “friends” follow-up
  - Sponsorship fulfillment – Southtown’s Student Scholar follow-up, Angola Sesquicentennial ad/table commitment – July 21 & 22
  - Amsdell Ice Cream – explore opportunity to support Harmonia

- **Organization Infrastructure –**
  - Monthly Priorities Meeting – identify key areas – considering approach to short-term and long-term projects as a means to weighing priorities
  - Recruitment – application development considers barriers to success and effective process.
  
- **Senior Services –**
  - Senior Services Business Plan meetings scheduled – target August 2023 completion
  - Wilson Grant – awarded with minimal changes required to meet budget, working with Jennifer to outline project and MH topic areas
  - Schedule prep meeting and dates for Health Foundation meeting
  
- **Strategic Plan –**
  - Q1 2023 SP updates – identify strategic approach to reporting progress, identify where detail is collected and memorialized.