

Finance and Real Estate Committee		
Purpose		
To effectively manage CP's finances and facilities providing a safe/effective environment supporting CP's vision while building trust with CP's funders.		
The Finance Committee should develop financial guidelines, budgets, reports and assist on daily financial and facility matters.		
The Finance Committee should oversee cash management and short & long-term investments.		
The Finance Committee can coordinate reviews or audits if/when it is deemed appropriate.		
Current state considerations		
Success in supporting past expense requirements for CP in its initial 5 years		
Recent increase in expense commitments, particularly through new hires		
Entered into 3 year lease in May 2019 with existing location terminable on 90 days' notice, but other opportunities available		
CCC looking into its options related to facility operation		
Historical financials didn't require a financial "model" or audits		
Trusted ED with one year experience at CPPC now		
As CP expands funding sources (i.e., grants), larger funders may require audited or reviewed financials and demonstrated reporting/key metrics		
Objectives		
Objectives	Tactics	Success Metrics
Short-term Objectives		
Determine CP's optimal facility to support value proposition	Consider alternative facilities	Requirements to be compiled by ED and PM; follow up by FRE in 2021
	Establish budget and plan to remodel existing facility (if appropriate)	Concluded in 2020; ongoing review as necessary
	Consider additional procedures/enhancements to continually improve CP's safe	Ongoing
	Meet with CCC facility team and leadership quarterly.	Ongoing
	Improve signage at street dependent on zoning and CCC inputs	Discuss with CCC and report back; review Mullinix sign ideas
	Create planned maint. and cleaning program inclusive of vehicle	ED to manage
	Create maintenance SWAT team for simple repairs, vehicle maintenance support	ED to manage
	Consider most effective use of buses that transport teammates; possibly replace 2 with a new larger one	ED to make recommendation
Develop financial disciplines to support longer term funding	Develop routine standard financial reporting & disciplines (budget and monthly	Successful, ongoing with monthly reporting of financials. Consider reporting performance compared to budget. Loop Joe Moore in to do this work?
	Document financial P&P's/controls	Review provisions in bylaws; consider documenting all in a single place
	Establish Petty Cash procedures	Successful, ongoing, managed by ED
	Establish Teammate cash management procedures	Successful, ongoing, managed by ED
	Establish Accounts receivable tracking	Successful, ongoing, managed by ED
	Enhance Form 990 for marketing purposes	Coordinate with Development; update mission statement
	Develop policy delegating operations financial decisions to ED when in budget	ED to make recommendation of threshold amount
Long-term Objectives		
	Consider audit or review of financials	Coordinate with Development to determine when appropriate/required
	Code revenue to reflect standard non-profit sources : Foundation, Individual, Event, Corporate, Fee	ED to manage in coordination with Development
	Code expenses to reflect standard non-profit reporting; Program, Admin, Fundra	ED to manage in coordination with Accountant
	Produce annual report (6 weeks) after year end	Development to consider whether achievable and coordinate with support from FRE and Accountant
	Understand impact of dog biscuit and/or art sales on nonprofit status including sales tax	FRE to follow up and discuss with Accountant

Development Committee																
Purpose																
To support CPPC's success by improving public awareness, increasing community support and creating fundraising opportunities that undergirds those efforts and adds to CPPC's bottom line.																
Current state considerations																
2019-20 proved to be challenging for CPPC in all respects, but in terms of Development it was particularly difficult as the largest fundraising event of the year had to be cancelled due to Covid 19. With great effort from the Executive Director, staff and board, CPPC has risen to meet the challenge. Great efforts were put into NTGD																
d 19. NTGD (Spring) helped make up for the loss by raising over \$30k. make development successful for CPPC.																
Objectives			Tactics			Success Metrics										
Short-term Objectives																
1. Grants -2020 - submissions to 7 foundations. Spring/Summer			Target foundations that are a strong match for CPPC. Have connection with board members. Make grant requests in such a way as to play up to the mission of the organization.			When grant is awarded. Will make adjustments as needed. Audited financials may be a consideration.										
2. Community Awareness			Create a Spotlight Feature - biannual or quarterly feature highlighting an outstanding supporter of CPPC			Use multiple social media platforms, email CPPC donors and supporters. Highlight			Create awareness of program and volunteer opportunities without expenses.							
Community Engagement - as the effects of Covid 19 begin to subside, pursue relationships with area businesses less impacted by the economic downturn - grocery stores, home repair/hardware stores, pet related stores, etc.			Call on these businesses													
Assist Teammate Recruitment/Admissions Committee - in developing strategies for recruiting new Teammates and meeting new families.			Create recruitment plan			From plan and parent feedback we will be able to more clearly assess how target market.										
			Interact with parents and determine what their needs are and how/if we are able to meet those needs.			TBD										
Seek speaking engagement opportunities for Cynthia- civic, professional and school related organizations																
Open House - at CPPC for local HRSD admin, teachers, school board, civic leaders																
3. Donor Acknowledgement & Database Mgmt.																
Donor Acknowledgment - Thanksgiving email with composite of Teammate photos showing how they are succeeding despite covid 19 because of the support of CPPC																
Christmas Postcard to select donors																
4. Fundraising																
Event: NTGD - Goal \$30,000			Consistent, compelling email and social media plan; gift match \$17,500			Goal is achieved.										
Event: Ability to Give Spring Event Venue opportunities are currently being considered.			Strong outreach to all CPPC supporters, and to new prospects.			Proposed goal of \$50,000										
Launch CPPC's Monthly Giving Program will create a monthly giving program to attract new donors and			TBD													

Teammate Recruitment Committee	
PURPOSE: To support CPPC's efforts in recruiting new teammates.	
The CPPC Team Recruitment Committee should develop strategies to recruit new teammates and learn what families are seeking in a day program.	
The CPPC Team Recruitment Committee should coordinate with Executive Director on recruiting strategies.	
The CPPC Team Recruitment Committee should participate in recruitment activities when needed.	
CURRENT STATE CONSIDERATIONS:	
CPPC has a smaller number of teammates compared to other Dallas and surrounding area day programs, such as My Possibilities, Heroes and Ability Connection, which could be considered a positive to families.	
CPPC has current space capacity to increase enrollment by ?	
CPPC attracts a low percentage of those completing the HPISD Transition Program.	
CPPC daily hours may not meet the needs of working parents.	
CPPC has an excellent staff to teammate ratio, less than the state requirement of 1:5 (check if accurate)	
CPPC has a LV (Licensed Vocational) nurse on staff to accommodate those with medical needs (some day programs do not have this).	
CPPC's daily cost is less than other day programs, which may attract families.	
CPPC has a variety of levels of disabilities.	
CPPC Executive Director is currently working on expanding outreach to high school transition programs and programs serving adults with special needs.	
CPPC conducts tours of our program approximately.....	
CPPC added _____ teammates in 2019, and has added _____ in 2020.	
CPPC has begun to offer opportunities for vocational experiences, with clients Harwood Int'l and Sam's Club.	
SHORT TERM GOALS (up to 3 years)	
Meet with Executive Director and determine which high schools need to be contacted.	
Monthly newsletter about CPPC to send to transition teachers and others.	
Create strategies to increase CPPC interest of HPISD transition program families.	
Create strategies to learn what families are seeking in a day program.	
Add FAQ section for new families on CPPC website.	
Advertise to high school students about our own "summer camp" after the Heroes March 1 signup, to entice those on waitlist and others.	
Determine goals for number of CPPC tours.	
Increase vocational opportunities to attract new teammates.	
LONG TERM GOALS (over 3 years)	
Have solid relationships with several high school transition staff.	
Increased enrollment from HPISD transition program families.	
Overall CPPC increased enrollment of _____, consisting of a variety of disabilities.	
A developed vocational program with at least 5 compani	

Governance Committee			
Purpose			
To provide an effective leadership framework for the success of CP.			
Current state considerations			
Good, active board that is transitioning from incubation/startup organization to more mature leadership structure			
Limited success with Advisory Board (also, no specific purpose such as either vetting for Executive Board or additional resource for activities or committees)			
Objectives	Tactics		Timeline / Status
Short Term Objectives			
Review & establish optimal framework for Board, Advisory Board and Community Volunteers.			
Establish Advisory Board structure – definition of roles; engagement; interface with Board; meetings; expectations, etc.			
Finalize Governance Committee yearly calendar (to include new Board member training, Board/Advisory Board nominations and election, yearly review of Bylaws and new Board member packet).			
Review succession planning.			
Update and finalize Board grid.			
Review and update Governance documents in DropBox.			
Review applicability of licensing provisions.			
Long Term Objectives			
Consider opportunities for maximizing CPPC's Board capacity including expanded Board training			
Increase the engagement and effectiveness of the Board			