



March 10, 2022 Meeting Agenda

3:00 – Call to Order and Welcome

Consent Agenda

1. Approval of Minutes
2. Committee Reports - Recap

Active Agenda

Introductions

- Welcome Kevin

Budget & Finance Update

- General Update
- Maher Estate Update
- Operational Cash Flow Policy changes – approval needed

Facilities

- Kitchen Update; approve new bid
- Furniture – approval needed

Operations

- Census
- Travel Home Policy
- Meal groups

Development

- Marketing update
- Events
- Give a Little Love

Adjourn



January 13, 2022 Meeting Agenda

3:00 – Call to Order and Welcome

Attendance: Josh Rasmusson, Heidi Beals, Dennis Gendron, Seth Friedman, Tracy Chambers, Brent Hawkins, Jamie Hendersen, Scott Soifer, Ben Logsdon, Shannon Greene, Hanna Zevenbergen

Consent Agenda

1. Approval of Minutes

No comments or changes; motion to approve agenda; Heidi approved and Brent seconded.

2. Committee Reports – Recap

Active Agenda

Introductions

- Welcome Josh and Hanna
- Board and staff introduced themselves to the new board member and new staff person.

Budget & Finance Update

- General Update
 - Finished the year strong with unexpected stock gifts and larger than usual individual donations
 - Staff will look into data to determine new donors vs. increased past donors.
 - 2021 events went well
 - February 2022 fundraisers – Give a Little Love (new event--McDonald's stores) and Shamrock Shake promotion

- Maher Estate Update
 - Other owner has responded with financial documents requested
 - Exec & Finance will discuss
 - Need to review documents and begin negotiations
- 403(b) update
 - Move to new 403b platform is complete. All current employee participants have new accounts. First distribution made for employee deferrals.
 - Jim Magrane is working with past employees to move them to another platform
 - Overall new platform system is more efficient system and wrapped in with payroll
- Budget Review and Board Approval Required
 - No comments, questions, or concerns on new budget; finance committee has previously reviewed and recommends.

Dennis motioned to approve; Heidi second
Vote = all voted and approved

Facilities

- Kitchen Update
 - Having issues with fitting equipment within code on our size roof.
 - Ben met with contractors at the House today to try to find a solution
 - Paused on demo/exploratory work until plans are updated
- Safety & Security – incident response
 - University security, police and staff did a great job to addressing situation
 - New security camera system provided clear video for law enforcement
 - Informed Global and Global marketing. They are pleased with our response.
 - The victim remains a guest at RMH. Staff continue to check in with her and have provided her local support resources.

Development

- Marketing update

- Begun working with new marketing firm, Plaid Swan.
- Month of January for overlay and transition. We will continue to work with deNovo for our website.
- Finalizing year end giving totals. Overall strong finish.
- Dennis and Scott have been tremendous help with Give A Little Love campaign planning.
- Shamrock Shake promotion starts in the middle of February
- Dennis suggested strong social media posts to promote both February events—something that can be shared with board and owner/operators form them to forward.

Board News

- Board Participation Guide
 - As we welcome Josh, circle back on topics on we can give back to the organization:
 - How/Ideas to get involved/Events
 - Social Media is effective – follow RMHC page/share posts/comment on how you can or will help/share the story of Why
 - Boots on the Ground – be present/volunteer/supply drive/make it a work place event/fundraise/give/donate
 - 100% Give—asking all board members to make a financial contribution during the calendar year, but no minimum amount required.
 - Events – don't have to be at each event, but make 1-2 a year; share with friends and family members; donate time and volunteer with the event
 - Shannon will email this information in a document following the meeting.

- Board Terms
 - Ian – officially re-elect from his year serving as advisor
 - Re-elect Seth and Brent for their second term (terms up 12/2021)
 - Vote on officers

Ian is not present on the call; Heidi motioned to have Ian back on the board; Brent seconded it; voting proceeded and all in favor – Ian Russell reelected to the board for 2022.

Seth Friedman – Dennis nominated Seth for second term, Tracy seconded; all in favor approved.

Brent Hawkins– Tracy nominated Brent for second term; Scott seconded; all in favor and approved.

- Board decided to use Executive Committee as Nominating Committee moving forward.
- Officer vote not required, appointed by President per our by-laws.

January 18th Open House

- Please RSVP to Heather
 - No RSVPs for the Open House at this time other than Dennis & Scott. Owner/operators were called personally today.
 - Some board members planning to attend.
 - Shannon will circle back with the board when we know attendance.

Additional Non-Agenda Item: (came up yesterday)

- We were notified by RMHC Global that RMHC-British Columbia had negative press regarding their upcoming mandatory vaccination policy for guests.
- We have not been contacted by our local media. Staff have been trained in process if we are.

Adjourn – 4:07pm

Shannon Greene

Happy Spring!

We have a new RMHC Global Field Operations Director...Betsey Siska started on January 10 and will be our new point of contact. Rick Barbieri had been covering our chapter during the interim, but they have now filled the Midwest/central position. Betsey and I spoke earlier this week and she is excited to work with us and available for our questions and concerns.

Please see the following updates on our programs and services.

Ronald McDonald House Operations

COVID-19 Guidelines

RMHC Global released updated guidelines on 2/25/22. See list below of most significant changes for our operations. These changes go into effect Monday, March 7th.

- **Occupancy restrictions** have been lifted. We may fill all 31 rooms.
- **Face masks** (non-cloth) continue to be required for all RMH program spaces. Exceptions include individuals in a closed office space and guests inside their private rooms.
- **Indoor and outdoor events** are permitted. Masks and social distancing are encouraged. Events may not be held on RMH program spaces.
- **Vaccination policy** for staff and volunteers remains in effect. Vaccinations are not required for guests or visitors. Vaccination status will no longer be collected at time of check in.
- No limitations on number of **volunteers** at a time. Meal groups may have up to 8 at a time. Individual volunteers will remain at 3 per shift.
- **Visitors** (individuals visiting current guests who are not checked-in and staying overnight) are allowed. Visitors must sign in/out in the main office and wear a visitor badge.
- **Guest travel** is permitted regardless of vaccination status. Guest vaccination status no longer needs to be collected at time of check-in.

Census

Like most other chapters, we've battled a low census since returning from our initial pandemic closure, March 2020-June 2020. Staff have been working hard to fill rooms and make sure that families have all they need. We've watched our census slowly climb and are not steadily in the 20+ families each day.

In looking at prior year's data, we're on track to ramp back up to pre-COVID numbers.

Year	# Guest Families	# Family Nights	Avg. Length of Stay
2018	767	11397	14.86
2019	545	11309	20.64
2020	183	3595	19.64
2021	327	4145	12.68
2022 (YTD, through Feb.)	117	7778	7.11

Ronald McDonald House Facilities

- We felt good about the quote we had for new guest room furniture, until they updated the shipping costs. We are reaching out to other vendors who manufacture in the U.S. to see if we can find alternatives.
- Ben and Dean (Project Manager, Build to Suit) have put in a lot of work to find a solution for the kitchen design. We have developed a new extended floor plan and are working to update the budget, drawings, and equipment list.
- The backyard gazebo is old and in need of repair. We're reaching out to Lowe's to explore them taking this on as a project.

Ronald McDonald Family Room at UI Stead Family Children’s Hospital

Current services provided: To-go orders only

2022 Data

UISFCH	Total Visits	Average Daily Visits	New Registrations	New Patients/ Families Served
Jan.	634	20	91	65
Feb.				
Totals 2022				

Ronald McDonald Family Room at UnityPoint Health-St. Luke’s

Current available services: To-go orders, inside dining (two families at a time), sleep rooms (overnight stays on the floor).

Month	Total Registrations Over 21	Total Registrations 21 or under	Total Families Served (Unduplicated)	Daily Visits	Sleep Room Nights Provided
January	115	0	68	655	26
February	98	8	69	612	52
Totals 2022					

Fundraising and Marketing

- *Give A Little Love (GALL)*
- *Plaid Swan so far...*
- *Reminder to share our FB posts*

Upcoming Events

- *Piano Celebration*
- *Red Shoe Run*
- *Golf*

RMHC-EIWI Finance Committee

Tuesday, February 1, 2022

Participating: Dennis Gendron, Brent Hawkins, Scott Soifer, David Little (CLA), Mitch Taylor (CLA), Shannon Greene

FY21 Audit--David Little and Mitch Taylor presented the pre-audit review including scope of services & deliverables, risk assessment and timeline. Audit will be virtual, starting the week of April 11th. Final report anticipated in May. CLA asked if there were any concerns or items to bring to their attention. Nothing noted. Shannon gave update on Maher Estate progress, noting that we still do not have a dollar amount.

Auditors stepped off call.

Operational Cash Flow Policy—current policy range is \$75,000-\$150,000 with target of \$100,000. Current policy allows for board discretion for short periods of time. End of year, timing of bills, increased payroll and inflation have resulted in higher balances throughout the year. Committee discussed and agreed to adjust range to \$125,000-\$200,000 with target of \$150,000. Shannon will draft updated policy and send to committee. Dennis gave approval for temporary increase in range until opportunity for full board vote at next meeting . (March 10th).

Give A Little Love Campaign—Dennis and Scott have been working with owner/operators. RMHC staff have communicated with stores and delivered materials. Campaign to run through February. Dennis suggested personally touching base with each owner/operator to offer support. Hope to be able to build on this year's results for next year.

Development Committee Minutes

February 24, 2022

3:30 pm

Attending: Heather Croskrey, Shannon Greene, Jessica VanDenBerg, Jamie Henderson, Tracy Chambers, Josh Rasmusson,

1. Give A Little Love Update
 - a. In the final stretch – ends February 28
 - b. McOpCo stores had management turnover and we are unsure how much they participated
 - c. Rock Stars: Our Owner/Operators have done a great job with Soifer McD raising over \$25,000 themselves.
2. Plaid Swan
 - a. Working on Marketing Plan – Scope of plan attached
 - b. Update on work – Very pleased so far. They are responsive, creative, are coming to us with ideas, and adding a fresh perspective.
3. Event Update
 - a. Piano – Packets going out to teachers in early March. Cautiously optimistic on attracting new talent for the weekend.
 - b. Red Shoe Run – We are ahead of last year in both sponsorships and registrants. We have 102 registered and are up in donations as well.
 - c. Golf – Sponsorship committee is more engaged this year with new members. We have 10 teams registered of the 36 total.
 - d. Bubble Walk (Cedar Rapids and Cedar Falls) - Have confirmed with Emily Gardner and ADPi that they will participate in planning CF bubble walk. Plan our first committee meeting in April.
4. Funding/Fundraisers
 - a. Kitchen – Baxter International, Transamerica, Specific fundraising campaign also possible once we get the actual numbers.
 - b. Furniture – Beard Extravaganza + additional \$30K
 - c. Basketball Court – If we need to move the basketball court for the kitchen remodel, we can ask Cargill Cedar Rapids for funds
 - d. Operating Funds – Region specific
 - e. Van – Variety. Grant cycle ends in May

Programs and Services Committee Meeting

Jan 26th, 2022

In attendance: **Shannon, Heidi, Karen, Nikki, Janine, Hanna**

Absent: Kristin

House Operations

- Opening more parts of the house for 24 hour use. Playroom still requires a reservation.
- Upon check – in , Vaccination status is requested and if vax'd can travel home when they want, but need to use room every 48 hours. If un-vax'd can go home once every 2 weeks for 48 hours.
- Meal groups are back – may have up to 4 people at a time.
- Offering van rides to and from the hospital. Added weekend 7:45am route as we still have security coverage for the house at that time.
- Will continue to watch usage of rooms, avg 10-12 rooms being used vs available capacity of 28.
- Housekeeping started Jan 3rd and there have been some bumps. Meeting with vendor to discuss service level agreement and improvements needed. It is not a year long contract, so can exit if we feel the right next step.

Family Room – UIHC

- Families still unable to access the room— „to-go“ only, and sleep rooms not being utilized.
- Pantries are stocked – great news!
- Moved to requiring hospital grade masks

St Luke's Family Room

- 2 families can utilize family room at a time
- Sleep rooms are being used again.
- Moved to requiring hospital grade masks

Respectfully submitted,

Heidi



3455 S. Dairy Ashford Suite 180 Houston, TX 77082

www.curvehospitality.com

281.619.1800

Project: Ronald McDonald House - Iowa City
Client: Shannon Greene

3/1/2022

ITEM CODE	ITEM DESCRIPTION		TOTAL QTY	UNIT SP	TOTAL SP
GUESTROOMS					
CASEGOODS					
GC-1F	Headboard Full - 56"W x 48"H		5	\$135.00	\$675.00
GC-1Q	Headboard Queen - 62"W x 48"H		34	\$189.00	\$6,426.00
GC-1K	Headboard King - 78"W x 48"H		20	\$200.00	\$4,000.00
GC-2A	Nightstand, single rooms - 22" w x 18" D x 26" h		23	\$175.00	\$4,025.00
GC-2B	Nightstand, double rooms - 30" w X 18" D X 26"H		19	\$189.00	\$3,591.00
GC-3	Dresser - 36"W		30	\$325.00	\$9,750.00
GC-4	Desk - 48"W x 24"D		8	\$189.00	\$1,512.00
SEATING					
GS-1	Sleeper Sofa: 2 seats, full mat		5	\$655.00	\$3,275.00
GF-1	Fabric for Sleeper Sofa	14 YDS PER UNIT	70	\$14.00	\$980.00
GS-2	Lounge Chair - 36"W x 36"D x 36"H		9	\$260.00	\$2,340.00
GF-2	Fabric for Lounge Chair	6 YDS PER UNIT	54	\$14.00	\$756.00
GS-3	Ergo Chair - highback modern mesh sling		8	\$155.00	\$1,240.00
PUBLIC SPACE					
CASEGOODS					
PC-5	Dining Round Tables		4	\$185.00	\$740.00
PC-5B	Dining Table Base		4	\$60.00	\$240.00
SEATING					
GS-4	Dining Chairs		16	\$177.00	\$2,832.00
				TOTAL	\$42,382.00
				SHIPPING - (BASED ON LOCATION AND DATE)	\$19,000.00
				SALES TAX - (BASED ON SHIPPING ADDRESS) %	\$4,910.56
				DESIGN FEE	waived
				GRAND TOTAL	\$66,292.56

*All flooring, window treatment measurements, and wall covering quantities are estimates and are subject to change once contractor quantities are received.

*Prices are based on quantities listed above. Should any changes be made in quantities and/or items, the prices are subject to change.

*Shipping: Freight charges will be provided at the time of shipment due to fluctuation in market rates.

*Due to temporary acceleration of freight cost, domestic and overseas, surcharges may apply.

*Certain items are subject to tariffs.

*Bid Valid for 30 days.

*40% deposit required.

*Damages/Missing items must be reported within 72hrs of delivery. Noted on the BOL with signature and printed name.

*Balances are due prior to shipping

Initial for approval by: Buyer: _____ Designer: _____ Date: _____



**Ronald McDonald
House Charities®**
Eastern Iowa & Western Illinois

Operational Cash Flow Guidelines

Purpose

The purpose of these guidelines is to provide Ronald McDonald House Charities of Eastern Iowa and Western Illinois (“RMHC-EIWI”) staff with target amounts for operating accounts and procedures to maintain and adjust levels as needed.

Operating Accounts

Operating Checking

The Operating Checking account is used for RMHC-EIWI’s day to day expenses. The target balance for this account is \$25,000. The Operating Checking account is to be maintained in a federally insured deposit account.

Operating Savings

The Operating Savings account is a Money Market/Repurchase agreement account that functions as the first of two safety nets to ensure sufficient funds are available to meet day to day operating expenses. The target balance for this account is \$150,000. The Executive Director and Operations Director are given the authority to transfer funds to and from the Operating Savings in accordance with the Cash Flow Guidelines set by the Board. The Operating Savings account is to be maintained in a federally insured deposit account.

Managing Cash Flows

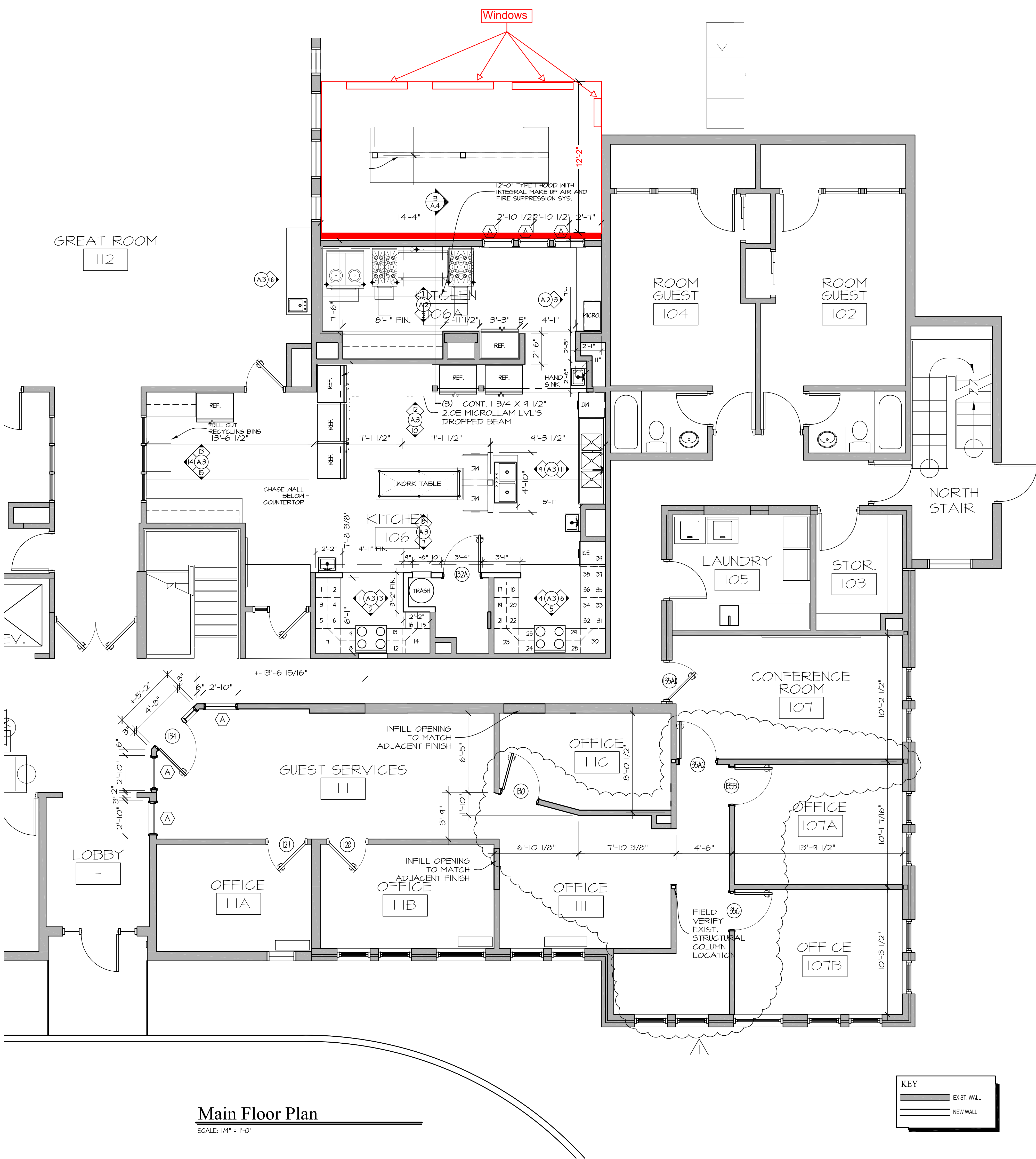
- All accounts will be monitored by RMHC-EIWI staff on an on-going basis.
- A target balance of \$25,000 shall be established for the Operating Checking account with an automatic sweep feature between the Operating Savings account. This sweep feature will transfer the funds necessary to or from the Operating Savings account to meet the \$25,000 Operating Checking account target balance.
- If the Operating Savings account is greater than \$200,000 or less than \$125,000, RMHC-EIWI staff should contact the Finance Committee for approval on transferring funds to or from the Operating Reserve Fund to maintain the \$150,000 target.

These are guidelines established by the Board and are intended to assist staff with cash flow management with the intention of maximizing the return on liquid assets until they are needed. The amounts used in these guidelines are targets and discretion is afforded staff by the Board if it is known that a particular variance from the targets is temporary and will be brought back within these guidelines in a short period of time.

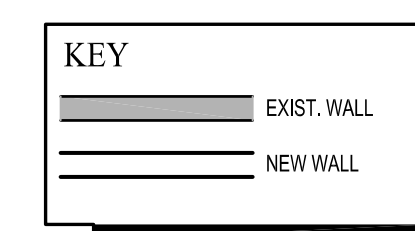


For identification purposes in these initial guidelines, the accounts are currently maintained at the following financial institutions. The Board acknowledges that accounts may be redirected from time to time to serve the needs of RMHC-EIWI.

1. Operating Checking account: MidwestOne Bank
2. Operating Savings account: MidwestOne Bank
3. Operating Reserve Fund: Cedar Rapids Bank & Trust
4. Endowment Fund: Cedar Rapids Bank & Trust



Main Floor Plan
SCALE: 1/4" = 1'-0"



ABBREVIATIONS:

AC	AIR CONDITIONING	INSUL	INSULATION
ALUM	ALUMINUM	MFG	MANUFACTURER
BO	BOARD	MAX	MAXIMUM
BSMT	BASEMENT	MIN	MINIMUM
BRG	BEARING	MTL	METAL
BM	BEAM	NTS	NOT TO SCALE
BLK	BLOCK	O.C.	ON CENTER
BLKG	BLOCKING	OPG	OPENING
CLG	CEILING	OV	OVER
CLR	CLEAR	PT	PAINT
COL	COLUMN	PL	PLATE
CONC	CONCRETE	PLY	PLYWOOD
CONST	CONSTRUCTION	REC	RECESSED
CONT	CONTINUOUS	RENF	REINFORCED
DA	DIAMETER	RA	RETURN AIR
DN	DOWN	REQ	REQUIRED
DS	DOWNSPOUT	RO	ROUGH OPENING
DF	DRINKING FOUNTAIN	SHT	SHEET
EA	EACH	SC	SOLID CORE
ELEV	ELEVATION	SPEC	SPECIFICATIONS
EXP	EXPANSION	SUSP	SUSPENDED
EXT	EXTERIOR	TEMP	TEMPERED
FIN	FINISH	T&G	TONGUE AND GROOVE
FLR	FLOOR	TYP	TYPICAL
FTG	FOOTING	VCT	VINYL COMPOSITE TILE
FNDN	FOUNDATION	VERT	VERTICAL
GLV	GALVANIZED	WIDW	WINDOW
GYP	GYPSUM	WJF	WELDED WIRE FABRIC
HC	HOLLOW CORE	W	WITH
HM	HOLLOW METAL	WD	WOOD
HORZ	HORIZONTAL		
HB	HOSE BIBB		

A.D.A. MUST BE COMPLIANT WITH AMERICANS WITH DISABILITIES ACT

GENERAL NOTES

- ALL WORK ON THIS PROJECT TO BE BUILT IN COMPLIANCE WITH ALL FEDERAL, STATE, AND LOCAL BUILDING CODES. CONTRACTOR SHALL BRING TO ARCHITECT'S ATTENTION ALL ITEMS REQUIRING INTERPRETATION.
- ALL CONTRACTORS ON THIS PROJECT MUST BE REGISTERED WITH THE STATE OF IOWA. GENERAL CONTRACTOR SHALL OBTAIN A COPY OF STATE REGISTRATION AND INSURANCE CERTIFICATES FROM EACH CONTRACTOR AND TRANSMIT TO ARCHITECT PRIOR TO START OF CONSTRUCTION.
- GENERAL CONTRACTOR TO MAINTAIN ALL EXISTING LIFE SAFETY FEATURES DURING THE ENTIRE CONSTRUCTION PERIOD.
- EXISTING AUTOMATIC FIRE SPRINKLER SYSTEM SHALL BE MODIFIED TO ACHIEVE REQUIRED FIRE SPRINKLER COVERAGE.

FLOOR PLAN NOTES:

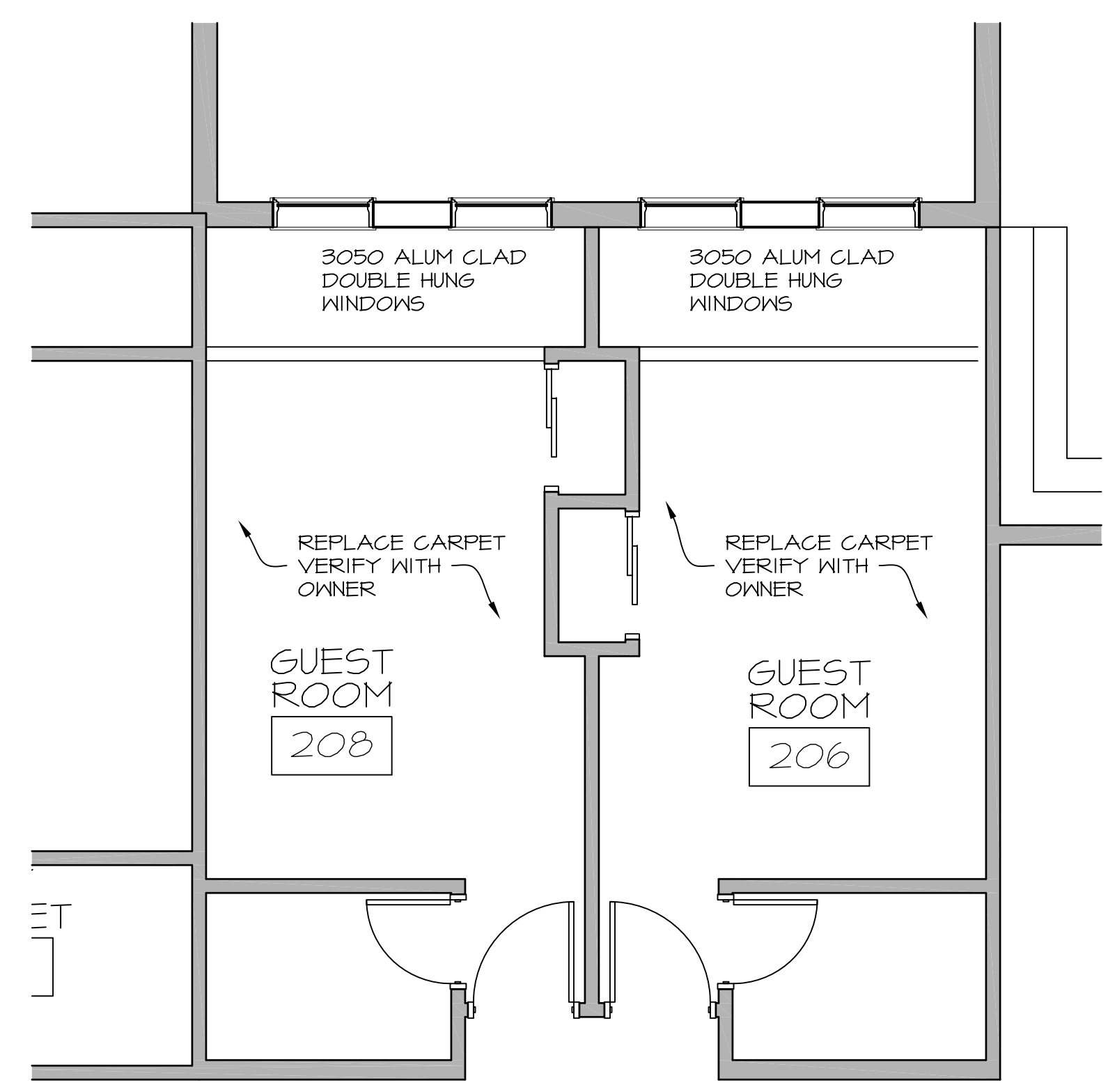
- ALL INTERIOR WALL DIMENSIONS ARE TO THE CENTERLINE OF WALL OR TO THE MASONRY MODULE UNLESS NOTED OTHERWISE.
- PROVIDE TEMPERED GLASS IN ALL WINDOWS AND DOORS AS REQUIRED BY CODE.
- AT PIPE CHASES IN THE EXTERIOR WALL INSULATE BETWEEN PIPE AND EXTERIOR. DO NOT INSULATE WARM SIDE OF PIPE.
- VERIFY ALL DUCT CHASES WITH MECHANICAL CONTRACTOR PRIOR TO CONSTRUCTING CHASES.
- PROVIDE REDUCER STRIP AT ALL CHANGES IN FLOORING MATERIAL.
- ALL INTERIOR WALLS ARE 2x4S AT 16" O.C. UNLESS NOTED OTHERWISE.

SYMBOLS LEGEND:

ROOM	ROOM NAME	AA	SECTION NUMBER
RT #	ROOM NUMBER	AS	BUILDING SECTION SHEET NUMBER
DR	DOOR NUMBER	AA	SECTION NUMBER
W	WINDOW TYPE	AS	WALL SECTION SHEET NUMBER
W	WALL TYPE	A	SECTION NUMBER
EQ	EQUIPMENT TYPE	AS	DETAIL NUMBER SHEET NUMBER
F	FURNITURE TYPE	AS	SECTION NUMBER
R	REVISION	AS	SECTION NUMBER
C	COLUMN GRID	AS	SECTION NUMBER
E	ELEVATION MARK	AS	SECTION NUMBER
S	SMOKE DETECTOR	AS	SECTION NUMBER
F	FLOOR DRAIN	AS	SECTION NUMBER

I hereby certify that the portion of this technical submission described below was prepared by me or under my direct supervision and responsible charge. I am a duly registered architect under the laws of the state of Iowa.

Robert W. Peck 9.23.2020
 Registration number: 05326 Date
 Pages or sheets covered by this seal D.1, A.1 THRU A.4



Second Floor Plan
SCALE: 1/4" = 1'-0"

REVISION	DATE
1	1.18.2020
2	12.2.2021
3	6.1.2022
4	9.23.2020

Ronald McDonald House - REMODEL
770 Hawkins Drive, Iowa City, Iowa

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 E-MAIL: DDIG@DesignDynamics.biz

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 SHEET TITLE: MAIN FLOOR PLAN
 PROJECT NUMBER: 026-20



COVID-19 Guest Travel Guidelines

RMHC EIWI is committed to providing services that directly improve the health and well-being of children while offering a community of comfort and support for families seeking medical care for a child. To support this commitment, RMHC EIWI recognizes there may be a need to return home for appointments, the needs of other children, and other exceptions. The following travel guidelines have been implemented to support both the safety and well-being of RMHC guests during the COVID pandemic.

Guest vaccination status will be gathered at time of check-in for those age 12 and older.

All guests wishing to travel out of the area will need to notify a member of the RMHC operations staff to discuss & sign the RMHC travel guidelines.

Unvaccinated Guests:

Individuals who have not received the COVID vaccine will be limited to traveling home a maximum of once every 14 days. Guests are expected to inform RMHC staff of their departure and return to the house. The travel limitations and restrictions may change based on Covid-19 epidemiological metrics.

Vaccinated Guests:

Individuals are able to travel home as they wish if they have: received the Pfizer, Moderna, or Johnson & Johnson vaccine, have completed the manufacturer required number of doses, and have completed the waiting period for full efficacy.

All guests, regardless of vaccination status, are required to continue to follow the 48-hour policy.

All guests will be asked to adhere to CDC, state, and local COVID-19 travel guidelines. This may include but is not limited to:

- Wearing a mask in public that covers your mouth and nose
- Maintaining a distance of 6 feet from others in public
- Washing your hands often and using hand sanitizer (with at least 60% alcohol)
- Self-monitor for symptoms before, during, & after travel
- Avoid crowds and large gatherings

CDC, state, and local travel restrictions may also include COVID-19 testing requirements or quarantine requirements based on your route, travel destination, and your current vaccination status. Please follow all CDC, state, and local travel guidelines and restrictions when traveling between your home and RMHC.

Please report any instances of a known COVID exposure to RMH staff immediately.

The following guest signature serves as an acknowledgement of the conditions of travel and places the personal responsibility of adhering to travel guidelines solely on the guest.

Guests who do not adhere to these guidelines may lose their ability to continue their stay and/or lose the ability to stay at Ronald McDonald House of Iowa City in the future.

Room #: _____

Guest Signature

Date

Guest Signature

Date

Guest Signature

Date

Staff Signature

Date