



## Board Information Packet

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NOTE: Please visit our website at [pradodaycenter.org](http://pradodaycenter.org) to find:

- Current Bylaws
- Articles of Incorporation
- Current Budget

# **Friends of Prado Day Center**

## **WHO WE ARE**

The Friends of Prado Day Center (FPDC), established in 2000, is an entirely volunteer run non-profit organization comprised of a broad base of volunteers from the community whose mission is to raise supplemental funds for the operation of the Prado Day Center. The Prado Day Center is the only service center for the homeless and hungry of our community the county of San Luis Obispo.

### **WHAT IS THE PRADO DAY CENTER?**

The Prado Day Center first opened its doors on September 15, 1997. The Center is a place where homeless people can go during the day and feel welcome, where they can rest and get out of inclement weather, and where services are available to them to manage their daily lives and help them develop self-sufficiency.

### **WHAT CLIENT SERVICES ARE AVAILABLE AT THE PRADO DAY CENTER?**

**Basic Services:** laundry, showers, a children's area, telephones, mail, newspapers (for employment opportunity listings), lockers, and vouchers for haircuts, clothing and eyeglasses, breakfast and hot noon meal.

**Professional Services:** Currently provided by Central Coast Health Care, County Drug and Alcohol Services, County Mental Health Outreach, Veterans Administrative Outreach, CAPSLO Homeless Case Management, County Department of Social Services Food Stamp and Employment Program (job services for persons receiving general relief)

### **HOW MANY PEOPLE USE THE PRADO DAY CENTER?**

Current daily average = 85

Maximum in one day = 120

Approximately 1/3 are women and children

### **WHEN IS THE CENTER OPEN?**

8:30 a.m. - 4:30 p.m. seven days a week

### **DOES THE CENTER PROVIDE OVERNIGHT SHELTER FOR HOMELESS PEOPLE?**

No. The Prado Day Center is a daytime operation only. Overnight shelter is provided year-round by CAPSLO at the Maxine Lewis Memorial Shelter on Orcutt Road in San Luis Obispo, and also at eight churches from October through May through a joint program between the Interfaith Coalition for the Homeless and CAPSLO.

### **WHO RUNS THE PRADO DAY CENTER?**

The Community Action Partnership (CAPSLO) operates the Center under a contract with the City and County of San Luis Obispo. The Friends of Prado Day Center provides supplemental funding for the operation of the Center.

### **WHO'S INVOLVED?**

The primary agencies and organizations that built and continue to support the Prado Day Center are:

The City of San Luis Obispo

The County of San Luis Obispo

The People's Kitchen

The Downtown Association

The Ministerial Association

The Interfaith Coalition for the Homeless, and

The San Luis Obispo Chamber of Commerce

CAPSLO's role has changed from being a collaborative partner in the Center's original development, to now managing the daily operations of the Center.

The Center has a capable energetic staff provided by CAPSLO who manages daily operations. A hot meal is served seven days a week by The Peoples' Kitchen. There are also many wonderful community volunteers including students from many local schools including Beyond Shelter of Cal Poly, various faith-based organizations, and others without whom the Center could not function.

## **Friends of Prado Day Center MISSION AND GOALS**

**MISSION:** Our mission to provide support funding for operation of the Prado Day Center, a service center for the homeless in our community helping them find a level of self-sufficiency appropriate to each individual.

Our expectation is that the funds we raise will be used to further the following goals and objectives:

**GOAL 1:** Maintain long-term viability of the Prado Day Center

**OBJECTIVE 1:** Develop and carry out community-based fundraising strategies involving business, government, non-profits, volunteers and faith-based groups.

**OBJECTIVE 2:** Maintain a collaborative relationship among CAPSLO as the program manager, and other community organizations.

**OBJECTIVE 3:** Use cost-effective, responsible, and innovative combinations of professionals and volunteers in key roles across the program.

**OBJECTIVE 4:** Provide for professional, accountable program management and fiscal accounting.

**OBJECTIVE 5:** To the extent possible, involve homeless people in decision-making and operations.

**GOAL 2:** Develop and maintain a workable on-site program of health and social service providers.

**OBJECTIVE 1:** Provide on-site space for professionals, agencies and volunteers.

**OBJECTIVE 2:** Maintain ongoing critique of program. Seek ways to improve services as appropriate.

**GOAL 3:** Provide facilities to meet clients' basic needs such as showers, laundry, storage, and daytime shelter.

**GOAL 4:** Assure continued provision of a lunch program in a permanent, secure and adequate site as long as such a program is needed.

**OBJECTIVE 1:** Maintain a facility adequate for service of a noon meal

**OBJECTIVE 2:** Provide on-site security through means of an ongoing program for the safety of noon meal volunteers and clients.

**OBJECTIVE 3:** Assure that the program is accessible through provision for transportation as needed.

# **Friends of Prado Day Center PARTNERS ROLES & RESPONSIBILITIES**

## **FRIENDS OF PRADO DAY CENTER (FPDC) BOARD OF DIRECTORS:**

- Raises supplemental funds for the operation of the Prado Day Center
- Plans and implements annual fundraising activities
- Approves annual budget and spending plan
- Determines amount of funds to be raised by FPDC
- Acts as liaison to the CAPSLO Homeless Advisory Committee and to the CAPSLO Board

## **CITY OF SAN LUIS OBISPO: Funder**

- Owner of Property
- Provides in-kind services including bus tokens for clients, water, sewer and garbage disposal for the Center

## **COUNTY OF SAN LUIS OBISPO: Funder**

**PEOPLES KITCHEN:** Provides on-site daily meal at the Prado Day Center

## **COMMUNITY ACTION PARTNERSHIP OF SLO: Program manager and operator**

- Responsible for facility and facility maintenance
- Recruits, hires, supervises and trains staff
- Pays personnel and operations costs
- Develops and submits grant application to local government, and manages contracts
- Responsible for the daily operation of the Center
- Oversees and manages client population; sets behavioral standards for clients
- Created annual budget and provides financial management
- Acts as liaison between the community and the Prado Day Center
- Catalyst for new homeless services

## **INTERFAITH COALITION FOR THE HOMELESS: Community Liaison**

- Acts as liaison between the community and the Prado Day Center
- Provides information and education to the community.
- Recruits and trains volunteers
- Catalyst for new homeless services

## **MINISTERIAL ASSOCIATION: Fundraiser and Liaison to the Faith Community**

- Acts as liaison between the faith community and the Prado Day Center
- Provides information and education to the faith community.
- Participates in fundraising activities

## **CHAMBER OF COMMERCE: Fundraiser and Liaison to the Business Community**

- Acts as liaison between the business community and the Prado Day Center
- Provides information and education to the business community.
- Communicates needed items to the business community and encourages donations.
- Participates in fundraising activities

## **DOWNTOWN ASSOCIATION: Fundraiser and Liaison to the Business Community**

- Acts as liaison between the business community and the Prado Day Center
- Provides information and education to the business community.
- Communicates needed items to the business community and encourages donations.
- Participates in fundraising activities

## **Friends of Prado Day Center CONFLICT OF INTEREST POLICY**

A conflict of interest is defined as an actual or perceived interest by a Board member in an action that results in, or has the appearance of resulting in, personal, organizational, or professional gain. Board Members are obligated to always act in the best interest of Friends of Prado. This obligation requires that any Board Member, in the performance of Organization duties, seek only the furtherance of the Organization mission. At all times, Board Members are prohibited from using their job title or the Organization's name or property, for private profit or benefit.

- A. Directors should neither solicit nor accept gratuities, favors, or anything of monetary value from contractors/vendors. This is not intended to preclude bona-fide Organization fund raising activities.
  
- B. No officer, or member of the Organization shall participate in the selection, award, or administration of a purchase or contract with a vendor where, to his knowledge, any of the following has a financial interest in that purchase or contract:
  - 1. The officer or member;
  - 2. Any member of their immediate family;
  - 3. Their partner
  - 4. An organization in which any of the above is an officer, director or employee;
  - 5. A person or organization with whom any of the above individuals is negotiating or has an arrangement concerning prospective employment.
  
- C. **Disclosure** – Any possible conflict of interest shall be disclosed by the person or persons concerned.
  
- D. **Board Action** – When a conflict of interest is relevant to a matter requiring action by the Board, the interested person(s) or Board Members shall call it to the attention of the Board and said person(s) shall not vote on the matter. In addition, the person(s) shall not participate in the final decision or related deliberation regarding the matter under consideration. When there is a doubt as to whether a conflict exists, the matter shall be resolved by vote of the Board of Directors, excluding the person(s) concerning whose situation the doubt has arisen.
  
- E. **Record of Conflict** – The official minutes of the Board shall reflect that the conflict of interest was disclosed and the interested person(s) did not participate in the final discussion or vote and did not vote on the matter.

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Print Name

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Signature

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Date

FRIENDS OF PRADO DAY  
Board of Directors Application

Name \_\_\_\_\_ Email \_\_\_\_\_

Telephone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

Address \_\_\_\_\_

How long at this address? \_\_\_\_\_ How long have you resided in SLO County? \_\_\_\_\_

Employer \_\_\_\_\_ Position \_\_\_\_\_

Date of Birth (mo/day/year) \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Please Answer the Following Questions:

To what clubs and organizations do you currently (or have previously) belong(ed)? \_\_\_\_\_

Do you currently hold a position on the Board of Directors of any of the above groups? \_\_\_\_\_

If yes, which one(s)? \_\_\_\_\_

Do you have particular skills and interests that would benefit the Friends of Prado? Please explain:

\_\_\_\_\_  
\_\_\_\_\_

How would you be best able to promote the mission of Friends of Prado? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

How would membership on the Friends of Prado Board of Directors meet your personal goals? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

How did you become aware of Friends of Prado? \_\_\_\_\_

Known by the following Board member(s): \_\_\_\_\_

Brief Biography: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

# **FRIENDS OF PRADO DAY CENTER BOARD COMMITMENT LETTER**

## **Introduction**

The Friends of Prado Day Center is a public benefit corporation that has been formed pursuant to the California Non-profit Corporation Law. It has received a 501©3 designation from the IRS.

As representatives of the Corporation, Board members shall act in good faith, have high moral and ethical values and comply with the duties as detailed in the Articles of Incorporation and Bylaws of this organization.

## **Our Mission**

The Bylaws for Friends of Prado Day Center are dated December 10, 1999 and non-profit status was secured in 2000. The specific and primary purpose of this corporation “shall be to provide supportive services for the homeless people within San Luis Obispo County and help them find a level of self-sufficiency appropriate to each individual.

## **Terms of Office**

Each Director shall hold office for two years, or until a successor has been appointed by a designated organization. The ten “at-large” Directors shall serve staggered terms of two years, so that the Board selects five members each year. There shall be no limit to the number of years that a person may serve on the Board.

## **Frequency of Meetings**

The Board of Directors currently meets monthly on the second Tuesday of the month at 4:30pm. The meetings generally last 1.5 – 2 hours and are typically held at the Prado Day Center, 43 Prado Road, San Luis Obispo, California. A reasonable number of excused absences are acceptable, but Board members are asked to participate in at least 75% of the meetings. If not able to attend a meeting, you are expected to notify the president or administrative consultant at least 24 hours in advance of the meeting.

In addition to participation in Board meetings, each Director shall be a Committee member on at least one of the following committees:

1. Executive Committee
2. Budget Committee
3. Fundraising Committee

From time to time, subcommittees may be formed and/or a committee specific to a particular fundraising event may be formed. A minimum commitment of 10-12 hours per year for Committee activities is expected from each Director. The total time may vary and fluctuate depending on the activities undertaken by each committee. Example: a committee may meet every other month or several times in one month, than not re-convene for several months, etc.

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I have read the above document and agree to the terms and conditions for a position on the Friends of Prado Day Center Board of Directors.

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Print Name

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Signature

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Date