

COMMUNITY CONSCIENCE

SUPPORTING HUMAN SERVICES UNDER ONE ROOF

Annual Non-Profit Report 2016



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www.communityconscience.org

Mission Statement of Community Conscience

The mission of Community Conscience is to ensure public assistance/welfare programs are available and accessible for the basic relief of those in need of such services in the Greater Conejo Valley by:

- Maintaining a permanent social service facility in Thousand Oaks accessible by public transit;
- Providing information to individuals pursuing such assistance;
- Promoting maximum coordination among agencies providing assistance services;
- Raising awareness of the need for assistance services not presently being provided; and
- Fostering values of courtesy, respect and human dignity in services provided through Community Conscience and its partner agencies.

Message from the Executive Director

Community Conscience developed a two-year strategic plan in 2015. Working with our Board of Trustees there has been a considerable amount of growth in 2016 and the organization has met many of its goals:

- Water-conserving landscaping with native plants and butterfly bushes replacing areas where the grass had died from drought
- Website upgrade to a Word Press platform with user-friendly features making it easier to update
- Donor tracking software to increase productivity in the office
- Fundraising activities including the Mardi Gras Ball, Commemorative Bricks, and Corridor Cards
- Review of long term maintenance costs for the building and consideration of budgeting for these items in the future
- Policies and Procedures update by committee
- Bi-monthly “Communications and Networking” meetings with tenants to improve communications
- Building leases and policies for non-profit tenants updated by committee and approved by the board



In addition to the hard work done by the Board of Trustees and subsequent positive results, we were blessed with multiple generous donations from supporters, valuable in-kind services, and much-needed items for the building. The support we received from the community in 2016 has made this year a success!

Robin Britt

Executive Director

What is Community Conscience?

Community Conscience owns a 22,000 square foot building, the Human Services Center, where rent-free space is provided to 13 human services non-profit organizations. This allows charities to focus on funding their programs instead of raising funds to pay rent. It allows charities with main offices in other areas in California to have a branch office in Thousand Oaks, thereby extending their programs to the Conejo Valley. Along with free rent, the charities also have the benefit of building maintenance, janitorial, security patrol, landscaping, and the use of a conference room for meetings.



Each non-profit tenant is a 501(c) (3) organization and has its own governing board. They each have their own funding, missions, and programs. The programs and services provided by the charities vary and provide them with the opportunity to refer clients to each other to ensure that all the clients' needs are covered. The partnerships of the organizations are truly successful. Working as allies, the organizations share resources and space in an effort to help as many people as possible.

The ability to receive services from multiple organizations at the same location is of great benefit to clients of the charities. Traveling to multiple locations for help can be difficult or even impossible. Many of the clients rely on public transportation, rides from others, or have to walk to obtain services.

A co-operative fair market lease agreement with the County of Ventura provides funds to Community Conscience. Ventura County Human Services Agency has valuable services available to many clients of the charities. Having the resources of these government programs such as CalFresh (food stamps), Medi-Cal, General Relief, Cal/WORKs with Employment Services programs and a Job Resource Center is key to helping individuals and families with limited financial means to find assistance. The County of Ventura Human Services Agency also refers its clients to the charities in our building for additional assistance.

Community Conscience provides a telephone referral service that helps individuals and other charities locate needed services. On average, Community Conscience receives seven to ten phone calls per month. The most requested services are for help with paying rent and water bills. In addition, two or three people come to our office per day seeking assistance referrals. For the convenience of visitors, a brochure rack with information about agencies housed in our building, as well as other relevant local assistance programs, classes or events in the community, is located at the entryway.

Program Impacts

According to responses to a survey done by Community Conscience in May 2016, about 45,000 people visited the Human Services Building this year and were directly served by the programs offered on the premises. An additional 10,000 people depend on off-site programs around Ventura County that are funded and facilitated by organizations in the building. Examples of off-site programs include Meals on Wheels, Adult Day Care, Homeless Outreach, and community exercise classes. The non-profits in the building collectively save \$250,000.00 each year in rent. This savings can be passed on directly to their clients in the form of services.

All non-profit organizations housed in the Human Services Center report that without rent free office space, they would need to drastically reduce or eliminate their programs and staff in the Conejo Valley. Losing an arrangement of rent-free space would severely affect delivery of their services.

All agencies, including Ventura County Human Services, report that they refer clients to each other to meet their needs.

The Human Services Building has been in operation for 28 years. Each year the number of persons served increases from the previous year. Since 1988, thousands of people have received help and hope.

The organizations operating at the Human Services Center in 2016:

Community Conscience
Conejo Free Clinic
Lutheran Social Services of Southern California
Villa Esperanza Services
Fit 4 The Cause
Hospice of the Conejo
Holy Family Services
Senior Concerns Bargain Boutique
Interface Children and Family Services
Life After Brain Injury
Conejo Pregnancy Center – O'Hana Health
Conejo Youth Employment Service
Kids & Families Together
County of Ventura - Human Services Agency

Maximum Coordination Among Agencies

Each year in May, Community Conscience hosts a luncheon for the Directors and Presidents of the organizations housed in the Human Services Center. Also invited are Community Conscience Trustees and Advisory Council members. This gathering provides an opportunity for the agencies to share information about current programs they offer. Trustees and Advisory Council members are inspired by the amount of exceptional services provided to the community in the building. Advisory Council members share history of Community Conscience and how the organization came to be. Each November Community Conscience hosts a “Giving Thanks” luncheon at which staff and volunteers of the tenant agencies are invited. It is important for them to know their hard work, done throughout the year serving those in need at the Human Services Center, is appreciated.

The meetings also serve to raise awareness of community needs that are not yet being met and promotes maximum coordination among agencies providing assistance. In August 2016, the Executive Director and the Community Conscience President met with representatives from all agencies within the building for our first “Communications and Networking” meeting.

A roundtable discussion focused on what services are needed that are not being offered and how we could work together to meet these needs. It gave the opportunity for all to really get to know one another and opened the lines of communication exponentially. The agencies found it so beneficial that they asked to meet every other month. Directors could share their ideas and positive experiences needed to be more efficient at fundraising, networking, and public speaking. The group now meets bi-monthly.

Conejo Free Dental Clinic

During a strategic planning meeting in November 2015, the idea for a free dental clinic was born. After careful planning between representatives of both the Conejo Free Clinic and Community Conscience, it was determined that this addition to existing services would meet a significant community need. Three local dentists agreed to guide the Conejo Free Clinic through the process of creating a dental clinic.

The Board of Trustees of Community Conscience agreed to donate up to \$25,000.00 for tenant improvements to help make this extra community service a reality--under one roof!

The Conejo Free Clinic has received many donations, in-kind services, and offers from members of the dental community who will also donate services for this project. The Free Dental Clinic is expected to open in 2017. Community Conscience is pleased that this essential service will be available to residents of the Conejo Valley.

Youth Involvement

Stephen Owens, Conrad Jones, & Alex Meinhof

Stephen Owens, a student in the Advanced Video Production class at Newbury Park High School, contacted Community Conscience in January 2016 to see if his team could do a public service video about Community Conscience. We were delighted at the opportunity to work with these young adults and receive a new video for use on the website. Community Conscience representatives met with the students and determined the video would show interviews with our Executive Director and the Directors of some of the other charities to explain Community Conscience's mission. The team would also cover the Mardi Gras Ball Fundraiser.

Newbury Park High School students Steven Owens, Conrad Jones, and Alex Meinhof filmed for several days after school at the Human Services Center. They also attended the Mardi Gras Ball. These young men were dedicated to the task at hand, were very polite, on time, and dressed in business attire. You can view the finished video on communityconscience.org. We enjoyed spending time with them and hope they will continue on their path to a great career. They definitely represented Newbury Park High School very well.

Andrew Little



Boy Scout Andrew Little, and members of troop 753, completed a community service Eagle Scout project at the building. They changed existing irrigation to drip line, installed drought- friendly butterfly bushes, lavender, mulch, and decorative rocks around the new tree at the rear of the building. The Scouts also installed a bike rack and a new table under the mural by the front door. They did a terrific job!



Mardi Gras Ball

On February 21, 2016 the 24th Annual Mardi Gras Ball was held at the Hyatt Westlake Plaza Hotel. The formal gala event featured silent and live auctions and a champagne and appetizer reception with music from the Riverboat Dixie Jazz Band. The Thousand Oaks Youth Commission provided complimentary guest photos. Hyatt Westlake Executive Chef Daniel Buss prepared a gourmet dinner. Captain Cardiac and the Coronaries entertained with music to dance the night away. Chuck and Eloise Cohen were honored for their many civic, cultural, and educational contributions to the greater Conejo region.



2016 Queen & King
Eloise & Chuck Cohen



2016 Mardi Gras Ball Major Sponsors

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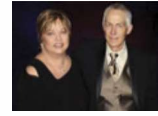
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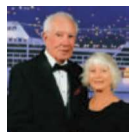
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Organizational Governance

Community Conscience has a Board of Trustees which dedicates its time on a volunteer basis. The Executive Committee and its Board of Trustees meet bi-monthly. All members are very active in the organization and participate by creating newsletters, updating the website and social media, fundraising, and projects. Trustees are encouraged to serve on at least two committees. The following is a list of members.

Executive Committee

Phyllis Rickert, President
Fran Brough, 1st Vice President
Ed Sahakian, Treasurer
Jerry Miller, Asst. Treasurer
Ricki Mikkelsen, Secretary
Luayne Valestrino, Asst. Secretary
Cheryl Klepper, Past President



Board of Trustees

Barbara Ashcraft	Margaret Fieweger	Peter Mogg
Suzy Beaty	John Flintoff	Don Phillipson
Cara Cohen	June Glasmeier	María Prescott
Dave Crawford	Pat Grant	Jean Saunders
Dee Crawford	Larry Marquart	Jacque Turner

2016 Advisory Council

Community Conscience has an Advisory Council which is comprised of community leaders. The purpose of the Advisory Council is to provide guidance and direction appropriate to the mission and operations of the organization. Advisory Council members are invited to participate in the organization's activities and events including Board of Trustee meetings where non-voting status is granted. Members serve a one year term and may be reappointed annually with no term limits imposed.

Leonard Alexander	Katy Fiore	Frances Prince
Bob Biery	Dennis Gillette	Hugo Roche
Kris Carraway-Bowman	Susan Holt	Doris Rufener
Grant Brimhall	Larry Horner	Tex Ward
Chuck Cohen	George Hutchison	Joan Young
Frank Dawson M.D.	Dr. Chris Kimball	

Staff Members

Executive Director: Robin Britt
Office Manager: Cindy Brand

City of Thousand Oaks Liaison:

Francine Sprigel

Design 4 Good

In April of 2016 Community Conscience was selected along with two other charities, Children First and United Way, to participate in a “Design 4 Good” event held by CLU graphic arts students and the Taproot Foundation. The goal was for the students to create marketing materials for the three charities. During a twenty-four hour period, the team designed a new logo, brochure, and rack card. Members of the Community Conscience Executive Committee attended a presentation of the new materials and were pleased with what they saw. Subsequently they invited the leader of the design team, Jason Adam, to present the new logo design and materials at a meeting of the entire Board.



The Trustees felt that the new logo was worth further consideration and formed a Branding Committee. This group made some modifications to the logo with respect to its colors and size of its elements, but felt that adding a tag line – supporting human services under one roof – would further clarify the image that needed to be projected to the public. The Board of Trustees voted to accept the recommendations of the Branding Committee and marketing materials will reflect the new logo as we move forward.

Financial Information

The primary sources of income received by Community Conscience are proceeds from the Mardi Gras Ball fundraiser and from the lease agreement with the County of Ventura. The non-profit organizations each contribute \$0.25 per square foot to offset the utility costs. Reimbursement contributions received from the non-profit organizations covered 58% of the utility costs in 2016, Community Conscience covered the other 42%. The majority of the income is used for costs related to maintaining the building on a day-to-day basis. Plumbing, janitorial, electrical repairs, security patrol, landscaping and elevator upkeep are examples of the maintenance that keep the building in good operating condition.

Income		
Interest & Dividends	\$8,265.72	3%
Contributions from Donors	\$2,717.52	1%
Fundraisers	\$5,870.64	2%
Ventura County Lease Agreement	\$112,711.50	35%
Utility Reimbursement Contributions	\$32,965.00	10%
Mardi Gras Ball	\$157,480.20	49%
Expenses		
Wages & Salaries	\$66,973.41	26%
Organization Administrative Costs	\$19,277.32	8%
Building Insurance	\$3,991.50	2%
Utilities	\$54,962.64	21%
Building Maintenance	\$56,093.31	22%
Mardi Gras Ball	\$54,954.10	21%

Ways You Can Help

There are many ways to support Community Conscience, a 501 (c)(3) non-profit organization, TIN #95-3310410. **Please check with your tax advisor.**

In Memoriam and Honor Gifts: Your charitable gift is given to honor the memory or perpetuate the memory of a loved one. Following this donation, a letter will be sent to the person or family you designate that notifies them of your caring contribution. The amount of the gift is always confidential.

Donations of Cash: Your gift of cash, check, via credit card payment, or through Paypal can put your money to work immediately to help people in our community who are in need. This help is through programs offered at the Community Conscience building. You will be provided with a letter for income tax purposes.

Matching Gifts: Double or triple your gift through company matching gift programs for employees and retirees. To find out if your employer has a matching gift program, speak to the HR Department. You can maximize the value of your donation by following the company's procedures and identifying Community Conscience as the recipient.

Donations of Stock: Contribute stock that has appreciated in value and receive a tax deduction for the full market value. This will eliminate the capital gains taxes you would have incurred from a routine stock sale. The stocks must have been held by you for at least one year. If you own stocks or other investments that have decreased in value, you could sell them and donate the proceeds. You may be able to deduct the loss from other income for additional tax savings. Together the two deductions may be worth more than the current value of the investment.

Real Estate Donations: Gift a second home or other real estate to Community Conscience either outright or by bequest. You can preserve your cash assets, receive significant tax and income advantages and make a charitable gift at the same time. The gift of a remainder trust of your property allows you to continue to live in the residence for the rest of your life.

Donations of Tax-Deferred Retirement Plans and Life Insurance Policies: Donating retirement assets is one of the best ways to avoid costly income and estate taxes for your heirs. Naming Community Conscience as a beneficiary (or contingent beneficiary after the death of your spouse) of all or a specified percentage of any retirement plan assets can save your estate both income and federal estate taxes. You may also designate Community Conscience as the sole, partial or contingent beneficiary of a new life insurance policy or one you and your family no longer require.

Ralph's Community Program: Contribute to Community Conscience automatically as you shop for your groceries... and it doesn't cost you a cent! Register online at www.ralphs.com. Click on the 'COMMUNITY' tab.

Amazon Smile: Amazon will contribute a portion of what you spend to our organization when you shop. Log on to our website: www.communityconscience.org, click on the "DONATE" tab to learn more.