

Washington Hancock Community Agency
 Meeting of the Board of Directors, October 27, 2015

Called to Order: 4:04 pm		
I.	Roll call and introductions	Quorum established
II.	Approval of Board Meeting Minutes from September 29, 2015 Discussion: None Action: Martha made the motion to approve the minutes, Bunny seconded. Motion passed.	
III.	Items for Board Action New Business	
	<ol style="list-style-type: none"> 1. To approve the Budget for the year beginning October 1, 2015 and ending September 30, 2016. Discussion: The Finance Committee met on October 22, 2015 to review the budget. We're looking at getting back up over \$7M, which is growth over the past couple of years. Increase in Weatherization services due to excess funding at the State level. Budgeted surplus of \$90K due to reduction of Indirect Cost Rate by 4%. Transportation revenues seek to increase in January, we only budgeted ½ of that increase so the surplus may be larger. Revenues up 16% and Expenses up 13% over FY 15. We are asking for 3% from the Endowment for the Crisis Fund, or \$30,000. This is due to the hit that the market took this past year. Action: Ruth made the motion to accept the budget as proposed, Margaret seconded. Motion passed. 2. To reappoint Brent Hartford for a three year term. Discussion: Action: Joan made the motion to accept the reappointment, Bunny seconded. The motion passed. 3. To approve the meeting calendar for FY 2016 Discussion: Action: Ron made the motion to approve the calendar, Barbara seconded. The motion passed. 4. To authorize the President, Treasurer, Executive Director, and/or Finance Director to sign checks for FY 2016. Discussion: Action: Ruth made the motion to approve the signors, Martha seconded. The motion passed. 5. To authorize the Executive Director and/or Finance Director to sign all agency agreements, contracts, and corporate agreements for FY 2016. Discussion: Action: Martha made the motion to approve the signors, Joan seconded. The motion passed. 6. To authorize the President or Vice President to sign the Executive Director's expenses for FY 2016. Discussion: Action: Ruth made the motion to approve the signors, Bunny seconded. The motion passed. 7. To seek Board volunteers to help with SEED petitions on November 3rd. Discussion: The Development Committee lined up four towns to go to that require signatures for us to be put on their Town Warrant. We need people at Surry, Hancock, Milbridge, and Addison. SEED is the money that we get from the towns in order to "seed" new programs or use as match funding. We will be asking for more involvement from 	

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Board members.		
8. Other Business/Adjustments to the Agenda: Martha made the motion to appoint Margaret Wolford as the Treasurer for FY16, Ruth seconded. The motion passed		
IV. Reports		
<p>1. Executive Directors Report – Mark Green – LiHEAP money will be in for disbursement by the second week of November. WHCA has been selected as the Next Step’s Partner of the Year. They noted one employee in particular, Amy Moore, who has worked with their case managers to house clients in our apartments in Machias and Calais.</p> <p>2. Finance Directors Report –Kevin Bean – The reports are preliminary as it is the end of the Fiscal Year. We ended the year with about \$625K in the bank, the deficit decreased by \$9K to \$53K. It looks like we should be able to book additional AR for Transportation so Kevin is confident we can get the deficit down to around \$30K. This is good considering the loss on properties and HHG write-offs. Things have turned around well for Transportation to where they have a surplus this year. Receivables are a bit high, which we need to work on getting down this next year.</p> <p>The audit will be starting in about 3 weeks. Kevin will be rewriting the Procurement Policy, which will be passed on to the Finance Committee this year.</p> <p>3. Written Reports</p> <ul style="list-style-type: none"> a. LiHEAP Report b. Friendship Cottage Report c. Development and Community Services – Proposal that was written for the Boston Group – how did we decide on the four issues we applied for? The current priorities for the Board were used as a guideline, and we believe this group likes items that get people back to work or small businesses. This donor funds Washington County. d. Transportation e. Housing and Veteran’s Services f. Family Advocate Report g. Nurse Home Bridging Report 		
V. Business meeting adjourned at 4:34 pm		Bunny made the motion to adjourn.
Respectfully submitted, Jennifer Trowbridge, Housing & Veteran Services Director		