

Washington Hancock Community Agency
 Meeting of the Board of Directors, September 30, 2014

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| Called to Order: 3:05 pm | | |
| I. | Roll call and introductions | Quorum established |
| II. | Approval of Board Meeting Minutes from September 30, 2014 Discussion: Action: Martha Beathem motioned to accept as written Craig Schoppe seconded, motion carried. | |
| III. | Items for Board Action | |
| | <ol style="list-style-type: none"> 1. To approve the meeting calendar for FY 2015 Action: Martha made the motion to approve, Joan seconded, motion carried 2. To authorize the President, Treasurer, Executive Director, and Finance Director to sign checks for FY 2015. Action: Ruth made the motion to approve, David seconded, motion carried 3. To authorize the Executive Director and Finance Director to sign all agency agreements, contracts, and corporate agreements for FY 2015. Action: David made the motion to approve item 3 & 4, Barbara Clark seconded, motion carried. 4. To authorize the President and Vice President to sign the Executive Directors expenses for FY 2015. | |
| IV. | Reports | |
| | <ol style="list-style-type: none"> 1. President's Report – Betsy Fitzgerald – Next Executive Committee meeting at the November meeting will discuss the Executive Director's review. It was requested that during the regular meeting an executive session be called to discuss. Brent's online forum is going well. Items have been posted, please continue to check in. List of possible donors with addresses to Joe, please. If you would rather have the information to send out yourself to personal contacts, please let Joe know. It does not necessarily have to be "friends", but rather those in the community who may have an interest. The goal is to get a mailing list together to use for information sharing as well. Any personal contact will not be done without prior discussion with the person who gave the name. Otherwise, the addresses will be used to send the brochure. Your name will not be used when making contact, unless you authorize it. Bucket list has been handed over to staff. There is a meeting on October 29, 2014 at 3:00. It was suggested that staff be asked for names as well. 2. Boot Camp – Barbara Clark – Three attended, 1 in basic and 2 in advance. Barbara attended advanced. It was a good group that represented several sectors. Items that stood out: <ul style="list-style-type: none"> • Monitoring, strategic planning, and visionary, in that order in the shape of a triangle, with the emphasis on planning and vision. • Beware of mission drift. • Importance of Board training with a clearly defined protocol for Board | |

responsibilities, including interaction at meetings.

- Suggest more discussions at meetings, rather than just nuts and bolts. Dinner and learn, and a Q&A with staff about activities that month, and the effect on goals and plans.
- Board profiles and expectations agreement.

Beginning class – Ruth

- 100% percent participation in fundraising is extremely important and can cause the organization to lose grants
- The hat you're wearing matters
- Care, loyalty, obedience
- Nine core responsibilities
- Nonprofit Board Basics was used; perhaps it can be purchased for all members? Mark will check into this. Once we do get them, there needs to be a session to review them.

3. Written Reports

- a. Executive Director' Report – Mark asked that Board Members and Staff distribute themselves among the tables at the Annual Meeting.
- b. Finance Director's Report – The reports are preliminary numbers as Kevin gets through the first part of the audit; there is CSBG money that needs to be reallocated so it can be spent, which will affect the numbers, or we will have to send the money back; the Auditor will be coming in the next 2 weeks, and final numbers should be available the week or two prior to Christmas; currently show a \$10K deficit for the year, but hope that will change when we can get Receivables finalized.
- c. LiHEAP Report
- d. Friendship Cottage
- e. Incubator Without Walls
- f. Development and Community Services
- g. Transportation
- h. Housing & Veterans Services – Joan noted that flyers are out in town offices, and commended the Division (Bobbi) for that.

4. CSBG Training – Conducted by Sarah Nugent, covering the Needs Assessment that was recently completed. A memo from OCS that outlined the Board's Results Oriented Management and Accountability (ROMA) responsibility was handed out to the members.

V. Meeting adjourned at 3:47 pm

Craig made the motion to adjourn.

Respectfully submitted, Jennifer Trowbridge, Housing and Veteran Services Director