

DRAFT

HEARTS & LIVES
EXECUTIVE BOARD MEETING MINUTES

January 16, 2013

Present: Barry Robinson, Tom Bachman, Cynthia Carley, Mack Braden, Sue Walker, Ken Decroo, David Stuart, Julie Burnette

Barry Robinson called the meeting to order at 4:02 p.m. He opened the meeting by announcing that Pat Davis had resigned from the board due to a possible conflict of interest since her joining the staff at MCH. It is with regret that her resignation has been accepted and she will be missed.

Tom Bachman made a motion to accept the Minutes from the November 28, 2012 meeting and the motion was seconded by Cynthia Carley and unanimously approved.

Director's Report

Dave Stuart presented a verbal summary of the month's activities, including:

- Project Santa was very successful, starting with the coat distributions on 10/25, 12/5 and 12/8 which served 122 families, including 232 children. Our toy/food give-away assisted 112 families, combined with Helping Hands who served 186 families and Operation Provider, who habitually assist over 600 individuals every Christmas;
- We are expecting a routine site visit from First 5 in February, although the date has not been set yet;
- The Transitional Assistance Department (TAD) will again be offering Volunteer Income Tax Assistance (VITA), a free tax preparation services through our office on February 27th and March 6th;
- The February meeting will be held on February 13th as an Organizational Assessment – Capacity Building Strategic Planning Project Update, which will be a presentation by Miki Carpenter and Sarah Boxx. The location has yet to be formalized. This will not be a regular board meeting and it is expected that Bill Stanley will be in attendance.

Case Manager's Report

- Julie Burnette reported that the case workers currently have 91 open unduplicated cases and the First 5 target is only 120 for this year;
- She gave an updated summary of the grants applied for/awarded;
- A committee has been formed for the planning of the health/safety event tentatively scheduled for May 18th in Crestline.

Financial Reports

Dave Stuart provided all board members with December 2012 Profit & Loss and Balance Sheet. Sue Walker made a motion to approve the financials, which was seconded by Cynthia Carley and unanimously accepted.

New Items

Cynthia Carley made a motion to ratify Ken Decroo as a new Board Director effective January 2013, to complete the term vacated by Bill Stanley's resignation, with an expiration of June 2015. The motion was voted on and accepted unanimously.

Tom Bachman made a motion to ratify Sue Walker's membership as fulfilling Gerry Porter's term, which will expire in June 2013. The motion was seconded by Mack Braden and accepted unanimously.

The terms are set for four years with Barry Robinson, Sue Walker and Mack Braden expiring June 2013; and Tom Bachman, Cynthia Carley and Ken Decroo's terms set to expire in June of 2015.

It was agreed that the Bylaws should be changed to reflect that a vote by email will be lawful provided the vote is unanimous.

Barry Robinson requested that everyone start to compile an email list of contacts for outreach and a campaign to improve our communications with the community.

Ken Decroo to provide a brief profile of himself for posting on the website.

The next scheduled Board meeting will be Wednesday, March 20, 2013 at 9:00 a.m. at Coldwell Banker - Blue Jay office, Conference Room.

Sue Walker moved to adjourn the meeting at 5:20 p.m. The motion was seconded by Cynthia Carley.

Minutes prepared by Joy Drury.