

HEARTS & LIVES
EXECUTIVE BOARD MEETING MINUTES

March 20, 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 9:20 a.m. Ken Decroo made a motion to accept the Minutes from the January 16, 2013 meeting and the motion was seconded by Mack Braden and unanimously approved.

Director's Report/Case Manager's Report`

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

- Details for the month are outlined in Dave's written summary.
- He updated us that the First 5 Budget adjustments had been sent in moving some spending between lines.
- He led a discussion on the Randall Lewis Fellowship.
- Barry Robinson will attend the Capacity Building Session on April 3rd.
- Julie Burnette reviewed our grant status as well as updating us on new printed material to more effectively summarize and chart our activities.
- The Board discussed the need for these materials, elevator speeches to communicate our mission to the public and potential fund raising activities for 2013.

Financial Reports

Dave Stuart provided all board members with February, 2013 Profit & Loss and Balance Sheet. Sue Walker made a motion to approve the financials, which was seconded by Cynthia Carley and unanimously accepted.

Ongoing Business:

Updates on current progress on assigned projects was given as follows;

- Sue walker and Tom Bachman are working on an Honorary Board of Directors Program. They presented their current thought process and the Board agreed this is an important avenue to move forward.
- The Policies and Procedures Manual was submitted for final review. Any last minute changes were to be submitted by email so the final publication and employee sign off can take place.

- Barry Robinson, Sue Walker and Cynthia Carley are to review the final draft of our Bylaws and submit any changes.

Financial Policies will be reviewed by Cynthia Carley and Sue Walker.

Meeting adjourned at 11:17 A.M.