

## HEARTS & LIVES

### EXECUTIVE BOARD MEETING MINUTES

MAY 4, 2011 (SPECIAL MEETING)

Present: Tom Bachman, Gerry Porter, Ira Maser, Barry Robinson, Bill Stanley

Absent: Cynthia Carley, Mack Braden

Ira Maser called the meeting to order at 3:15 p.m.

#### Director's Report

Dave Stuart gave the Executive Director's Report, as follows:

Edison reported that we were unsuccessful in obtaining the funds applied for; we have not yet received confirmation from ROWSD to hold the Health & Safety Fair at the High School on June 18<sup>th</sup>; we have applied for a grant through CVS Pharmacy, which would allow Dr. Monroe \$4,500 to purchase new equipment and supplies.

#### New Items

The reason for a special meeting being called was to discuss the financial situation of H&L. Dave reported that based on cash flow, the current suggestions were:

- 1) Barb Petersen will work 12 hours per week until June 30<sup>th</sup>, at which time she will be finished;
- 2) Dave's salary to be cut from \$60K to \$40K annually;
- 3) Bev's pay to be cut \$2.10 per hour (\$18.90); Joy to be cut \$2.00 per hour (\$17.50) and part-time staff to be reduced to 14 hours per week;
- 4) Move to Mary Tone as of July 1<sup>st</sup>;
- 5) Ask for a suspension or reduction of rent at the current location for month of June;
- 6) Borrow from restricted McCormick funds to cover one month's shortfall and reimburse from First 5 monies;
- 7) Dave proposed that the Policy Manual be revised to reflect that part-time employees no longer will be paid for snow days.

Following a lengthy discussions, Ira requested that Joy contact Scott McGrath, First 5, to ascertain whether June and July reimbursements will both be made in September or if June is made in a timely fashion, will the reimbursement be made in August. Ira also proposed and it was agreed by all present, that one month of shortfall could be borrowed from 'restricted' funds and paid back from First 5 reimbursement; H&L will move to Mary Tone effective July 1<sup>st</sup>; Dave will request an adjustment to June's rent and steps will be taken to lower monthly expenses to cover the shortfall.

Meeting adjourned at 4:45 p.m.