

**HEARTS & LIVES**

**MINUTES OF BOARD MEETING  
OF THE BOARD OF DIRECTORS**

**DATE:** November 21, 2017  
**TIME:** 4:00 p.m.  
**PLACE:** Blue Jay Outreach Office

**ATTENDANCE:** *Board Members Present:*

**Ken Decroo  
Tom Bachman  
Steve Hollstein  
Patti McGonigle  
Bill Stanley**

*Board Members Absent:*

**None**

*Staff Present:*

**Luvia Rodriguez, Executive Director**

**I. CALL TO ORDER**

The Meeting was called to Order at 4:05 p.m. by Ken Decroo the President.

**II. APPROVAL OF MINUTES – OCTOBER 17, 2017**

Tom Bachman made a **MOTION** to approve the Minutes of October 17, 2017 and Ken Decroo **SECONDED** the Motion. The Minutes were unanimously approved.

### **III. REVIEW & APPROVE OCTOBER 2017 FINANCIAL STATEMENTS**

Ms. Rodriguez presented the Financial Statements to the Board. Steve Hollstein made a **MOTION** to approve the October 2017 Financial Statements and Tom Bachman **SECONDED** the Motion. The Financial Statements were approved by unanimous vote.

### **IV. OLD ITEMS**

- **Board State Requirements.**  
Under this item were a myriad of items that required compliance pursuant to Code of Federal Regulations. The requirements set forth will be discussed at the January 16<sup>th</sup>, 2018 meeting and the Board will proceed to develop a Policy to comply with all requirements. The self-assessment of the Board members will be developed and said self-assessment will be conducted annually.

### **V. NEW ITEMS**

By-Laws.

Ms. Rodriguez distributed to each Board Member a list of Board By-Law changes that were recommended and/or suggested after the audit by Smith & Marion. After a discussion regarding the recommendations Bill Stanley **MOVED** and Ken Decroo **SECONDED** to instruct Ms. Rodriguez to proceed to remove and/or create changes as suggested by Smith & Marion, which list of changes and creation of new By-Laws is attached to these Minutes as Exhibit A.

### **VI. EXECUTIVE DIRECTOR'S REPORT**

- **Grants & Donations**

Ms. Rodriguez informed the Board that TJ-MAXX had donated \$800.00 towards the coat distribution.

In addition Ms. Rodriguez had received a donation from Sunrise Rotary in the sum of \$500.00 and a donation from Soroptimist in the sum of \$300.00.

- **Updates on H & L**

Ms. Rodriguez informed the Board that the toy distribution event would be on December 20<sup>th</sup> and 21<sup>st</sup>, 2017.

Ms. Rodriguez also informed the Board that the clinical audit with EHS went well.

The County fiscal audit showed 2 findings for the year 2014/2015 which had already been deducted.

The County site review for the Blue Jay office was scheduled for 12/1/17.

The coat distribution distributed to 234 individuals approximately 1100 items.

Ms. Rodriguez finished with the EFSP monies and indicated those funds were still being distributed for food, utilities and shelter.

## **VI. BOARD MEMBER COMMENTS**

Ken Decroo, the Board President again thanked Ms. Rodriguez for an outstanding job.

The Board Members discussed a fund raiser to be held in possibly May, and different locations were discussed for the Bar B Q, and events over several days that would involve activities to later be discussed and finalized.

## **VII. ADJOURN**

Tom Bachman made a **MOTION** to Adjourn the Meeting, and Steve Hollstein **SECONDED** the Motion. The Meeting Adjourned at 5:05 p.m.

**Minutes prepared by Patti McGonigle**