

LIFELINE FOR THE EMPOWERMENT AND DEVELOPMENT OF CONSUMERS, INC.
Board Minutes
August 17, 2011

CALL TO ORDER: Meeting called to order by Jeremy Iosue at 5:40pm

PERSONAL MOMENT OF SILENCE

ROLL CALL/QUORUM DETERMINATION:

Present: : Michelle Herron, Erin Johnson, Joyce Bates, Lori Adler, Jeremy Iosue, Joyce Taylor, Rita McMahon, Julia Evola, Pam Morse, Dawn Nickerson, Don Waytes

Absent: Cliff Bolling

Excused: Jennifer Dimmick

Guests: Bill Knapp, Lakeland Community College

Staff: Carrie Dotson, Cate Hearn

APPROVAL OF MINUTES:

- A motion to approve the minutes from the June Board meeting was made by Michelle, second by Joyce Bates **Minutes approved**

ADDITIONS OR AMENDMENTS TO THE AGENDA:

PUBLIC COMMENT: Bill Knapp moved to Ohio from Michigan, where he worked for two Community Action Agencies over a period of 14 years. He understands and believes in the philosophy of our agency and has requested an opportunity to be involved with our Board of Trustees.

FINANCE REPORT:

- Carrie has sent out reports for April, May and June and is currently working on July. Because of the new funding sources and costs associated with 211, she and Barb are trying to fit them into the existing report format. It will be forwarded upon its completion.

COMMITTEE REPORTS

Fundraising Committee:

- **Dancing Under the Stars:** The event was a great success. The final numbers won't be available until September after all bills are paid, but the profit should be between \$30,000 and \$32,000. This profit will be divided equally between FPA and Lifeline. Carrie thanks the Board members who attended the event and sold advertising for the program. Next year the venue will have to change because LaVera can't accommodate any more guests. The committee will hold a wrap-up meeting on September 6; Carrie asks that the Board forward to her any feedback they may have before this meeting.

- **Dining to Donate at Applebee's:** Was held July 12 and made only \$110. Board had discussion about possible alternative locations to hold dining nights for late 2011 and for 2012.
- **Annual Campaign:** Carrie passed out information regarding ways that the Board can help with the campaign. Our goals are as follows: 400 contacts, 100 donors, \$6,000 profit.
This year's campaign will be more important than ever because of the potential budget cuts we may be facing. Carrie also passed out contact lists from last year and pledge cards. **Please note: Pledge cards and contact lists must be returned to Carrie at or before our next board meeting, September 21st.**

HR Committee:

- Motion made by Erin Johnson to enter an executive session to discuss personnel issues. Second by Don Waytes. **Motion carried**
- Motion made to end executive session made by Joyce Taylor, second by Lori Adler. **Motion carried**
- Motion to approve salary change for Executive Director to include a salary increase of \$2,500 retroactive to June 1 made by Joyce Taylor, second by Erin Johnson. **Motion carried**

Finance Committee: No Report

By Laws and Membership Committee:

- We have had 2 resignations from the Board. Mark Pohovey and Paul Stefanko are no longer members. Currently, we have 2 vacancies in both the public and private sector and one vacant low-income position. Carrie will be meeting with a potential public sector member tomorrow and has requested a new appointment from the Board of Commissioners to replace Paul. Bill, who is in attendance tonight, would fill one of the private sector positions. We would like to find someone who will represent our Hispanic clients and someone who will represent a larger corporation in Lake Co. Joyce Bates has two suggestions on which Rita will follow up.
- Due to the recent resignations, we need more Board members to serve on the HR committee. A committee sign-up sheet was distributed and several Board members did sign up.
- Mark Pohovey's departure also affects our succession plan, as he was vice-president of the Board. Board had discussion on how to fill Mark's vice president slot. After discussion, Rita McMahon made a motion that Joyce Taylor fill in as Vice President in Mark's absence for the remainder of the year, as well as in the capacity of Treasurer and finance committee chair. Second by Michelle Herron, Joyce Taylor abstained from voting. **Motion Carried.**

Programming and Planning Committee: No Report

Director's Report:

- HEAP's Summer Crisis program has been very active this year. As of Aug. 12, the staff have taken 517 applications, compared to 396 at the same time last year. We have given out all available air conditioners. There are about 2 weeks left in the season and it appears that we will not run out of funds before August 31st.
- Carrie presented the Home Energy Assistance Program Administrative & Operating Grant to the Board, including each line item of the HEAP budget. After discussion,

Joyce Bates motioned to accept the budget as written, second by Rita McMahon.

Motion carried.

- Carrie asks again that Board members consider writing a letter to Congressman LaTourette regarding funding for community action agencies. It appears that he will be a swing vote and the most recent proposal has funding at zero for the Community Services Block Grant. The Board asked that she send a sample letter or talking points as well as a contact address for the Congressman.
- The Friends of Lake ADAMHS Board has sent out an invitation for their annual celebrity art auction event on September 14th. Lifeline will buy a table and asked Board members to join us for the event. Cate has volunteered to make a basket and requests donations of money or gift cards from the Board to buy the contents of the basket.

Program Reports:

- No new reports.

Old Business: No information yet regarding our ability to host Bingo. Jeremy will research.

New Business: none

General Board Discussion: none

Adjournment: Motion to adjourn made by Rita McMahon, second by Pam Morse at 7:00pm.

Motion carried.