

## Lifeline, Inc. Board Minutes

December 21, 2011

**CALL TO ORDER:** Meeting called to order by Jeremy Iosue at 5:45

### PERSONAL MOMENT OF SILENCE

### ROLL CALL/QUORUM DETERMINATION:

**Present:** Michelle Herron, Kathleen Homyock, Lori Adler, Rita McMahon, Bill Knapp, Julia Evola, Joyce Taylor, Jeremy Iosue

**Absent:**

**Excused:** Pam Morse, Joyce Bates, Don Waytes, Jennifer Dimmick, Erin Johnson

**Staff:** Carrie Dotson, Maribel Young

### APPROVAL OF MINUTES:

- A motion to approve the minutes from the November Board meeting was made by Rita McMahon, second by Joyce Taylor. **Motion carried**

**ADDITIONS OR AMENDMENTS TO THE AGENDA:** None

**PUBLIC COMMENT:** None

**FINANCE REPORT:** Carrie will e-mail the finance report to all Board members on 12/22/11.

### COMMITTEE REPORTS:

#### Fundraising Committee:

- **Annual Campaign** - As of 12/21/11 we have had 49 donors and a total of \$4,030.00 in donations. This is less than what we had received last year at this time. Annual Campaign reminder cards will go out the first week of January. No donations have been received from the Firstgiving website as of yet. There was concern from some Board members about the timing for the Annual Campaign. Carrie explained that due to the United Way black out and some previous research this is the best time to launch the campaign.
- **March Mania** – the event will be held on Friday, March 9<sup>th</sup>, 2012 at La Malfa. The invitations will go out the second week of January. Packets of raffle tickets were handed out to all present Board members.

**HR Committee:** No report

**Finance Committee:** No report

### **By Laws and Membership Committee:**

- The following changes were presented by the Committee and will be voted on at the January Board meeting (*see attachment to Dec. Board packets for exact recommended changes*):
  - The starting time for Board meetings will change from 5:30 p.m. to 6:00 p.m. This change will take effect with the January 2012 meeting. (*No vote is needed for this change as the bylaws do not mandate a specific start time.*)
  - Board packets to be sent out to Board members three days before the meeting instead of five days.
  - Adding to the bylaws that the Secretary position will also chair the Bylaws and Membership Committee.
  - Adding to the bylaws that the Executive committee appoint replacements to fill mid-term officer vacancies and that they remain in place until January elections.
- The Board had discussion about how to slate officers for the upcoming January elections. Per the by-laws, the President will create an ad hoc Nomination Committee to help with the selection of potential candidates. Jeremy will contact Carrie to appoint Nominating Committee members so that they can meet in December or early January.

### **Programming and Planning Committee:**

- Carrie presented Board members with a copy of the 2011 Needs Assessment. According to the report housing and transportation seem to be the biggest areas of need this year, followed by medical and dental services. This report will be used as a guide over the next couple of years. Upon review of the information Joyce Taylor suggested we look at the CMS Health Care Innovation Challenge. The purpose of this grant is to deliver better health to those with the highest health care needs.

### **Director's Report:**

- Carrie asks that the Board approve the transfer of \$6000.00 from the savings account to the corporate account for the following :
  - \$3000.00 for the Eye Care program as United Way funding is on hold until the panels meet in January.
  - \$3000.00 for general operations.Rita McMahan motion to approve the transfer of \$6000.00 from the savings account to the corporate account. Second by Michelle Herron. **Motion Carried.**
- Carrie reminded everyone to RSVP for the Chamber of Commerce award dinner. Board members who will attend will need to pay for their tickets and any checks need to be made out to Lifeline. The agency will pay for any staff member that wants to attend. Carrie will send out a reminder e-mail as requested by Board members.
- Carrie advised that the Federal Budget was passed and CSBG will be fully funded; however the HEAP program took a \$1.2 billion cut from last year. Due to these changes the CSBG budget will likely be revised.

### **Program Reports:**

- VITA clinics will start January 28<sup>th</sup> and they will begin taking appointments after the first of the year.
- Quality Assurance Activities: none
- Client Rights Activities/Grievances: none

**Old Business:** none

**New Business:** none

**General Board Discussion:** none

**Motion to adjourn:** Michelle Herron, second by Julia Evola. **Motion Carried. Meeting adjourned 6:30 pm**