

**LIFELINE FOR THE EMPOWERMENT AND DEVELOPMENT OF CONSUMERS, INC.**  
**Board Minutes**  
**February 17, 2010**

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

**PERSONAL MOMENT OF SILENCE**

**ROLL CALL/QUORUM DETERMINATION:**

**Present:** Erin Johnson, Mark Pohovey, Rita McMahon, Jeremy Iosue, Dan Culliton, Pam Morse. Joyce Bates, Michelle Herron, Lori Adler

**Absent:** Cliff Bolling

**Excused:** Jennifer Dimmick, Joyce Taylor, Dianne Rafferty

**Guests:** Don Waytes

**Staff:** Carrie Dotson, Maribel Young

**APPROVAL OF MINUTES:**

- A motion to approve the minutes for the January Board meeting was made by Rita McMahon, second by Michelle Herron. **Motion Carried**

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

**PUBLIC COMMENT:** none

**FINANCE REPORT:**

- Finance report was completed and discussed with all board members.

**COMMITTEE REPORTS**

**Finance Committee:**

- Proposals for audit services are due by March 5<sup>th</sup>.
- Kolita & Co. is responsible to bring in work papers from the 2008 audit.
- Year end financials are a work in progress and should be done with in the next three to four weeks.
- January report was completed and discussed with board members.
- A Finance Committee meeting will be scheduled for the week after the March Mania event to review the audit proposals.

**Fundraising Committee:**

- Deadline to RSVP for March Mania is February 26. Currently we have 63 paid people confirmed for the event and we are paying for 150 people. Board members are encouraged to invite as many people as they can to the event.
- Board was reminded of what they pledged for the Party Table and asked to bring it in before the event.
- Donations are slow coming in for the silent auction and we are in need of the following items:
  - Beer, Wine, liquor
  - Gift Certificates to stores (Giant Eagle, Target, Walmart)
  - Lottery tickets
- Annual Campaign goal is \$6000.00, we are very close to that goal (\$5790) and we have already exceeded last year's goal.

**HR Committee:** none

### By Laws and Membership:

- Don Waytes has attended his second Board meeting tonight and is interested in filling a public sector slot. Don will represent the City of Painesville. Motion to approved Don as a board member effective 2-17-10 made by Mark Pohovey and 2<sup>nd</sup> by Rita McMahon. **Motion carried.**
- Mark reminded everyone that there are still four open slots; two public and two low-income.

### Programming Committee:

- Committee met on 2-11-10 to discuss 2009 strategic plan and proposal for 211. Lori asked members to review the 2009 strategic plan due to all the new changes to Lifeline and make any recommendations. We want to ensure that goals set are being met for the agency. Carrie will e-mail the strategic plan to board members.
- Carrie went through the final proposal for 211 and explained the reasons why this program is a good fit for our agency. The proposal indicates that Lifeline will be the grantee and would subcontract with Pathways to house the program. There was board discussion and concern about call volume and staff. Carrie stated she has contacted Cristen at the RSVP volunteer program to address this issue. Proposal is due 2-17-09. Motion to submit the 211 proposal made by Pam Morse, 2<sup>nd</sup> by Dan Culliton. **Motion Carried.**

### Director's Report:

- The United Way application was received on 2-16-10. Carrie states that there will be no drastic increase in funding this year. We will not be asking for funding match for the Down Payment assistance program as the State denied the request for extending the program due to the current economic situation. Carrie will present the applications at the March Board meeting for approval.
- The News Herald ran a very good story about HEAP and they are also interested in doing a story on our VITA program.
- Erin Johnson will be giving brief training on cultural and mental health sensitivity.

### Program Reports:

- Maribel updated board members on Security Deposit program and Down Payment assistance program.
- Carrie stated IRS representative is pleased with the progress on our VITA program.

Old Business: None

### New Business:

- Board members completed a brief training on cultural and mental health sensitivity provided by Erin Johnson.
- The next Board meeting is schedule for March 10, 2010.

Board Comments: None

**NEXT MEETING DATE & TIME:** The next meeting will be March 10 at 5:30 p.m. in the Key Conference Room.

### ADJOURNMENT:

- Motion to adjourn the meeting made by Lori Adler, 2<sup>nd</sup> by Pam Morse. **Motion carried.**

Respectfully submitted,

Erin Johnson, Secretary