

LIFELINE FOR THE EMPOWERMENT AND DEVELOPMENT OF CONSUMERS, INC.

Board Minutes

May 19, 2010

CALL TO ORDER: Meeting called to order by Jeremy Iosue

PERSONAL MOMENT OF SILENCE

ROLL CALL/QUORUM DETERMINATION:

Present: Joyce Bates, Michelle Herron, Dianne Rafferty, Joyce Taylor, Don Waytes, Erin Johnson, Rita McMahon, and Lori Adler, Dan Culliton, Mark Pohovey, Jeremy Iosue, Georgette Black

Absent: Jennifer Dimmick

Excused: Cliff Bolling, Pam Morse

Guests: Brian English

Staff: Carrie Dotson, Michelle Mezaris

APPROVAL OF MINUTES:

- A motion to approve the minutes for the April 21st Board meeting was made by Erin Johnson, second by Rita McMahon.
Motion Carried

ADDITIONS OR AMENDMENTS TO THE AGENDA: none

PUBLIC COMMENT: none

FINANCE REPORT:

- Finance report was completed and enclosed.

COMMITTEE REPORTS

Finance Committee:

- Carrie described the current situation Lifeline is facing regarding the new phone system that is needed once HEAP moves into the neighboring office. The two phone systems currently being used are not compatible. The phone system must be expanded to accommodate Lifeline's growth. (Carrie passed out spreadsheet with quotes from different phone vendors). The Teleco Star 2 Star communication system is the most expensive quote, however, there are several benefits to using their product. The start-up cost is much higher than the others but Teleco would become our direct phone/internet service provider saving the agency approximately \$250/month from its current bill. Teleco also provides no charge phone replacements/repairs as well. Other vendors would require AT&T to continue to be the service provider and Lifeline and HEAP combined monthly phone bills would be approximately \$700/month. The committee considered financing the \$7,500 cost of the Teleco Star 2 Star phone system over three years- the total cost with interest would be about \$10,000. The committee recommends purchasing the Teleco Star 2 Star system by using the Lifeline savings account to avoid any unnecessary interest charges of a finance option. Carrie explained that although Teleco would install materials now, our official contract with them would not start until Lifeline completes the current agreement with AT&T because Lifeline would be charged almost \$900 in early termination fees. Lori Adler proposed that Lifeline switch carriers now and pay the early termination fee for AT&T because the savings Lifeline would get by using the new Teleco system would balance out the high termination fee. Lori Adler's proposal was accepted by the Board. Because a vote was needed quickly to accommodate the office merger, the Executive Committee had met and approved the contract with Star 2 Star Communications. A motion to confirm the Executive Committee's agreement with Teleco Star 2 Star was made by Georgette and 2nd by Lori Adler. **Motion Carried.**

Fundraising Committee:

- Erin Johnson conducted a Board training on "How to become a better non-profit Board of Trustee member".
- Dancing Under the Stars is August 7th- Save the date cards were passed out. All ten professional dancers and celebrities will be unveiled at a cocktail party May 27th at Judge Gibson's home. The event makes profit from the sponsorships it collects- Carrie passed out information on how to become an event sponsor. Carrie will have official invitations at a later date.

HR Committee: No report

By Laws and Membership: No report.

Programming Committee:

- ARRA Update: To date, Lifeline has spent 54% of its ARRA allocation. Funds allocated to medical services program are not anticipated to be spent. Carrie and Mary Wynne-Peaspanen from the Family Planning Association of Northeast Ohio (FPANEO) discussed a potential new collaboration regarding the medical services program to help increase spending.
- Strategic Plan Update: The committee discussed revising the plan due to the vast changes that have occurred since last spring. A possible sixth goal related to agency growth may be added. The committee would like to spend time creating a concrete action plan associated with the Strategic Plan so that Carrie has a detailed map of what steps need to be taken to achieve agency goals.
- Annual award nomination forms were passed out to the Board. Carrie and Michelle reviewed each of the nominees and the Board submitted their votes. Carrie will announce winners via email.
- 2-1-1 Update given by Rita McMahon: After attending a UW Board meeting, Rita reports that a resolution involving 2-1-1 has not been established. The UW is still concerned about the management issues of 2-1-1. A financial audit of the agency is being conducting to determine the income/expenses details. 2-1-1 is exploring financial independence. By November 2010, the UW is asking 2-1-1 for the following:
 - A plan for financial development
 - Apply for funding through the E & I process
 - Explore joining other agencies
 - Continue exploring options with Lifeline
 - Report findings back to UW Board

The Board recommended that if a new RFP becomes available for 2-1-1 that Lifeline not re-submit their proposal and instead stand firm on the previously submitted proposal.

Director's Report:

- Carrie updated the Board that Alicia Sullivan, our new OCS field rep, will be coming out for a monitoring visit on June 8—she'll cover CSBG, ARRA and HEAP, as well as general administration of the agency.

Program Reports: None

- HEAP Summer Cooling Program will begin July 1st this year—we were allocated \$34,000 to be spent in July/August 2010. It will be able to assist with electric bills and air conditioners. Services will be provided for the elderly and those with medical documentation. Carrie is working to set up invoice system with Lowe's to provide air conditioners. HEAP will be moving to their new office on Wednesday, May 26th.

Old Business: None

New Business: None

Board Comments:

- Reminder: No Board meeting for June 2010.

NEXT MEETING DATE & TIME: July 21, 2010 at 5:30 p.m. at Chester's Tavern in Painesville.

ADJOURNMENT:

- Motion to adjourn the meeting made by Rita McMahon, second by Mark Pohovey. **Motion carried.**

Respectfully submitted,

Erin Johnson, Secretary