

**Board Minutes  
October 19, 2011**

**CALL TO ORDER:** Meeting called to order by Jeremy Iosue at 5:35

**PERSONAL MOMENT OF SILENCE**

**ROLL CALL/QUORUM DETERMINATION:**

**Present:** Michelle Herron, Erin Johnson, Joyce Bates, Lori Adler, Joyce Bates, Pam Morse, Rita McMahon, Bill Knapp

**Absent:**

**Excused:** Julia Evola, Jennifer Dimmick, Joyce Taylor, Cliff Bolling

**Guests:** Kathleen Homyock

**Staff:** Carrie Dotson, Cate Hearn

**APPROVAL OF MINUTES:**

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

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

**PUBLIC COMMENT:** Kathleen Homyack introduced herself for members who were not present last month. She explained her background and expressed interest in joining our Board.

**FINANCE REPORT:**

- Rita explains that the committee met to discuss potential budget cuts and various scenarios, including full funding, a cut of 25%, and a cut of 50%. We will need to be prepared for each. Carrie explained each scenario in detail. Today we were notified by the state that we were to apply for full (level) funding and that the deadline for grant submission has been moved to November 30<sup>th</sup>. We will have to send in a revised budget when we get final numbers from the federal government. Following is the highlights of the scenarios:
  1. With level funding, the staff will receive a 1 ½ % raise in 2012 and another in 2013 for a total of 3% at the end of two years. We will hire a 20 hour Health Services Coordinator and the VITA coordinator will be able to work for the full season as she has in the past. Other budget items will remain the same and will look similar to our funding before ARRA. The Family Development program will be combined with the new Supportive Housing Program regardless of budget. We will also eliminate the Life Skills classes and Medical Services program in any scenario. We have requested funding from the United Way for the Eyecare program so that we can move some funding to other areas if needed.
  2. With a cut of 25%, the staff will not get raises (this will be the third year without a raise). We will not hire a Health Services Coordinator; these duties will continue to be taken by the Consumer Education Coordinator. We will not participate in any conferences or trainings and will allow for essential travel only. Copier, postage and office supplies will be paid from the unrestricted savings. We will eliminate the Transportation program and the Employment Training program. There will be reductions to funding for all programs.

3. With a cut of 50%, in addition to the steps identified above, the receptionist position will be reduced to 20 hours a week (currently a full time position) and the VITA coordinator position will be eliminated. Most travel, if not all, will be paid for from the savings. Suite 300 will be closed and 211 and admin staff will move back to Suite 309/302, utilizing the conference room as office space. No programs will be funded by CSBG and HEAP and 211 funding will be utilized to cover more office costs.
- It is possible that we may be allowed to keep our 2010-2011 CSBG carryover, which we're estimating will be approximately \$100,000. Obviously, this will be used to fill gaps and fund programs if it becomes available, but this is not information we will be given until after March 2012 so we will plan for cuts.
  - Rita suggests that we approve a grant written for full funding so that it's ready to be sent if nothing changes at the federal level. Rita motions to approve budget. Second by Pam.  
**Motion carried**
  - Don reminds the Board that because of the current financial situation there may be other small agencies considering closing their doors. It may be wise for us to consider which of these agencies we could bring in to Lifeline.

## **COMMITTEE REPORTS**

### **Fundraising Committee:**

- Michelle asks that everyone fills out and turns in annual campaign pledges and that each Board member honors this pledge. Because of potential budget cuts, this funding is more important than ever. It will also be valuable to be able to show that we have 100% Board involvement in the annual campaign. The amount that each member gives should be based on what they can afford; there is no minimum amount.
- The Firstgiving website is now up and active for donations
- Newsletter will go out soon.
- **Dancing Under the Stars** earned \$31,000 this year. This total is almost double last year's earnings! The date for next year's event is August 3<sup>rd</sup> at LaMalfa.
- **March Mania** is in the initial planning stages now. There will be three raffle prizes this year which we hope will attract more ticket sales. Third place will be \$100, second place, \$200 and first place will be \$500. **March Mania is scheduled for March 9<sup>th</sup> at LaMalfa. We ask that all board members prioritize this event.** The committee will be asking for donations for this event; we will discuss these at next month's meeting.

**HR Committee:** No report

**Finance Committee:** See Finance Report above.

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

- Rita motions that Kathleen Homyock be voted in as a Board member, as she is here for the second meeting. Second by Lori. **Motion carried.** Kathleen will fill one of our Public sector vacancies.

- There has been a few suggestions that the time of our Board meeting be moved back to allow members more travel time from work to the meeting. Rita asks for e-mails with suggestions or ideas on this subject.

**Programming and Planning Committee:**

- Focus of this meeting was the possible budget cuts and scenarios as described under Finance.

**Director's Report:**

- Winter HEAP season will begin on November 1<sup>st</sup>. We will offer coffee and donuts during the first week as we did last year. Catholic Charities staff has offered to assist us during this week to help with screening and we would like to have support from any board members who may be available. Volunteers should plan to be here at the office at 6:30am. Carrie passed out a sign-up sheet and several board members signed up.

**Program Reports:** No additional report

**Old Business:** none

**New Business:** none

**General Board Discussion:**

- Board members ask if they can donate fruit for the HEAP kick off. Carrie asks that it be here by Monday the 31<sup>st</sup>.
- Lori requests that when we have a new potential Board member, we create a short bio for the Board that can go into Board minutes. This way, if a member misses a meeting they will still have the new member's basic background information.
- Board also asks that we hand out a Board roster to our staff so that staff is familiar with Board members' names.

**Adjournment:** Motion to adjourn at 6:30 made by Erin, second by Michelle. **Motion carried.**