

**Lifeline, Inc. Board of Directors
March 15, 2017**

Call to order: Meeting called to order by Anne Curwen at 6:05PM.

Personal moment of silence observed

In Attendance: Anne Curwen, Paula Gordos, Ed Zivkovich, Abby Begeman, Holly Hanna, Pam Morse, Sue Whittaker, Alyea Barajas, Cathy Bush, Aaron Burko

Excused: Michelle Herron, Rob Moore, John Shepard, Carrie Knox, Terra Thorpe, Joyce Bates

Absent/Unexcused: None.

Guests: None.

Staff: Carrie Dotson, Michelle Mezaris

Quorum Determination: Quorum Achieved

Additions or amendments to the agenda: None

Approval of minutes: Pam Morse made a motion to accept the minutes of the February 15, 2017, Board meeting. Paula Gordos seconded. Aaron Burko and Alyea Barajas abstained. **Motion carried.**

Public Comment: None

Committee Reports:

Programming/Strategic Planning Committee:

- **VITA Presentation:** VITA Coordinator, Tiffany Menosky, will present in April.
- **Quarterly Strategic Plan Update:** Carrie reviewed the plan with the Board and shared updates for each section. She reports that the agency is making excellent progress.

By-Laws and Membership Committee:

- **Annual Dinner Updates:** The Annual Dinner will be on Wednesday, May 17th at Grand River Cellars in Madison. The Board meeting will be at 5:30PM with the event following. Lifeline pays for each Board member to attend; any additional guests are \$45/each.
- **Annual Awards:** At each Annual Dinner there are four awards presented. Each category is voted on by the Board with nominations completed by agency staff. The four awards are the Mildred P. Wilson Award, Outstanding Community Partnership Award, Community Spirit Award, and the Outstanding Achievement Award. Nominations were distributed to Board members to vote and Carrie will reveal each winner at the meeting in April.
- **Board Training:** Carrie reported that she is arranging the Board trainings for 2017 based on the results of the January survey. Topics will include Recruitment/Retention Best Practices presented by Dione DeMistro in June, Board Roles and Responsibilities presented by Jeff Diver in August and, finally, hopefully a fundraising training in the fall.

Fundraising Committee:

- **Annual Campaign:** Carrie shared that the agency with a few weeks to go, we're \$1,968 from goal and only 41% of Board member commitments have been fulfilled.
- **Spring Fundraiser:** Carrie stated that the raffle has all been underwritten and all future raffle sales will be profit. She encouraged Board members to keep selling their tickets. The drawing will be May 17 at the Annual Dinner.

Finance Committee:

- **Endowment/Unrestricted Fund Review:** Carrie distributed a summary report that listed balances on the agency's unrestricted savings account and the endowment investment, as well as projected revenues and expenses coming up in the next quarter. The Board discussed how they would like to proceed with transferring funds to the endowment from the savings account. After much Board discussion, Ed Zivkovich made a motion to approve \$13,808 to the endowment from the savings account. Holly Hanna seconded. Sue Whittaker and Anne Curwen opposed. **Motion carried.**

Human Resources Committee:

- **New Staff:** Carrie reported that the agency had two new staff begin work on Monday. Heather DeMetro is the new Program Coordinator and Wendy Johns is a new 2-1-1 staff member. Carrie shared that there are two other vacancies in HEAP and Receptionist positions.
- **Executive Session:** Alyea Barajas made a motion to enter into an executive session at 6:46 p.m. to discuss personnel related issues. Ed Zivkovich seconded. **Motion carried.** Holly Hanna made a motion to exit executive session at 7:09 p.m. Abby Begeman seconded. **Motion carried.**

Client Policy Ad Hoc: No Report

Facilities Ad Hoc: No report

Finance Report:

- Carrie provided report for January.

Director's Report:

- Carrie shared with the Board that in April several grants and projects will need Board approval before submission.
- Carrie updated the Board on the new asset building program called the Individual Development Account Program. This program supports efforts of clients who want to buy a home, start a business, or attend college/training program. The program provides matching funds to increase a client's ability to achieve their program goal. This program requires money to be raised by Lifeline prior to applying for a federal grant through the Ohio CDC. Father Chris at St. Mary's Church in Painesville is actively seeking donors. Carrie will provide updates ongoing.

Program Report:

- ODMH: Quality Assurance Activities – None
- Client Rights Activities/Grievances – None

Old Business:

- **Pathways to Excellence:** The committee continues to work on each section of standards.
- **Rebranding:** Carrie shared that the agency is working on the development of the website and has ordered some printed materials already. Carrie passed around a copy of some of the materials with the new logo!

New Business: None

General Board Discussion: None

Adjournment: Sue Whittaker made a motion to adjourn at 7:15 p.m. Aaron Burko seconded. **Motion carried.**