

**Lifeline, Inc. Board of Directors
October 15, 2014**

Call to order: Meeting called to order by Michelle Herron at 6:08 p.m.

Personal moment of silence observed

In Attendance: Joyce Bates, Michelle Herron, Pam Morse, Alyea Barajas, Sue Whittaker, Kathleen Homyock, Anne Curwen, Lori Adler, Rita McMahon, Bill Knapp, Joe Weber, Holly Hanna Coe

Excused: Melissa Clayton, Joyce Taylor, Marlaina Tucci, Ed Zivkovich

Absent/Unexcused: Jeremy Iosue

Guests: None.

Staff: Carrie Dotson, Michelle Mezaris

Quorum Determination: Quorum Achieved

Additions or amendments to the agenda:

- None

Approval of minutes: Anne Curwen made a motion to accept the minutes of the September 18, 2014 Board meeting. Joyce Bates seconded. **Motion carried.**

Public Comment: None

Committee Reports:

Programming/Strategic Planning Committee:

- **Marina Rivera-HEAP Presentation:** Marina reported on the upcoming Winter Crisis Program that begins November 3rd. The purpose of this program is to assist clients with getting connected with their winter heating source. The first week the office will open at 7:30AM in hopes of assisting more people with their disconnect notices. The office will additionally be open Saturday, Nov 8th. A new staff member, Jaclyn Spuzzillo, started two weeks ago and is doing well.

Fundraising Committee:

- **Annual Campaign:** The Annual Campaign letters will be mailed on November 14th. Please be sure to have your letters signed and returned to Carrie. Pledge cards were dispersed last month and need to be returned to Carrie as soon as possible.
- **DUTS:** Lifeline will receive \$15,800 as their profit from the event. Carrie reported that the ad sales were higher than in previous years but attendance was low so Lifeline/FPANEO had to pay for seats that were not filled. She also reported that more than 50% of the cast has been selected for 2015.

Finance Committee:

- Committee minutes were distributed.
- Lifeline closed a CD that held approx. \$15,000. It was rolled into the savings account. There is an additional \$28,000 in a CD that will be available in February 2015.
- **Endowment:** Committee recommended a \$50,000 initial investment into the Cleveland Foundation endowment. There would also be some changes in fiscal policies that are required to participate in the endowment. (See committee minutes).

- Rita McMahon made a motion to create an endowment for Lifeline in partnership with the Cleveland Foundation. Joe Weber seconded. **Motion carried.**
- Pam Morse made a motion to amend fiscal policies (without naming endowment) as recommended by the Finance Committee. Rita McMahon seconded. **Motion carried.**
- Pam Morse made a motion to amend fiscal policies with endowment name (Lifeline Endowment Against Poverty). Lori Adler seconded. **Motion carried.**
- Pam Morse made a motion for Lifeline to invest \$50,000 into endowment. Bill Knapp seconded. **Motion carried.**

By-Laws and Membership Committee:

- Board members participated in a group activity around deciding on a name for the Endowment.
- Board orientation was scheduled to be held immediately after the meeting.

Human Resources Committee:

- Carrie reported that Katrina Harris, receptionist, resigned from her position as of October 9th. She had been with Lifeline for over five years. New staff member, Jaclyn Spuzzillo, started as a HEAP Intake Worker on October 7th.
- Lifeline is still searching for a VITA Coordinator to run the tax assistance program. The job is posted at Lakeland, John Carroll University, and Ohio Means Jobs.

Facilities Ad Hoc Committee:

- None.

Finance Report:

- Carrie will distribute report upon its completion.

Director's Report:

- Carrie reported that Lifeline received its first installment of the Winter Crisis Program funding in the amount of \$330,000. The agency's total allotment is \$600,000.
- The first week of HEAP is Customer Appreciation Week (Nov 3-7). Carrie is seeking Board members to volunteer time to assist program staff in the early morning hours by serving coffee, donuts, and prescreening customers. A sign-up sheet was distributed.
- Carrie proposed that she and Michelle attend the National Community Action Partnership's Annual Management & Leadership Training Conference in January. This training is for higher level management and will have sessions pertinent to the activities she and Michelle conduct. Carrie stated that the training should cost approximately \$2,000 including travel expenses. Pam Morse made a motion to approve training and travel. Sue Whittaker seconded. **Motion carried.**
- Carrie reported that the State feels that the Geauga County acquisition is progressing well and is hopeful that Lifeline will be able to take over as Interim Administrators in January 2015. The President of the Geauga Board resigned in October.

Program Report:

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

Old Business:

- None

New Business:

- (Correction) Lori Adler encouraged Board to watch a new movie titled “Rich Hill” about poverty in America.
- WVIZ will be airing a film titled the “The History and Aspirations of the Cleveland Foundation”. It will air on October 23rd, 25th, and 26th.

General Board Discussion:

- **Next Board meeting to be held November 19th at 6PM at TriPoint Hospital.**

Adjournment:

- Anne Curwen made a motion to adjourn. Pam Morse seconds. **Motion carried.**

Meeting adjourned at 7:42 p.m.