

Lifeline, Inc. Board of Directors
February 21, 2018

Call to order: Meeting called to order by Anne Curwen at 6:06 PM.

Personal moment of silence observed

In Attendance: Anne Curwen, Ed Zivkovich, Shannon Majewski, Aaron Burko, John Shepard, Pam Morse, Abby Begeman, Robert Weger, Christine Shoop

Excused: Paula Gordos, Sue Whittaker, Rob Moore, Cathy Bush

Absent/Unexcused: None

Guests: Pamela Gouldsbury, Sean Kramer

Staff: Carrie Dotson, Michelle Mezaris, Heather DeMetro

Quorum Determination: Quorum Achieved

Additions or amendments to the agenda: None

Approval of minutes: John Shepard made a motion to accept the minutes of the January 17, 2018 Board meeting. Pam Morse seconded. Abby Begeman, Robert Weger, and Aaron Burko abstained. **Motion carried.**

Public Comment/Introduction of Guests: Sean Kramer from Lake Erie College attended his first meeting as a potential Board member. Pamela Gouldsbury attended her second meeting.

Committee Reports:

Programming/Strategic Planning Committee:

- Staff Presentation- Heather DeMetro: Heather, a Program Coordinator, shared information about the various programs she oversees. Included in her presentation was a success story from the Employment Training Program and updated statistics about the current VITA season.
- Year End Outcomes Presentation: Carrie reviewed the 2017 CSBG IS unduplicated client characteristics report with the Board along with outcomes data from all of the programs for 2017, 2-1-1 call data for 2017 and program success stories for many of our programs.
- Annual Dinner/Award Nominations: The Annual Dinner will be Wednesday, May 16th at 6PM with a full Board meeting at 5PM that evening. As part of the Annual Dinner, Lifeline awards community partners and customers with recognition of their success and supporting Lifeline's mission. Board members were provided a description of each award and previous award winners. Board members were encouraged to submit nominations to Carrie by March 1.

By-Laws and Membership Committee:

- Membership Update: Pam Gouldsbury has attended her second Board meeting. John Shepard made a motion to approve Pam's Board membership and Pam Morse seconded. Pam will fill a private sector slot and represent the Downtown Painesville Organization. **Motion carried.**
- Carrie stated that she has been meeting with potential Board members and is hopeful that all slots will be filled by late spring.

Fundraising Committee:

- Annual Campaign: Carrie shared that the Annual Campaign is close to goal of \$12,000. The campaign will run through March 31. There will be one final mailing to those who have not yet donated who have been consistent givers in early March. Carrie asked that Board members fulfill their pledges.

- Dancing Under the Stars: The August 3rd event will be the 10th Anniversary of DUTS. It will be held at LaMalfa in Mentor. The cast is nearly finalized and in April the local celebrities will be matched with their professional dance partners.

Finance Committee: None

Human Resources Committee: None

Finance Report: Carrie provided the Board the 2017 Annual Year-End Budget and went through notables, including our year-end admin/operating percentages. Pam Morse made a motion to accept the 2017 Annual Year End Budget. Ed Zivkovich seconded. **Motion carried.**

Director's Report:

- Friends of Lake ADAMHS Event: On March 22nd at 5:30PM at St. Noel's in Willoughby Hills, FOLA will be hosting its annual Celebrity Art Auction. The event raises funds for FOLA and this year the event will provide information on the importance of passing the May levy. John Shepard will serve as one of the celebrity artists and Pam Morse will be the auctioneer. Lifeline has purchased a table for the event. Carrie asked that anyone interested in attending to contact her.
- CAPLAW Conference: Carrie asked for Board to attend the Annual CAPLAW Conference in Albuquerque, New Mexico this June. This conference focuses on legal issues related to community action, including governance, HR and finance. Carrie shared that attending last year was very beneficial to her role at Lifeline. Pam Morse made a motion to approve Carrie's attendance at the CAPLAW Conference. Christine Shoop seconded. **Motion carried.**
- Mentor CDBG Grant Submission: Carrie is recommending that Lifeline submits a request for \$5,000 in Mentor CDBG funds that fund 2-1-1 operations. This current fiscal year, we were awarded \$4,440. Ed Zivkovich made a motion to approve the \$5,000 grant submission as recommended. Abby Begeman seconded. **Motion carried.**
- Transfer to Corporate Account: Carrie asked that \$5,000 be transferred from the savings account into the checking corporate account. John Shepard made a motion to transfer \$5,000 to the corporate account. Christine Shoop seconded. **Motion carried.**

Program Report:

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

Old Business: None

New Business: None

General Board Discussion: None

Adjournment: Pam Morse made a motion to adjourn at 6:52 p.m. Abby Begeman seconded. **Motion carried.**