

**Lifeline, Inc. Board of Directors
October 16, 2013**

Call to order: Meeting called to order by Joyce Taylor at 5:45 p.m.

Personal moment of silence observed

In Attendance: Joyce Bates, Melissa Clayton, Anne Curwen, Michelle Herron, Bill Knapp, Rita McMahon, Pam Morse, Joyce Taylor, Sue Whittaker, Ed Zivkovich

Excused: Lori Adler, Kathleen Homyock, Jeremy Iosue, Marlaina Tucci

Absent/Unexcused:

Guests: Stacy Rihaly/Crossroads, Alyea Barajas/Lake Co. Council on Aging/City of Painesville, Jeffrey Diver/SELF/OCATO

Staff: Carrie Dotson

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 Board meeting. Pam Morse seconds. **Motion carried.**

Public Comment:

Our guests, Alyea Barajas and Stacy Rihaly introduced themselves and stated that they were interested in joining our Board.

Committee Reports

Programming/Strategic Planning Committee:

- Carrie is continuing to work on the Needs Assessment and plans to present the final draft to the Board at the November meeting for approval.
- Board Training: Immediately following this meeting: Jeff Diver, an Internal Consultant for OACCA, will conduct a training on the history of Community Action and on best practices of Board recruitment and retention.

Fundraising Committee:

- Dancing Under the Stars: Final results are in—after costs, we raised a net profit of \$51,395, which was split 50/50 with the Family Planning Association. Next year's event has been booked for Friday, August 1, 2014. This will be an All-Star event, featuring dancers who have participated in past events, including our own Jeremy Iosue!
- Annual Campaign Launch: Carrie stressed that she needs all Board members to submit their pledge cards as soon as possible. She also had all annual campaign letters available for Board members to sign. The newsletter will go out the week of October 28 and the annual campaign letter mailing will go out on Friday, November 8—this is the day that the UWLC Blackout period ends.

Finance

- Rita McMahon asked Carrie if she could detail any impact that the federal government shutdown is having on Lifeline. Carrie said that little is being felt so far besides minor frustrations—for example, the Cleveland HUD and IRS offices are currently closed, so we're running a little behind in getting VITA forms submitted. None of these are of major concern yet. If the shutdown continues much longer, it could impact FY 14 funding, including the CSBG grant that we'll be working on in November.

By-Laws and Membership

- Michelle Herron again introduced Stacy Rihaly from Crossroads who is interested in filling our low-income representative position.
- Alyea Barajas is attending and is interested in filling the public sector slot which is appointed by the City of Painesville. Alyea's husband works for the City.
- Carrie will meet with both Alyea and Stacy before the next Board meeting to discuss our Board roles and responsibilities and answer any questions they might have.
- Joyce asked for volunteers to join the nominating committee that will come up with a proposed slate of officers for a January vote. She also asked that anyone who is interested in one of the four Board officer positions to please let her know.

Human Resources

- No report

Finance Report:

- Carrie had copies of the finance report for Board and clarified that the balances shown are from September 30.

Director's Report

- Carrie passed around a sign-up sheet for Customer Appreciation Days for the beginning of the HEAP Winter Crisis Program.
- She also had 2-1-1 Lake County posters available for anyone interested and able to take them to display somewhere.

Program Report

- Carrie updated that we are beginning to recruit volunteers for the VITA program, and if anyone knows someone who would like to volunteer, please have them contact her.
- ODMH: Quality Assurance Activities – None
- Client Rights Activities/Grievances – None

Old Business

- Pam Morse asked what the next steps were that are necessary to keep momentum going on our anticipated new facility. Board discussion about what must come next.
- Joyce Taylor asked for a couple of volunteers to serve on an ad hoc facilities committee with Rita McMahon. Pam Morse and Sue Whittaker both volunteered. This committee will meet before the November Board meeting to plan next steps.

New Business

- None

General Board Discussion

- Carrie stressed that the November Board meeting is a very important meeting in that we will be presenting both the needs assessment and the CSBG grant for Board approval. A quorum is essential, so please plan to attend this meeting.

Adjournment: Pam Morse made a motion to adjourn. Second by Sue Whittaker. Meeting adjourned 6:20 p.m. **Motion carried.**

Board Training 6:30 – 8:30 p.m.: History of Community Action and Board Recruitment & Retention Best Practices with Jeffrey Diver.