

Lifeline, Inc Board Meeting

February 20, 2013

CALL TO ORDER: Meeting called to order by Joyce Taylor at 6:30 p.m.

PERSONAL MOMENT OF SILENCE

ROLL CALL/QUORUM DETERMINATION:

Present: Melissa Clayton, Anne Curwen, Jeremy Iosue, Erin Johnson, Bill Knapp, Stella Llamas, Rita McMahon, Pam Morse, Don Waytes, Sue Wittaker, Ed Zivkovich, Lori Adler, Kathleen Homyock, Joyce Taylor

Excused: Marlaina Tucci

Absent:

Guests:

Staff: Carrie Dotson, Cate Hearn, Linda Tarach

Approval of Minutes:

- A motion to approve the minutes from the January 16 Board meeting was made by Pam Morse, second by Joyce Bates. **Motion carried**

ADDITIONS OR AMENDMENTS TO THE AGENDA: none

PUBLIC COMMENT: None

COMMITTEE REPORTS:

Programs and Planning Committee:

- Linda Tarach attended this month's Board meeting to update the Board on the VITA program. The IRS delayed the start of the tax season by one week, so we have seen fewer customers to date, but Linda is confident that the numbers will end up about the same by the end of the season. The program has had fewer volunteers this year than in the past; Linda has one person working with her during the week and, luckily, a group of Lake Erie students have volunteered for Saturdays. A group of Lakeland students did a marketing campaign at the college which has brought in some new customers. Several Board members asked questions.
- The committee met on February 5th and reviewed the Strategic Plan, assigning specific goals to various committees. Carrie said she will discuss the assignments with each committee when they meet. Each committee will assign a timeframe and develop objectives for their specific goals.
- Committee also reviewed the 211 marketing plan created by Leadership Lake County. After discussion, it was decided that an initial message needed to be created to present to potential members of the 'Launch Team'. This will be written by Kathleen.

Fundraising Committee:

- The committee met February 5. Carrie explained that the numbers for the Annual Campaign were down a great deal from last year, and that this was mostly because less than half the Board members had paid their pledge. Anne reminded Board of its commitment and of the importance of showing grantors that 100% of our Board has participated. She also made it clear that if members were unable to give what they pledged, any amount would be accepted.
- **March Mania** is almost here! We currently have very few RSVPs, but Carrie assumes this number will go up by the end of the week or the beginning of next week.
 - Carrie reminded Board members to send in their RSVPs.
 - ***All promised donations must be at the office no later than March 1.*** Carrie reviewed the list of what each person agreed to buy.
 - Raffle tickets need to be turned in no later than March 6. These must be accounted for separately from the ones sold the night of the event.
 - We won't need much help from the Board on the night of the event, except greeting people at the door and helping to close out the auction. Board should relax with their friends and have fun!

Human Resources Committee: No report

Finance Committee: No report

By-Laws and Membership Committee:

- Based on the results of the training survey that Carrie asked each Board member to fill out at the January meeting, she has arranged for a training on Board roles and responsibilities and Fundraising. This training will be held on the night of the April Board meeting and will be facilitated at no charge by Jeff Diver, who did our strategic plan. Lifeline will provide dinner. Carrie asks that all members try to be present that night and that they plan on a longer than normal meeting.

Finance Report:

- No unusual issues.

Director's Report:

- The Ohio Development Service Agency has accepted our audit response and our most recent three year ODSA audit is closed. This is the third consecutive audit by the ODSA that has had no findings.
- Carrie has completed all the annual reports for 2012 and has included some in the Board folders. She pointed out that some of the program numbers are lower because of income guidelines; there are many people we have helped in the past that are now over-income for our programs. 211 calls have increased.
- The United Way requests for proposals are due next week. Carrie handed out Lifeline's UWLC allocation history and her recommendations for requests for FY 2014. There had been some misunderstanding regarding the obligation UWLC had to provide level funding for 211 for FY

2014 and when the program would need to be competitive in the E&I process, but through negotiations our Board Executive members had with the UWLC Executive Board, it has been resolved, and we expect full level funding for FY 2014. We will go through the competitive E&I process next year for FY 2015 and should plan for cuts at that time. This is something the Finance Committee will be working on this spring/summer. Lori Adler made a motion to approve all four recommended proposals for United Way; second by Pam Morse. **Motion Carried**

Old Business:

- Plans for the 40th Anniversary Celebration are under way. We will have a picnic on May 22 at the Lake Metroparks Painesville Township Park facility. It will be catered by John Roberto. The committee's next step will be to plan the activities/entertainment.
- Board asks Carrie if there has been any more discussion with Geauga County's CAA. Carrie said that she expects that the state will have to force them to give up their program, as they seem unwilling to do so on their own.

New Business:

- Our next meeting will be at the Lake Hospital Administration building, which sits behind the Physician's Pavilion. It will be on the second floor in the 'Board Room'.

Motion to adjourn: made by Pam Morse, second by Rita McMahon. **Motion carried.**

Meeting adjourned at 7:30 p.m.