

## **Lifeline, Inc Board Meeting**

March 20, 2013

**CALL TO ORDER:** Meeting called to order by Joyce Taylor at 6:10 p.m.

**PERSONAL MOMENT OF SILENCE**

**ROLL CALL/QUORUM DETERMINATION:**

**Present:** Marlaina Tucci, Anne Curwen, Erin Johnson, Bill Knapp, Rita McMahon, Pam Morse, Sue Wittaker, Lori Adler, Kathleen Homyock, Joyce Taylor

**Excused:** Melissa Clayton, Jeremy Iosue, Stella Llamas, Ed Zivkovich, Joyce Bates, Michelle Herron

**Absent:** Don Waytes

**Guests:** None

**Staff:** Carrie Dotson, Michelle Mezaris, Gwen Corban

**Approval of Minutes:**

- A motion to approve the minutes from the February 20<sup>th</sup> Board meeting was made by Pam Morse, second by Anne Curwen. **Motion carried**

**ADDITIONS OR AMENDMENTS TO THE AGENDA:** none

**PUBLIC COMMENT:** None

**COMMITTEE REPORTS:**

**Programs and Planning Committee:**

- Gwen Corban, Consumer Education Coordinator, completed a presentation of her programs. The **Supportive Housing Program** is designed to assist low income families with their self-sufficiency goals. Individuals and families receive rental assistance of 75%, 50%, and 25% over the 18 month period they are enrolled while they attend training, learn financial literacy, and achieve other relevant goals. Thus far, everyone enrolled has achieved their first goal (ie. securing housing, improving credit) and new budgets will be created for the next phase of the program. The **Employment Training Program** has been receiving steady number of referrals. An important part of the program is the career assessment which is done at Auburn Career Center. This provides insight and guidance for client and Gwen. STNA classes are the most popular option at this time for it allows clients to be very marketable upon completion.

**Fundraising Committee:**

- Committee met on February 26<sup>th</sup> for March Mania preparation. Carrie distributed the March Mania financial breakdown, at this time profit is \$11,355- the agency's highest amount yet. Carrie invited members to provide their feedback about the event before the next committee meeting scheduled for April 2<sup>nd</sup>. Rita asked if the agency would consider a later date for the

event. Carrie will research and topic to be discussed further at meeting. Board briefly discussed some ways March Mania can be updated for next year.

- Carrie reported that the annual campaign will close after March 31. The agency is over its designated goal for proceeds!
- Carrie provided an update on the Dancing Under the Stars event. There will be 13 dancers this year and their names will be announced in April. The cocktail party where dancers and celebrities meet will be June 5<sup>th</sup>.

**Human Resources Committee:** No report

**Finance Committee:** No report- next meeting is April 3<sup>rd</sup>

**By-Laws and Membership Committee:**

- Next month's meeting will include a 2-hour Board training. A regular Board meeting will be held at 5:30 p.m. on April 17<sup>th</sup> with the training to begin at 6:00 p.m. Dinner will be provided.
- Next committee meeting scheduled for April 2<sup>nd</sup>.

**Finance Report:**

- No unusual issues.

**Director's Report:**

- BALD Run is scheduled for June 29<sup>th</sup>. This group's fundraiser provides funding for the Diabetes Assistance Program.
- Carrie reported that initial action has been taken to design a working space for Lifeline's new office. Brandstetter Carroll Inc. has submitted a proposal to assist with a design that would best meet Lifeline's current needs and future growth. The current proposal is for \$1,200 (Carrie distributed letter to Board for more detailed information). Lifeline will extend invitation to Ray DelaMotte of the firm to present ideas to Board at a future meeting. Carrie asked Board if an ad hoc committee would be required for this project, the Board determined it was not necessary.
- Carrie stated that grant proposals are upcoming and approvals will be needed by the Board. Attendance is important because the grants will need Board approval to be submitted.
- Cate is on medical leave until at least March 25<sup>th</sup>. Carrie will provide updates as they become available.

**Old Business:**

- Plans for the 40<sup>th</sup> 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.

**New Business:**

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

Meeting adjourned at 7:00 p.m.