

**Lifeline Board Meeting
May 15, 2013**

Call to order: Joyce Taylor called the meeting to order at 5:40 p.m.

In attendance: Lori Adler, Joyce Bates, Kathleen Homyock, Bill Knapp, Stella Llamas, Rita McMahon, Joyce Taylor, Marlaina Tucci, Sue Whittaker, Ed Zivkovich

Excused: Melissa Clayton, Anne Curwen, Michelle Herron, Jeremy Iosue, Pam Morse

Guests: Ali Hughes, Dancing Under the Stars co-chair, Michelle Ward, Dancing Under the Stars committee member

Quorum Determination: Quorum achieved

Additions or Amendments to the Agenda: None

Approval of Minutes: A motion to approve the minutes from the April 17 Board meeting was made by Lori Adler, second by Kathleen Homyock. **Motion carried.**

Public Comment: None

COMMITTEE REPORTS:

Fundraising:

- **Dancing Under the Stars** is scheduled for Friday, August 9 at LaMalfa. Invitations will go out in mid-June and we hope you'll join us for an entertaining evening!
 - Ali Hughes and Michelle Ward spoke to the Board about Dancing Under the Stars. They explained the premise and the history of the event. She also gave them a little background on each of the dancers for this year and described the cocktail party and its importance. Board members were asked to make a small donation to cover some of the costs of the cocktail party if they were able.
 - Ali explained the importance of selling ads for the program and gave each member a packet with all the specifics they'll need. Each Board member is asked to sell a minimum of 2 ads; this is the only request of the Board for this particular event.
- **March Mania 2014** is scheduled for Friday, March 7, 2014—please save the date!

Human Resources:

- Gwen Corban has given her resignation as Consumer Education Coordinator. Her last day will be June 13.
- Zakiya Jackson has filled the Health Services position recently vacated by Michelle Mezaris. Zakiya has worked for Lifeline since 2011 as a 2-1-1 Information & Referral Specialist.
- A 20-hour position in 2-1-1 has been posted on Lake One Stop and Lakeland career board to fill the 2-1-1 position vacated by Zakiya.

Finance: No report

By-Laws and Membership:

- The following revisions to the Board By-laws were recommended by the committee:
 - Page 3: Replace the old mission statement with the newly adopted one.
 - Page 5: Discussion of Board Committee meeting attendance and how that should be required, as well as notification of excused absences.
 - Proposed language for Article II, Section 4-E-a reads: “Three unexcused absences from regular monthly meetings OR lack of attendance at 50% or more of committee meetings within a 12 month period shall provide grounds for removal from membership on the Board of Trustees”
 - Proposed language for Article II, Section 4-E-b reads: “Members shall notify the Executive Director a minimum of three hours prior to the start of the meeting if he or she plans to be absent from the meeting if it is to be considered an excused absence. Consideration will be given to special circumstances.”
- These suggested revisions will be voted on at the June Board meeting.
- Per the recommendations at last month’s Board meeting, we have moved Pam Morse to a public sector slot due to her involvement in local politics. She has now been formally appointed by the Lake County Commissioners to their public sector slot. This will open a private sector slot and give us more options with potential applicants. Bill Knapp makes a motion to move Pam to the public sector appointed by the Lake County Commissioners, second by Sue Whitaker.
Motion carried.
- We have a three open Board positions. Michelle Herron has a couple people in mind to fill the low-income slot and we have contacted Painesville City for a new candidate for the open public sector slot. Carrie will work on filling Pam’s old private sector slot.

Finance Report:

- Report is included in Board packet. Rita requests that Carrie add the actual grant balances at the bottom of the report. Carrie will do that from now on.

Director’s Report:

- The final copy of the Strategic Plan has been given out in your red folders.
- Carrie shared copies of an eight-page newspaper insert that will go in many newspapers throughout the state on the same day, including both the News Herald and the Gazette. This was a marketing effort lead by OACAA with input from a committee of CAA representatives. The cost for the insert was shared among participating agencies depending on newspaper circulation size; Lifeline paid \$1,300. This publication will be linked to our website as well. The cost of the insert came from our savings account (unrestricted funds).
- Carrie asked for approval for the following grant requests:

- A request to the Cleveland Foundation Lake Geauga Fund for \$22,500/year for two years to fund the VITA Program. This grant would allow us to increase the income guidelines for VITA and potentially assist many more people. Joyce Bates made a motion to approve the request, second by Ed Zivkovich. **Motion carried.**
- A request to The Honor Project, which is a statewide Cy Pres award, which is to be used for employment initiatives. We will submit a request for \$50,000 for our Employment/Training program. Rita McMahon made a motion to approve this request, second by Bill Knapp. **Motion carried.**
- Carrie requests approval to move \$5,000 from the savings account to the corporate account. Some of these funds will be used to offset the cost of the anniversary picnic. The savings currently has approximately \$48,000. Lori Adler made a motion to approve the transfer of funds, second by Marlaina Tucci. **Motion carried.**
- Lifeline has been granted \$500 from the Mentor Junior Women's Club to help with the cost of the 211 marketing/outreach efforts.

Program Reports:

- Summer HEAP guidelines were just released; the program will run from July 1 through August 31. The income guidelines have been lowered from 200% to 175%. No budget has been released yet.
- The HEAP staff has set up times to go out to several of the Senior Centers to do applications on site during the season and HEAP flyers will be printed and sent out to Meals on Wheels recipients and with utility bills to Painesville City customers.

Old Business:

- The 40th Anniversary picnic is next Wednesday, May 22. We have space for a few more people, so feel free to invite more if you can. Carrie and Cate will be there at about 3:00 for set up.

New Business: none

General Board Discussion: none

Reminder: *We will not have a board meeting in July.*

Motion to adjourn made by Joyce Bates, second by Kathleen Homyock. **Motion carried.**

Business meeting adjourned at 7:10 p.m.