

Lifeline, Inc. Board of Directors
May 17, 2017

Call to order: Meeting called to order by Anne Curwen at 5:30PM.

Personal moment of silence observed

In Attendance: Anne Curwen, Abby Begeman, Holly Hanna, Pam Morse, Alyea Barajas, Cathy Bush, Aaron Burko, Rob Moore, John Shepard, Joyce Bates, Terra Thorpe, Paula Gordos, Ed Zivkovich

Excused: Michelle Herron, Sue Whittaker, Carrie Knox

Absent/Unexcused: None

Guests: Mayor Robert Weger, Shannon Majewski

Staff: Carrie Dotson, Michelle Mezaris

Quorum Determination: Quorum Achieved

Additions or amendments to the agenda: None

Approval of minutes: Ed Zivkovich made a motion to accept the minutes of the April 19, 2017, Board meeting. Alyea Barajas seconded. Terra Thorpe abstained. **Motion carried.**

Public Comment/Introduction of Guests:

- Mayor Weger and Shannon Majewski both attended meeting as guests. They are interested in becoming members of Lifeline's Board.

Committee Reports:

Programming/Strategic Planning Committee:

- Needs Assessment: The 2017 Needs Assessment will begin in July. It will include community surveys, focus groups and data research. This is completed every two years.
- IDA Program: Father Chris from St. Mary's Church has raised over \$5,000 in local match for the program. Carrie and Tiffany are attending an IDA training in Columbus next month. Carrie distributed a flyer about the Pub Frato fundraiser that is occurring this month that raises money for the IDA Program.

By-Laws and Membership Committee:

- Mayor Robert Weger from Willoughby Hills attended the meeting and is interested in becoming a Board member—he has been recommended by the Lake County Mayors & Managers Association to fill that public sector slot. Rob Moore made a motion to approve Mayor Weger as a new Board member. Joyce Bates seconded. **Motion carried.**
- Shannon Majewski from Big Brothers Big Sisters attended the meeting because she is also interested in becoming a Lifeline Board member. She is currently the Outreach Coordinator for BBBSNEO.

Fundraising Committee:

- Spring Fundraiser: Carrie stated that the last of the raffle tickets are turned in. Ticket sales were very low and the net profit will be lower this year than last year when the ticket sales were higher. Winner is scheduled to be drawn at the Annual Dinner later in the evening.
- Dancing Under the Stars: The event officially kicks off next week with a happy hour meet & greet at Lake Erie Bluffs. The celebrities and pros will meet for the first time. The event Firstgiving page will be live soon so that our celebrities can begin fundraising online and Board members are encouraged to purchase local gift cards to go in the gift bags for the dancers who donate their time for the event.

Finance Committee:

- The FY2016 audit is underway. The auditors were at Lifeline in early May completing their fiscal testing. A draft of the audit is scheduled to be ready in June.

Human Resources Committee:

- Lifeline currently has two job postings. One is for a full time receptionist and the other is for a part time HEAP intake worker.

Facilities Ad Hoc:

- Carrie shared that Lifeline's lease is set to expire December 31. There are ongoing conversations about the agency's future in the current space and possible expansion. Carrie will update Board as appropriate.

Finance Report:

- Carrie provided financial report for March.

Director's Report:

- Carrie shared with the Board Lifeline received is Summer Crisis Program budget for 2017. It was significantly reduced to approximately \$59,000 (about half of last years). The program will focus on seniors and also those with severe medical conditions that require continuation of electric services. Carrie states that the agency is planning to purchase 80 air conditioning units.
- Carrie stated that Lifeline has been awarded a new 2-year grant for the CCMEP Program to begin July 1, 2017, pending approval of the state budget. It will run through June 30, 2019. Lifeline is able to make several budget revisions to better reflect the evolving activities of the program, but funding will be level.
- Carrie shared that on June 1, 2017 that our field representative from ODSA, Alicia Sullivan, will be on site completing a HEAP monitoring review.

Program Report:

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

Old Business:

- **Pathways to Excellence:** The committee hopes to present something at the June Board meeting.
- **Rebranding:** Carrie shared that the agency's rebranding materials look great and the agency is looking forward to presenting its new logo within the community.

New Business: None

General Board Discussion: Reminder that there will be a Board training in June and there is no Board meeting scheduled for July.

Adjournment: Alyea Barajas made a motion to adjourn at 5:48 p.m. Aaron Burko seconded. **Motion carried.**