

Lifeline, Inc. Board of Directors
January 17, 2018

Call to order: Meeting called to order by Anne Curwen at 6:04 PM.

Personal moment of silence observed

In Attendance: Anne Curwen, Paula Gordos, Ed Zivkovich, Sue Whittaker, Shannon Majewski, Aaron Burko, John Shepard, Pam Morse, Rob Moore, Cathy Bush

Excused: Abby Begeman, Robert Weger

Absent/Unexcused: None

Guests: Christine Shoop, Pamela Gouldsbury

Staff: Carrie Dotson, Michelle Mezaris

Quorum Determination: Quorum Achieved

Additions or amendments to the agenda: None

Approval of minutes: John Shepard made a motion to accept the minutes of the December 20, 2017 Board meeting. Aaron Burko seconded. Ed Zivkovich and Rob Moore abstained. **Motion carried.**

Public Comment/Introduction of Guests: Christine Shoop attended her second meeting and is interested in becoming a Board member. Pamela Gouldsbury attended her first meeting and would fill a private sector vacancy.

Committee Reports:

Programming/Strategic Planning Committee:

- Board Packets: Carrie has distributed new Board folders for each member. These will replace the previous Board folders.

By-Laws and Membership Committee:

- Membership Update: Christine Shoop has attended her second Board meeting. Pam Morse made a motion to approve Christine's Board membership and Sue Whittaker seconded. **Motion carried.**
- Carrie stated that she has been meeting with potential Board members and is hopeful that all slots will be filled by late spring.

Fundraising Committee:

- Annual Campaign: Carrie shared that the Annual Campaign has raised approximately \$10,000 thus far. There are more donors using the online portal and she encourages Board members to share the opportunity to donate through the website. Carrie also stated that Board giving is only at 31% right now and encouraged Board members to fulfill their pledges by the March 31 end date.

Finance Committee: None

Human Resources Committee:

- Personnel Policy Revisions: The personnel policy revisions are still underway and will be presented at an upcoming meeting.
- Staff Vacancy: Lifeline HEAP department has a full time Intake Specialist position vacant after the resignation of a staff member. The job has been posted and resumes are being received.

Nominating Committee:

- Elections: The nominating committee, chaired by Sue Whittaker, presented the following Board members as the recommended slate officers for 2018:
 - President: Anne Curwen
 - Vice President: John Shepard
 - Treasurer: Bob Weger
 - Secretary: Cathy BushSue asked if there were any nominations from the floor. Hearing none, Pam Morse made a motion to approve the nominating committee's recommended slate of officers as listed above. Christine Shoop seconded. **Motion carried.**
- Committee Assignments: Carrie distributed the committee assignment sign-up form to the Board. Each member was instructed to select at least one committee to participate in.
- Organizational Meeting: the Board Member agreement was read aloud by President Anne Curwen and all Board members were asked to sign the agreements for their Board files. Board members were also asked to complete a skills analysis, Board training survey and a conflict of interest statement.

Finance Report: Carrie provided financial report for November.

Director's Report:

- National Community Action Partnership Update: Carrie distributed the most recent update from NCAP about legislation issues and trends, particularly in regards to the anticipated government shutdown.
- United Way of Lake County Applications: Carrie reported that UWLC applications are due by the end of next week. Carrie recommends asking for additional funding in each of the program areas as follows: Supportive Housing \$4,000; Prescription Assistance \$23,000; Rental Assistance Program \$13,000; 211 \$90,000; and VITA \$5,000. This would be an overall increase of \$17,330 over last fiscal year's allocation. Carrie distributed a sheet to the Board showing our allocation history and her recommendations for this funding year. Pam Morse made a motion to approve submission of UW applications as recommended by the Executive Director. Rob Moore seconded. **Motion carried.**

Program Report:

- ODMH: Quality Assurance Activities – None
- Client Rights Activities/Grievances – None
- VITA Update: The week of January 22nd, Lifeline will begin preparing tax returns for customers although the IRS will not be processing them until the end of the month. Lifeline has a goal of 200 returns.

Old Business: None

New Business: None

General Board Discussion: None

Adjournment: John Shepard made a motion to adjourn at 6:50 p.m. Aaron Burko seconded. **Motion carried.**