

Lifeline, Inc. Board of Directors
October 17, 2018

Call to order: Meeting called to order by Anne Curwen at 6:02PM.

Personal moment of silence observed

In Attendance: Anne Curwen, Paula Gordos, Sean Kramer, Rob Moore, John Shepard, Christine Shoop, Sue Whittaker, Aaron Burko, Abby Begeman, Tony Zampedro, Doris Behnke

Excused: Cathy Bush, Pamela Gouldsberry, Pam Morse,

Absent/Unexcused: Shannon Majewski, Robert Weger, Ed Zivkovich

Guests: Jennilynn Patterson

Staff: Carrie Dotson, Michelle Mezaris

Quorum Determination: Quorum Achieved

Additions or amendments to the agenda: None

Approval of minutes: Approval of September 19, 2018 meeting minutes. John Shepard made a motion to approve minutes and Sean Kramer seconded. Aaron Burko, Abby Begeman, and Tony Zampedro abstained. **Motion carried.**

Public Comment/Introduction of Guests: Jennilynn Patterson from JFS is attending. She is interested in joining the Board in Anne's slot, once Anne's term expires on 12/31.

Committee Reports:

Programming/Strategic Planning Committee:

- Strategic Plan: Carrie stated that the retreat was successful and will hopefully provide a good plan for the next three years. A draft of the plan will be submitted to Lifeline by Jeff Diver by December 1st. The Committee will review the plan and the final vote will occur at December's Board meeting.

By-Laws and Membership Committee:

- Carrie stated that the next meeting will be in December. At that time the Committee will review Board attendance policies and term limits.

Fundraising Committee:

- Dancing Under the Stars: Carrie shared that the event raised a record \$75,821 net profit and \$37,910 will go to Lifeline. This event had more sponsors than any previous DUTS event. It was also the highest attended ever.
- Annual Campaign: Carrie shared that the agency has received three donations before the campaign has even begun. She distributed letters for each Board member to sign and return at the meeting. Newsletters were mailed and will have information about the Campaign. Carrie asked that Board members share social media posts about the campaign. The campaign will end March 31st.

Finance Committee:

- FY2017 990 Tax Filing: Carrie distributed copies of the agency's FY 2017 990 Filing to the Board. Paula Gordos made a motion to accept the FY 2017 990 Filing and Rob Moore seconded. **Motion carried.**

Human Resources Committee:

- Tony reminded the Board that the next Committee meeting will be November 27th at 6PM to review policies and procedures.
- The remaining Volunteer Guardian Program staff has been hired. They will begin with the agency on October 29th.
- Carrie shared that there was a change of HEAP staff positions after a new staff member had to unexpectedly resign. Another new staff member was moved into that staff vacancy and a HEAP Intake Specialist posting will be made in early 2019.

Finance Report: Carrie provided the Board the August finance reports.

Director's Report:

- Carrie reported that the Winter Crisis Program begins November 1st. The annual Customer Appreciation Week will be November 1st and 2nd. She distributed the sign-up sheet for Board members who are interested in helping out at the hospitality station or donating food items for the week.
- The agency is seeking sponsors for the Holiday Giving Program Carrie reports. Each year sponsors assist our families enrolled in the Supportive Housing Program with gifts and items for the children to ensure families have a memorable Christmas experience. Any Board members looking to be a sponsor should contact Carrie.

Program Report:

- ODMH: Quality Assurance Activities – None
- Client Rights Activities/Grievances – None
- 211 Accreditation: Lifeline's on site visit is scheduled for November 15th.

Old Business:

- Carrie reported that the agency is still waiting for the architectural drawings for the two potential spaces for Lifeline expansion.

New Business: None

General Board Discussion:

- Carrie reminded the Board there will be no meeting in November and next meeting is December 19th.

Adjournment: John Shepard made a motion to adjourn the meeting at 6:38PM. Aaron Burko seconded. **Motion carried.**