

**Lifeline, Inc. Board of Directors**  
**February 20, 2019**

**Call to order:** Meeting called to order by John Shepard at 6:01 PM.

**Personal moment of silence observed**

**In Attendance:** Pam Morse, Aaron Burko, Rob Moore, John Shepard, Paula Gordos, Doris Behnke, Pamela Gouldsberry, Jennilynn Patterson, Robert Wagner, Tony Zampedro, Abby Begeman, Sue Whittaker, Kate Stein

**Excused:** Sean Kramer

**Absent/Unexcused:** Christine Shoop

**Guests:** Melissa Amspaugh, Carrie Morgan

**Staff:** Carrie Dotson, Michelle Mezaris

**Quorum Determination:** Quorum Achieved

**Additions or amendments to the agenda:** None

**Approval of minutes:** Tony Zampedro made a motion to accept the minutes of the January 16, 2019 meeting and Bob Weger seconded. **Motion carried.**

**Public Comment/Introduction of Guests:**

- Carrie Morgan is attending her second meeting and is interested in joining the Board.
- Melissa Amspaugh from Lakeland Community College is attending her first Board meeting and is interested in joining the Board.

**Committee Reports:**

**Programming/Strategic Planning Committee:**

- Annual Dinner: Carrie stated that the Annual Dinner will be held in May and it is likely that the event will be held on a different night than the Board meeting due to scheduling conflicts. Award nominations are still being accepted and are due by the March 1<sup>st</sup>. We will vote on award winners at the March Board meeting.
- Strategic Plan Review: Carrie distributed the updated Strategic Plan with the assigned duties, timelines and responsible parties for each section. She asked that Board members review the plan and it will be kept in Board folders to reference during quarterly updates.
- Kinship Program Update: Lifeline is awaiting final ADAMHS Board vote to secure funding for the program which will occur this month. Carrie met with the Lake County Senior Levy Services representative to ask for additional funds to operate the program. We hope to launch the program in April or May.
- Team Activity: Board members participated in an activity to brainstorm about community projects to highlight Lifeline's work in Lake County.

**By-Laws and Membership Committee:**

- Carrie Morgan has attended her second meeting and is interested in becoming a Board member—she is representing the low income sector and works at the Lake Metropolitan Housing Authority. Pam Morse made a motion to approve Carrie Morgan as a new Board member. Bob Weger seconded. **Motion carried.**

**Finance Committee:**

- Carrie distributed the year end endowment statement to the Board. Lifeline deposited \$35,000 into the account in 2018, however, due to market changes the endowment lost \$6,000 during the year. At year end, the endowment has a balance of \$176,484.

- Year End Financial Report: Carrie reviewed the final financial statement for the agency for 2018. Several of the programs had higher expenses due to client service volume, others were lower due to external factors and several programs had delayed start so those costs are reflected in the report. Carrie stated that in comparison 2018 had higher revenue and expenses but administration rate was slightly lower. Pam Morse made a motion to approve the 2018 Year End Financial Report. Aaron Burko seconded. **Motion carried.**

**Fundraising Committee:**

- Annual Campaign: Carrie shared that as of date we are at \$10,500 net profit. She is hopeful that the goal of \$15,000 will be reached along with 100% Board participation. A final mailing will be sent in the beginning of March to bring in final donations to previous donors. The campaign will end on March 31<sup>st</sup>.

**Human Resources Committee:** None

**Finance Report:**

- Carrie provided the Board the 2018 Year End financial reports during the Finance Committee report.

**Director's Report:**

- Carrie reviewed the 2018 Year End Program Report that included demographic data on clients served in the agency during 2018, outcomes data for each program and success stories for all of the programs. The reports included data for CSBG, HEAP and 211 clients.
- The spring months are busy with grant writing for the agency programs and Carrie stated that without a Board quorum that applications cannot be approved—please plan to be at the April and May Board meetings.
- Lifeline received \$20,000 each from both Lake Health and the Lake County Board of DD for the Volunteer Guardian Program. Other funders include the ADAMHS Board and the Lake County Senior Services Levy, along with Lifeline.
- Carrie requested Board approval to attend the national AIRS 2-1-1 Conference in Atlanta in June—she anticipated the costs would be below the \$2,000 budgeted. Pam Morse made a motion to approve Carrie's attendance for the conference. Paula Gordos seconded. **Motion carried.**

**Program Report:**

- ODMH: Quality Assurance Activities – None
- Client Rights Activities/Grievances – None
- HEAP will end their Winter Crisis Program March 29<sup>th</sup>.
- VITA has added two other sites including Lakeland Community College and the Willoughby Public Library.
- Financial Empowerment Classes started on February 19<sup>th</sup> and several staff are attending as well.

**Old Business:** None

**New Business:**

- On June 28<sup>th</sup>, Lifeline will be hosting a staff summer picnic that will include lunch and team building activities. The Board is invited to join the staff; please email Carrie if you are interested in attending.

**General Board Discussion:** None

**Adjournment:** Paula Gordos made a motion to adjourn at 7:02 p.m. Rob Moore seconded. **Motion carried.**