

# Family Resource Network of the Panhandle, Inc.

## Full Board Meeting – September 27, 2018

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**Committee Members in Attendance:** Paul Denchy, Bill Kearns, Elice Gregory, Ken Walker, Jeremy Speer, Sherry Lewis, Sara Green, Trina Bartlett, Rita Queen, Kristin Willard, and Anthony Johnson

**Committee Members Absent:** Summer Cowles, Joni Greenberg, Tiffany Hendershot, Kathy Bradley

**Staff in Attendance:** Mollie Ravenscroft, Kat Haggardorn

**Call to Order:** President, Paul Denchy called the meeting to order at 11:35am with a quorum present.

Paul starts by introducing everyone to our new director (Mollie Ravenscroft). After the introduction, we went around the room to introduce ourselves so Mollie could put names with faces.

**Review of Minutes:** The group reviewed the full board minutes from June 21st, 2018. Sherry mentioned that she was not sure what “logging efforts” were being referred to in section 8, Paragraph A. The board decided remove that phrase and amend the minutes. Bill made a motion to approve the minutes from June, 2018. Trina seconded, the motion carried and the amended minutes were approved. The minutes for July 19<sup>th</sup> and August 16<sup>th</sup> were also available for review.

### **Committee Reports:**

#### **1. Finance – Sara Green**

- a. We have received our initial funds for the beginning of the Fiscal year which brings our total income to \$10,920.60. Our expenses amount to \$7,189.03 and our assets total \$7,779.08.
- b. Paul mentioned that we received a refund of \$2,000 from teen court and we will be sending that back to Charleston.

**Review of Financial Report:** Sherry made a motion to approve the financial report. Ken seconded, the motion carried and the report was approved.

#### **2. Finance Committee – Sara Green**

- a. The committee was able to meet before the board meeting. We received a bill for \$2,895 from the IRS stating that we did not file in time. The bill is for interest and charges due to not filing. We have to complete a form, to which we will be adding a letter stating that we are a non-profit and that we do not generate income. We reportedly filed in October, so the FRN is unsure why our filed taxes were not received. We are also in the process of figuring out if expenditures need to be sent to Charleston on a monthly or quarterly basis.
- b. Bill mentioned that he would have that letter for the IRS drafted and signed by the end of the day for Mollie to send.

**3. Executive Committee – Paul Denchy**

- a. Paul starts by mentioning that Mollie is off to a great start as FRN Director. There are quite a few issues that need to be addressed, but Mollie has handled them well.
- b. Paul also elaborated on the \$2,000 refund from Teen Court. According to the 'Statement of Work', the donation was deemed as an improper expenditure. Teen Court graciously refunded the money.

**4. HHSC Steering Committee – Trina Bartlett**

- a. Trina mentions that there are a few issues with how FRN/HHSC activities are being reported to the state. Information is not being delivered and recorded in the language that they would like to see at state. They would also like to receive number data on how many individuals are being reached through the FRN. HHSC has the required data in various formats. They have been working on collecting that data and delivering it in the appropriate language and format.
- b. The quarterly meeting took place in the beginning of September. They were able to pair grantors with grantees. The individuals in attendance seemed to like that format.
- c. Next quarterly meeting will be the last Friday in November at Shepherd University (Martinsburg Center). It will be the annual "Policy Forum". It was specifically scheduled after the election so we would know what members would be in office.
- d. Paul adds that Charleston is interested in number of people we reach so Charleston can present those to the legislature as evidence of our impact.

**5. Nominating Committee- Summer Cowles (not present)**

- a. Paul asked if there were any recommendations to the board. There are no recommendations at this time.

**6. Bylaws Committee- Jeremy Speer and Paul Denchy**

- a. Nothing to report

**7. Executive Director's Report - Mollie Ravenscroft**

- a. Mollie has been attending all HHSC meetings and being an advisor to Teen Court (Kat Hagedorn enters and introduces herself to the group). She is serving as an intern for the FRN and is also a case manager at Catholic Charities.
- b. Kat has been helping Mollie by attending events and meetings. She has also been working on updating the resource manual and assisting some of our other committees to include: Forty Assets and Housing.
- c. Mollie is in the process of streamlining the Eblast that goes out twice a month. Please add event flyers any relevant information that you may have to contribute when sending announcements.

- d. Worked with the Kids CEO Group for the 'Challenging' Behavior presentation. We should receive a reward of \$2,100 from Eventbrite for that event. Mollie states that it was well received and the goal is to create more events that will invoke the same type of interest.
- e. Mollie was able to complete our business license renewal with the state. The board of risk management renewal was also completed.
- f. Street guides are also being issued out into the counties.
- g. A form to track all required information for state has been created and will be sent to state for approval.
- h. Mollie attended the regional children's summit in Moorefield. There was discussion on the Family's First legislation and how that will impact providers (more to follow on this topic).
- i. After the reimbursement from Teen Court, Mollie met with Stacy from the Boys & Girls club to discuss how the FRN can still be an asset and assist with the program.
- j. Lastly, Mollie started working on the quarterly report which is due at the end of October.

**Old Business:**

**8. Committee Membership-**

- a. Paul mentions board nominations and adds that we are still looking for an assistant treasurer.
- b. Trina asks a question about committee membership. "Does it have to be somebody on the board, or can you have somebody on a committee that isn't necessarily on the board?) She believes that it may give us more options. Bill mentions that we can have "ad hoc advisory members" but they would not be able to chair the committee.

**New Business:**

**9. Grant Statement of Work -**

- a. Paul issued the Grant Statement of Work for this fiscal year to replace the old one in our folders.

**Announcements:**

- a. Bill mentions that the Health Department in administering flu shots (No appointments necessary in Berkeley County, but are necessary in Morgan County)
- b. Kristin read in Morgan Messenger that the state of WV was awarded a 35 million dollar grant to address the opiate crisis. There is still some confusion about the amount and how this money will be funneled and dispersed (more information is needed).
- c. Trina mentioned that Kat wrote a grant proposal for the Strong and Stable Families Workgroup for the Soft Skills curriculum. The full amount of \$2,000 was awarded.

Kristin made a motion to adjourn the meeting, Sara seconded. Paul adjourned the meeting at 12:13pm.

Prepared by: Anthony Johnson