

Family Resource Network of the Panhandle, Inc.

Board of Directors Meeting – June 18, 2020

In response to COVID-19 pandemic, meeting was held through Zoom.

Board Members Participating: Bill Kearns, Paul Denchy, Trina Bartlett, Anthony Johnson, Rita Quinn, Lou Anne Kramer, Robin Langenstein, Megan Simms, and Jeremy Speer

Board Members Absent: Kathy Bradley, Summer Goller, Elice Gregory, Sara Green, and Ken Walker

Staff Participation: Mollie Ravenscroft

Call to Order: Noting the presence of a quorum, President Bill Kearns called the meeting to order at 11:38 a.m.

Review of Minutes:

The full board minutes draft of December 19, 2019 was presented for approval. Hearing no correction, Anthony made the motion for approval and Lou Anne seconded the motion. The motion carried and minutes were approved. The full board minutes draft of March 18, 2020 was then presented for approval. Hearing no correction, Robin made the motion for approval and Rita seconded the motion. All approved and the motion carried. Executive Committee minutes of April 16, 2020 and May 21, 2020 were presented for review.

Review of Financial Report:

A report was unavailable at the time of the meeting due to limited office access during the pandemic. Bill reported the account balance as \$18,044.95. He will send the detailed report to Mollie for forward to the board when it is accessible. He will also print out the full year expenditure report for use in the grant budget reconciliation at the end of this fiscal year.

Committee Reports:

1. Finance – Sara Green

The committee was unable to meet today due to schedule conflicts for two members, including Sara. A virtual meeting will be scheduled for next week to review end of the year budget.

2. Executive Committee- Bill Kearns

Bill reported no additional information beyond what is reflected in minutes and matters to be addressed in New Business.

3. HHSC Steering Committee- Trina Bartlett

Trina reported that she and Mollie have been working on updating the operational guidelines for the HHSC. The role of work group chairs with emphasis on reporting and the development of the group work plan was clarified. A timeline was also developed to give chairs a reference for the year. Trina also reported that the September meeting is now scheduled for the 11th and the format is pending. It is likely that it will be virtual. She will keep all updated.

4. Nominating Committee

Summer was unavailable for meeting. Mollie reported that the executive committee had

unanimously approved two board candidates for consideration today. The record of the vote by e-mail is on file with the minutes of that meeting. A record of board members, officers, and committee assignments was also sent out prior to this meeting for consideration.

5. Bylaws Committee – Jeremy Speer

The committee will meet for a review of the current by-laws. Bill suggested that it could be set up to either proceed or follow the finance committee meeting in virtual meeting format. He will schedule that.

Executive Director’s Report – Mollie Ravenscroft

1. Administrative matters regarding business registration, organizational memberships, and year end budget matters are being addressed.
2. Participation in virtual meetings has been ongoing with work groups starting to also meet in that format.
3. Pocket guides have been updated for printing and the updated resource guides will be posted on our web page tomorrow.
4. Work has been both from home and the office. DHHR is on limited personnel and has COVID-19 protocol in place.
5. Although the KIT Partners in Prevention (PIP) activities were canceled for April, materials and training modules from the *Darkness to Light* program were ordered to address the topic of child abuse prevention and awareness. Work with Deb Barthlow is ongoing to hold a virtual presentation ceremony for awards to those nominated for their service to children. This would have taken place at the PIP breakfast in April which was canceled.
6. The eblast is being sent out on schedule with a greater emphasis on COVID-19 resources and scheduling changes.
7. Lou Anne Kramer has had her office set up at DHHR and will officially begin her role as the Berkeley County Teen Court coordinator on July 1.
8. The Regional Children’s Summit was scheduled to be virtual on June 11th however, technical difficulties on the organizer’s part caused that to be canceled.
9. Worked with Trina to complete the Logo policy to be addressed under New Business.

Old Business:

1. Pocket guides and resource manual update – These have been done and the assistance of VISTA AmeriCorps worker, Skyler Siviero was appreciated. These will be shared with 211.
2. Berkeley County Teen Court – The coordinator office is located in Berkeley County DHHR.

New Business:

1. Applicants for Board of Directors – Noting executive committee approval to forward candidacy, applications were put forward for Sue Flanagan and Kathie Campbell.
 - a. Lou Anne Kramer made a motion to approve the application of Sue Flanagan and Robin seconded the motion. Given no additional discussion, a vote was taken and the motion carried with approval being unanimous.
 - b. Trina made a motion to approve the application of Kathie Campbell and Lou Anne seconded the motion. Given no additional discussion, a vote was taken with approval being unanimous.

Mollie will contact both and forward board manuals for review. Both will be welcomed at the September meeting and given options for committee assignment.

- 2. Board Officers for Fiscal Year 2021** – Current officers (with the exception of Treasurer and Assistant Treasurer who are absent) and a candidate for secretary were put forth for renewal.
 - a. President – Lou Anne Kramer made a motion that Bill Kearns be board president and Rita seconded the motion. The motion carried and Bill accepted the position.
 - b. Vice-President – Robin made the motion that Megan Simms be vice-president and Lou Anne seconded the motion. The motion carried and Megan accepted the position. Megan suggested that a “script” be developed for the role for those new to running the meeting. Mollie will address that.
 - c. Trina made the motion that Rita be board secretary and Paul seconded the motion. The motion carried and Rita accepted the position.
 - d. The positions of Treasurer, Assistant Treasurer, and Nominating Chair will be added to the next meeting agenda.
 - e. Given Bill’s re-election as president, Paul agreed to continue in his role on the board as immediate past president.
 - f. Jeremy agreed to remain as “Member at Large” and Trina agreed to continue as HHSC Steering Committee chair. Hearing no objection, those terms were renewed
- 3. Committee Assignments for Fiscal Year 2021** – All present agreed to current committee assignments and chair roles. Rita will be added to the Executive Committee as secretary. New board members will be asked to select committee assignments.
- 4. HHSC Operating Principles-** Trina presented the draft of the HHSC Operating Principles for board consideration. She emphasized that they are not by-laws, as the HHSC is not a separate 501(c)3 organization. They are to be seen more as policy or guidelines. Paul made a motion that the document be approved and Anthony seconded the motion. The vote to adopt the HHSC operating principles carried.
- 5. Logo Usage Policy-** Trina and Mollie presented a draft of a policy regarding the use of the FRNOTP and the related use of the HHSC logo, noting that the use must be in line with the mission and values of the organization. Board authorization will be required for shared use of the logo(s). Rita made a motion that the policy be approved and Paul seconded the motion. The motion carried.

Adjournment:

Bill noted that the uncertainty of the COVID-19 pandemic timeline will likely mean that our next meeting will also be virtual.

Paul made a motion to adjourn and Trina seconded the motion. The motion carried and the meeting was adjourned at 12:20 p.m.

Next Executive Committee Meeting	July 16, 2020 122 Waverly Court, Martinsburg
Next Full Board Meeting	September 17, 2020 122 Waverly Court Martinsburg
HHSC Quarterly Meeting	Sept. 11, 2020 DHHR 433 Mid-Atlantic Parkway Martinsburg