

Family Resource Network of the Panhandle, Inc.

Board of Directors Meeting – June 13, 2019

Committee Members in Attendance: Trina Bartlett, Paul Denchy, Sara Green, Bill Kearns, Sherry Lewis, Ken Walker, Anthony Johnson, Luanne Kramer, Megan Simms, Rita Quinn

Committee Members Absent: Summer Goller, Kris Willard, and Jeremy Speer

Staff in Attendance: Mollie Ravenscroft

Call to Order: Paul Denchy called the meeting to order at 11:38 am. with a quorum present. We had some new members, so we started by going around the room for introductions.

Review of Minutes:

The full board minutes from March 21st, 2019 were reviewed for approval. The April 18th along with the May 16, 2019 Executive Committee minutes were available for review. Ken made the motion to approve the minutes from March 21st and Sherry seconded that motion. All voted in favor and the minutes were approved.

Review of Financial Report:

A copy of the revised Financial Policies and Procedures was handed out before the meeting for everyone to review. Trina asked for a summation of major changes. Bill and Sara mentioned that minor changes of wording and the removal of old policies were the extent of the changes. Trina made a motion to approve the policies and procedures, Bill seconded. The motion carried and the policies were approved.

- Total income through May, 2019 is \$54,442.52 and total expenses equal \$47,037.62 with a current net income of \$7,417.56.
- Paul asked if we received all of the grant money and Bill responded by saying that we are yet to receive funding for June. The total received has been \$48,000.
- Ken made a motion to approve the financial report. Trina seconded, the report was approved and the motion carried.

Committee Reports:

1. Finance – Sara Green

Sara reported that they did not meet prior to this meeting but they were able to complete the finance Policies and Procedures in prior meetings.

2. Executive Committee- Paul Denchy

Executive committee met on April 18th and May 16th. The Corresponding minutes are attached for everyone to view with any questions they may have.

3. HHSC Steering Committee- Trina Bartlett

- a. Trina reported that the last quarterly meeting went well. The presenter came in to talk about poverty and the “cliff effect”. One of the big takeaways was that our systems are set up to keep people in poverty, rather than assist them to overcome poverty.
- b. Mollie added that the evaluations were positive, and many people asked to have her back to speak again. The Children’s Home Society of WV worked with us to provide continuing education credits for the lunchtime workshop (1.5).
- c. Next meeting is September 13th. A speaker has not been confirmed yet. If he does not respond by July 1st, the backup plan is to work with Berkeley County schools to address the issues with attendance.

4. Nominating Committee – Sherry Lewis

Was not able to meet. We used this time to allow some of the new members to tell us more about themselves.

5. Bylaws Committee – Nothing to report

Executive Director’s Report – Mollie Ravenscroft

- a. Attended and documented HHSC Work Group, Work Group subcommittees, and Steering Committee meetings. Participating on Berkeley County Teen Court Advisory Council, grant application committee, and other meetings as necessary.
- b. Just submitted the federal grant in the past week.
- c. We are nearing the end the *soft skills* grant. They overspent by \$7. Mollie will complete the grant report and send the reimbursement request to Eastern WVCF.
- d. The quarterly report has been started, which will be wrap up at the fiscal year.
- e. Attended the State FRN meeting in Flatwoods. No major changes to report (just a few minor changes to the quarterly report format).
- f. Financial guidelines are done and the eblast is still being sent out twice a month.

Old Business:

- a. Search Institute- We’ve been re-contacted by them and they are tracking that we still owe \$1,100 from 2016. We’ve already paid them what we believe we owe. Mollie has already responded with details to their accounting firm and will wait to see if the information has yet to be fully processed. We don’t believe that we owe them any more money. The survey links from the search institute are still valid.
- b. Berkeley County Teen Court- Teen court is working well so far. The coordinator has been recruiting teens and will be doing activities over the summer. She had two trials before the end of the year.
- c. IRS- Paul mentioned that the \$2,700 fine from the IRS has been lifted and we can continue to operate as a non-profit that is free of IRS dept.

New Business:

- a. Officer Nominations-
 - President- Bill Kearns
 - Treasurer- Sara Green
 - Secretary- Anthony will be stepping down
 - HHSC- Trina Bartlett
- b. Paul asked for nominations or volunteers for secretary and vice president. Luanne asked what it entails. She said that she would volunteer to take notes during the meetings. Megan has volunteered for vice president. Sherry motions that we accept Luanne and Megan's candidacies for secretary and vice president along with all other nominations. Anthony seconds, the motions carried and all nominations are approved.
- c. Committee assignments- Anthony volunteers to join the nominating committee.

Announcements:

- a. It was decided that we would move the next meeting to July 25th
- b. The next full board meeting will be September 19th and the next quarterly meeting will be the 13th of September
- c. Mollie presented some gifts to the outgoing officers and board members.

Bill made the **motion for adjournment** and Anthony seconded the motion. Meeting was adjourned at 12:15 p.m.

Prepared by: Anthony Johnson