SPAN, Inc.

Board of Directors Meeting
January 31st, 2018
11:30 a.m.
At SPAN offices

MINUTES

Attending – Board Members; Glenn Kimball (Chair), Anil Keswani (Treasurer), Amanda Gardiner (Secretary), Thom Campbell, Chris Haverstick, Catherine Johnston, Julie Hydock, and Anne Scales

Guest – Rick Woolfolk

Absent – Georgia Leech and James Hilton

Staff – Kristine Herrera, Nic Gray, and Roger Muckel

1. Call to order
   Glenn Kimball
   • Call to order by Glenn Kimball at 11:36am

2. Approval of Nov 2017 minutes
   • Glenn Kimball moved and Chris Haverstick/Anil Keswani seconded a motion to approve the minutes of the November 2017 meeting minutes. Motion carried unanimously.

3. Governance Committee
   Glenn Kimball
   • Establish retreat planning committee – Chris Haverstick and Thom Campbell are head of the 2018 retreat planning committee. Dates for the retreat will be discussed at next board meeting.
   • Glenn Kimball reminded everyone that we need board members; Glenn is currently speaking to 2 potential new members.

5. Financial report
   Cliff Splawn
   • Review of financial reports – Cliff Splawn out due to illness and hopes to have full report prepared for next month’s board meeting.
   • Audit update – Cliff Splawn is currently working on audit, payroll and end of December and hopes to have the audit update prepared for next month’s board meeting.

6. Nutrition Services
   Kristine Herrera
   • Program report – Kristine Herrera reported the meal count for congregate and home delivered meals are up. Congregate meals up 8% and home delivered meals up 1%. A 1% decrease in congregate clients and a 12% increase in home delivered meal clients.
   • Pet Food – Kristine Herrera reported that the Senior Paws supplies are good; received a donation today.
• **Medicaid application resolution** – Anil Keswani moved and Thom Campbell seconded a motion to approve the submission of the Medicaid application. Motion carried unanimously. Amanda Gardiner (secretary) signed and Rick Woolfok will notarize.

7. Transportation Nic Gray
   • ITS implementation status update – Nic Gray reported that on January 23rd they ITS implementation began stating every day gets better than the day before.

• **Drug/Alcohol policy revisions** – Thom Campbell moved and Anil Keswani seconded a motion to approve the revisions to the Drug/Alcohol policy. Motion carried unanimously. A copy of the addendum effective January 1, 2018 was provided to each board member at the meeting and prior to via email. The revisions came about due to the fall audit and resulted in an expansion of the drugs being tested for (legal drugs).

8. Fundraising Committee Anil Keswani
   • Update on events – Anil Keswani reported that the buttons and window clings will be ordered next week and should have products to show the board by next month’s board meeting. Anil reported that he still hopes to lunch this “Buy A Senior A Meal” fundraiser this spring.
   • Taste of The Village – fundraising event in March – SPAN will need to be responsible for selling 8 tickets (total) at the event in order to be a benefactor.
   • Results of December 2017 solicitation letter: $11,131 general donations, $4,341 Senior Paws = $15,472

   (2016 - $15,831 general, $3,651 Senior Paws = $19,482)

9. Executive Session Glenn Kimball

10. New business

• Roger Muckel informed the board that SPAN will be hosting the next Mobility Managers Meeting in April.

11. Adjourn Glenn Kimball

• Meeting adjourned at 12:58pm. Next board meeting February 28th, 2018

The above minutes were approved by the Board of Directors on ______________, 2018.

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Amanda Gardiner, Secretary