

Span, Inc.
Board of Directors Meeting
June 28, 2017
11:30 a.m.
At Span, Inc. offices

MINUTES

Attending – Board Members: Glenn Kimball (Chair), Kathy Butler (Secretary), Thom Campbell, Georgia Leech, Rick Woolfolk, Catherine Johnston, James Hilton (Vice-Chairman), Bill Thomas, Amanda Gardiner and Anil Keswani (Treasurer), and Chris Haverstick

Absent - Georgia Leech, James Hilton (Vice-Chairman), Bill Thomas, and Julie Hydock

Staff – Deb Robertson (Executive Director), Kristine Herrera, Nic Gray, and Roger Muckel

Meeting was called to order at 11:31 a.m. by Glenn Kimball.

Minutes –Rick Woolfolk moved and Anil Keswani seconded a motion to approve the minutes of the April 26, 2017 meeting. Motion carried unanimously.

Financial Report – In Cliff Splawn’s absence, Deb Robertson presented the financial report. The target for the month was 66.67%. Revenue was slightly above budget at 68.40% (even though we have not been paid the monthly reimbursement for May by the Area Agency on Aging); General Expenses were slightly over budget at 69.24% (There were two vehicle accident repairs). Program Expenses were over budget at 70.42%, and Payroll Expenses were under budget at 62.39%. We are \$82,462 in the black for the year. There being no objections, the budget was approved.

Nutrition Services – Kristine Herrera reported an increase of 9% in congregate meals served and 7% increase in clients. There was a 4% increase in home delivered meals served and a 1% increase in clients. She also reported that we received a favorable Denton Community Development Block Grant audit.

Transportation – Deb reported that she and Roger are still working on getting needed expertise for the ITS procurement project. She also reported on the TxDOT audit. They asked us to develop a Title VI plan which involved bringing existing policies together.

Board members had received the proposed Title VI plan via email. Rick Woolfolk moved and Kathy Butler seconded a motion to approve the plan. Motion carried unanimously.

Fundraising Committee – Anil Keswani reported that he has started talks with a restaurant owner about becoming a sponsor for a fundraising effort. The restaurants in two Denton

County locations will work out a pilot system to be conducted over two months in which Point of Sale donations to Meals on Wheels will be solicited. We will work on developing table tents and a sticker for the entrance door to announce the program. The restaurant owner and Anil will continue to work out the plan.

Amanda Gardiner is working with a Rotary Club member who is planning a Highland Village Tasting event for March 23, 2018. Meals on Wheels will be one of the recipients of funds raised.

Catherine Johnston is working with the owner of a kennel to develop a plan to give animal-owners the opportunity to donate to Senior Paws. She will also work with a vet and a groomer on the program.

Governance Committee – Deb summarized the results of the board self-assessment survey in May:

Assessing the board’s current performance on key functions, the following rated “poor”:

- Assessing performance of Span against mission and program priorities
- Improving board performance

Comments: Board needs better performance.

Ranking “high” importance of board responsibilities for the next 1-2 years:

- Developing financial resources to support strategy
- Building/enhancing reputation of the organization with key stakeholders

Comments:

- Need for a sustainable fundraising strategy
- Identify key community leaders as advisors
- Get information out to the community about benefits our programs provide

Assessing key enablers of board performance:

- Most only “somewhat” agreed that we have an effective process for selecting, developing and transitioning leaders

Comments: Room for growth in terms of numbers but overall a well composed board

Glenn then discussed the need to schedule a new board member orientation. Members decided on August 15th at 8:00 a.m. at Span’s office.

There being no new business, the meeting was adjourned at 12:45. Thanks to James Hilton for providing lunch! The next meeting will be the on July 26, 2017.

The above minutes were approved by the Board of Directors on _____, 2017.

Kathy Butler, Secretary