

Span, Inc.
Board of Directors Meeting
September 27, 2017
11:30 a.m.
At Span, Inc. offices

MINUTES

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

Absent - Chris Haverstick, Catherine Johnston and Deb Robertson

Staff –Cliff Splawn, Kristine Herrera, Roger Muckel and Nic Gray

Meeting was called to order at 11:38 a.m. by Glenn Kimball.

Minutes –Rick Woolfolk moved and Bill Thomas seconded a motion to approve the minutes of the July 26, 2017 meeting. Motion carried unanimously.

Financial Report –Cliff Splawn presented the financial report. . The target for the month was 100%. Revenue was slightly under budget at 98.80%; General Expenses were slightly under budget at 95.06%. Program Expenses were under budget at 99.11%, and Payroll Expenses were under budget at 82.71%. We are \$135,833.70 in the black for the year.

Cliff reviewed the 2018 budget with the board. It included a \$1.00/hr. increase for drivers and Senior Center Managers and a 2.0% increase for other staff, including Deb. Anil moved and Thom seconded a motion to approve the 2018 budget. Motion carried unanimously.

Nutrition Services – Kristine Herrera reported the both meal count and number of clients are up. Congregate meals increased 8% and home delivered meals increased 4%, totaling 5% increase for meals. No change in number of congregate clients and a -4% decrease in home delivered clients, totaling -2% change in number of clients. Kristine also discussed the upcoming Volunteer/Employee Appreciation BBQ this weekend and asked those attending to RSVP.

Transportation – Roger provided an update on the ITS procurement project. Vendor presentations start today. They hope to have provider name selected by next month's meeting.

Roger updated the board on status of discussions regarding 5310. **Stated perhaps a new** proposal will be presented in 2018 to partner 5310 with DART and DCTA.

Roger reported that the Double Oak services are underway. He also mentioned they are speaking with a community being built for individuals with autism in Crossroads, TX. This community plans to open in 2019 and there have been discussions about partnering with SPAN to meet transportation needs.

Fundraising Committee – Anil Keswani reported that he has been working with Bill Thomas on pricing table tents and stickers for the *Let's Do Lunch* program promotion offered by MOW America. Anil has been working with the Snooty Pig restaurant to test the program at their Highland Village and Argyle restaurants. Anil requested approval to purchase promotional materials from Bill at cost (\$600). Approved unanimously.

Anil had no data from North Texas Giving Day contributions although they thought the numbers increased from last year. Should have data at meeting next month.

Governance Committee – Glenn Kimball stated the recognition items could not be found due to Deb's absence. Pictures taken of those board members leaving (Kathy, Rick and Bill).

Election of new officers: James Hilton (Vice Chair), Anil Keswani (Treasurer) and Amanda Gardiner (Secretary). Thom seconded the committee's nomination to approve the new officers. Motion carried unanimously.

Glenn Kimball reviewed the *Ten Basic Responsibilities of Nonprofit Boards* with the present board members. The new board meeting calendar will be sent electronically.

Glenn Kimball and Rick Woolfolk discussed Project Blueprint and the need for someone to step-up and attend this fall. The \$100 registration fee will be covered by Span for members who want to attend.

Glenn Kimball read the Span Board Evaluation of ED (closed session). Postponing approval to next month's meeting due to not everyone having a copy to review and Thom Campbell asking for amendment. Glenn Kimball will redistribute.

There being no new business, the meeting was adjourned at 1:05pm. We thank Bill Thomas for providing lunch. The next meeting will be on October 25, 2017.

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

Amanda Gardiner & Kathy Butler, Secretary