

Span, Inc.
Board of Directors Meeting
April 26, 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)

Absent - Ron McGriff

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

Meeting was called to order at 11:33 a.m. by Glenn Kimball.

Minutes –Rick Woolfolk moved and Anil Keswani seconded a motion to approve the minutes of the March 29, 2017 meeting. Motion carried unanimously.

Financial Report – Cliff Splawn presented the financial report. The target for the month was 50%. Revenue was above budget at 53.38%; General Expenses were over budget at 52.45%. Program Expenses were over budget at 52.77%, and Payroll Expenses were under budget at 48.29%. We are \$8,053 over budget for the month (due to there being three paydays in the month) and \$72,989.89 in the black for the year. There being no objections, the budget was approved.

Nutrition Services – Kristine Herrera reported that the number of congregate and home delivered meals is up from last year. Fair Oaks (in Denton) started offering congregate meals on April 10. Meals will be served Mondays and Wednesdays on a trial basis to gauge the interest before expanding the number of days. Congregate meals will also be started May 1 at Lewisville’s Evergreen on Highland Drive. Our supply of pet food is good.

Transportation – Deb Robertson reported that the Council on Governments has asked us to take back the ITS procurement project. We will be allowed to spend more money than the original request since that request was made two years ago. Deb and Roger will be working on the Request for Proposals in order to get the process re-started.

Deb asked for approval to increase the procurement policy thresholds as follows:

Up to \$3,500 for micropurchases (was \$3,000)

Up to \$150,000 for small purchases (was \$100,000).

The proposal mirrors the increase in the federal guidelines. Anil moved and Georgia seconded a motion to approve the new dollar amounts. The motion carried unanimously.

As indicated at the last meeting, Deb and Roger submitted a grant request to the COG for us to provide services to the cities in Lake Cities as well as for funding for services to Flower Mound. They are waiting to hear.

Security and privacy policies – Deb posted an updated security and privacy policy document for board members to review prior to the meeting. Kathy Butler had found a few items that needed correction. Deb reviewed those changes with the board. Bill moved and Anil seconded the motion to approve the policies with changes. The motion carried unanimously.

Governance Committee – Glenn Kimball reported that those on the committee are Amanda, James, Bill and himself. After the board meeting, they planned to choose a time for a committee meeting. The board confirmed that the board retreat will be June 3 at the Denton Country Club.

Glenn provided an update on board membership. He has sent a letter to Ron McGriff to notify Ron that - in light of his missing three meetings - he will no longer serve on the board. This corresponds to our bylaws. We do need to fill Ron's seat on the board.

Anil has volunteered to chair the Fundraising committee- a position held by Ron. He plans to meet with Deb to get an update on any plans or information that will be helpful. He suggested that we quickly develop a plan in light of the government's proposal to cut back on funding for Meals on Wheels. He asked for ideas for news stories or press releases to garner public interest.

New business – Deb will be meeting with Access Denton today.

Deb announced that the new TXDOT coordinator came to meet Deb and the staff. She mentioned that we previously asked to start a plan for a new facility (this process can take several years). She learned in this meeting that the process for obtaining a new facility can be faster if we were to purchase an existing transportation facility. Our next step will be to meet with an architect to access our needs.

Thom was thanked for providing the meal. The next meeting will be the retreat on June 3, 2017.

Meeting was adjourned at 12:25 PM.

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

Kathy Butler, Secretary