

Span, Inc.
Board of Directors Meeting
October 26, 2016
11:30 a.m.
At Span, Inc. offices

MINUTES

Attending – Board Members: Rick Woolfolk (Chair), Kathy Butler (Secretary), Glenn Kimball (Chair), James Hilton (Vice-Chairman), Anil Keswani (Treasurer), Bill Thomas, Ron McGriff, Thom Campbell, Vicki Peake and Georgia Leech

Absent - Amanda Gardiner

Staff – Deb Robertson (Executive Director), Nic Gray, Kristen Keeth, Cliff Splawn and Max Calder

Meeting was called to order at 11:30 a.m. by Glenn Kimball.

Minutes – Bill Thomas moved and Thom Campbell seconded a motion to approve the minutes of the September 7, 2016 meeting. Motion carried unanimously.

Financial Report – Cliff Splawn presented the financial report. The target for the month was 100.0 %. Revenue was above target at 109% and General Expenses were below target at 96.7%. Program expenses were 95.5%, and Payroll expenses were 102.4%. We are \$219,385 in the black for the year and \$4,358 in the red for this month. We have \$600,000 cash on hand and 83 days in reserve revenue. Thom Campbell moved and Vicki Peake seconded a motion to approve the report. Motion carried unanimously.

Nutrition Services – Kristen Keeth reported the number of meals and clients are up from last year: more than 11.6% for meals overall and greater than 2.3% for clients. We served over 100,000 meals last fiscal year. We also saw articles about Meals on Wheels in the Cross Timbers Gazette.

Transportation – Deb Robertson presented the report. The DART access agreement was approved. This allows us to bring passengers to the A Train rail stations. Client cities of Coppell, Flower Mound, and Little Elm have renewed their contracts.

Deb reported that the Council on Governments made us aware that in three years the operating funds for demand response services in urbanized areas will no longer be provided. These funds will go to larger contracts and to public transit. This does not affect capital funds.

Deb made application for a \$20,000 grant from the Funds for Veteran Assistance (FVA) again for the fourth year. Rick Woolfolk moved and Bill Thomas seconded a motion to approve this application. Motion carried unanimously. We have submitted this grant.

Executive Director's report – Deb Robertson reported that we received \$4615 in donations from North Texas Giving Day on September 22. This is up 23% over 2015.

Governance Committee – Glenn Kimball reported that we have four open positions on the board. Members were encouraged to recruit new members. Mary Thomann, out-going committee chair, was recognized in absentia for her service. **Glenn will chair the Governance Committee with Amanda Gardiner serving as co-chair.** Ron McGriff will continue as Fund-Raising Committee chair. Members discussed the schedule for 2017 and agreed to continue meeting the last Wednesday of most months, except for December. Deb will send out the meeting schedule.

Deb also announced the establishment of the Ruby Sacks Award for Customer Service. Ruby will be the first recipient of the continuing award with a plaque. Criteria for future awards will be developed.

Fundraising Committee – Ron McGriff stated his commitment to get this committee going and asked for board members who want to work with him. He also asked for ideas, and Anil provided a letter detailing a fundraising program used in Austin.

Executive Session – The board went into closed session at 12:17 to discuss the Executive Director's annual review. Rick Woolfolk was the board chair during the time when the evaluation was done, so he led this session. The meeting returned to open session at 12:29.

Executive Committee – As a result of her annual review, the Executive Committee proposed an additional pay increase for the Executive Director of 5% over her current FY 2017 compensation. In addition the Committee proposed a \$15,000 bonus and 5 weeks of annual paid time off for the E.D. The proposal also included granting the E.D. the authority to issue up to \$15,000 in staff bonuses over the next year. The proposal was adopted unanimously by the board.

New business – Deb circulated a sign-up list for providing meals in the new fiscal calendar.

Bill Thomas provided a cash donation of \$330 collected for Senior Paws by the North Dallas Netweavers.

_____ was thanked for today's meal.

Meeting was adjourned at 12:32 PM. The next meeting will be November 30, 2016.

The above minutes were approved by the Board of Directors on _____, 2016.

Kathy Butler, Secretary