

SPAN, Inc./Meals on Wheels of Denton County  
Board of Directors Meeting  
December 15, 2021 11:30 a.m.  
*Span Office Conference Room*

**MEETING MINUTES**

**Attending Board Members:** Chris Haverstick (Chair), Amy Jensen (Secretary), Amanda Gardiner (Vice Chair), Simeon Terry (Treasurer), Glenn Kimball, Bob Garrison, Bob Neander, Anne Scales, and guest Sarah Arnold.

**Absent Board Members:** Lori Williams, James Hilton, Hector Flores, Frankie Lynn Moon, Jason Seals.

**Attending Staff Members:** Michelle McMahon, Kristine Herrera, Julie Hydock, Jona Coronado, Melanie Boutwell, Diane Beck, Clifford Splawn.

Meeting called to order at 11:44am by Chris

**Approval of October 2021 minutes** Moved by Glenn, seconded by Anne, approved unanimously.

**Chairman Report**

- Chris announced the resignation of Taffeta Graves from the Board of Directors. Chris introduced prospective Board Member Sarah Arnold who has been a volunteer for Meals on Wheels for some time.

**Executive Director Report**

- **Approval of Application for Lewisville Grant** Moved by Bob Garrison, seconded by Amanda, approved unanimously.
- **Approval of Application for Denton Grant** Moved by Bob Garrison, seconded by Glenn, approved unanimously.
- Michelle stated that there will be a staff holiday party in late January, donations of items, cash or gift cards are needed for an employee raffle at the party. Michelle showed the Board the new dip jars that allow for easy donations in round dollar amounts by inserting a debit/credit card. There is a lot of outreach happening in the Flower Mound area to promote services.

**Communications Report**

- Michelle notified the Board of Kari's resignation. The remainder of the staff has jumped in to pick up her duties to keep communications at the forefront. Will be looking to hire a Communications Director in the new year.

### Meals on Wheels and Senior Paws Report

- Kristine reviewed the reports and stated that the shed is full of pet food, currently needed are cash and gift card donations for Senior Paws. A presentation was made regarding both programs at the Lewisville Leadership program.

### Transportation Report

- Jona reviewed the report and shared that they have just hired a group of drivers who all seem to appreciate the mission of SPAN and have done very well. There has been a rate increase from Motive Care so we are trying to increase ridership to take advantage of the higher rate. Current delivery time on new vehicles is 1-1.5 years due to part shortages. New fogging machines were ordered to ease vehicle sanitation.

### Financial Review

- Melanie reviewed the finances and stated that the audit will begin in January.

Review and Approval of Financial Reports- Motioned by Glenn, seconded by Anne, approved unanimously.

Review and Approval of audit company- A motion was made by Amanda to use the same audit company as previous years, seconded by Bob Garrison, approved unanimously.

### Human Resources Report

- Julie reviewed the HR report. A special magnet will be made in honor of Joseph Harker to be displayed on his bus, in addition, cash donations were accepted for his family. A post-holiday employee party will be held on Jan 29<sup>th</sup>. Employees and Board members are invited to attend. Cameras have been installed on the premises. The new website is still under construction.

### New Business

- Chris notified the Board that there will be an Executive Committee meeting in January.

Meeting adjourned at 12:34pm by Chris