

SPAN, Inc./Meals on Wheels of Denton County
Board of Directors Meeting
January 26, 2022 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 Neander, Anne Scales, Frankie Lynn Moon, Jason Seals and guest Sarah Arnold.

Absent Board Members: Lori Williams, James Hilton (Advisory Board), Hector Flores, Bob Garrison.

Attending Staff Members: Michelle McMahon, Kristine Herrera, Julie Hydock, Jona Coronado, Melanie Boutwell, Diane Beck, Clifford Splawn, Kathy Lawrence (via phone).

Meeting called to order at 11:49am by Chris

Approval of December 2021 minutes Moved by Glenn, seconded by Simeon, approved unanimously.

Chairman Report

- A motion to approve Sara Arnold as a SPAN Board Member was made by Anne, seconded by Frankie and approved unanimously.

Executive Director Report

- Michelle provided the schedule for upcoming Board meetings and internal meetings through the end of the fiscal year. Board members are invited/encouraged to attend. Michelle stressed the importance of Board involvement outside of monthly meetings.
- TX Dept of Agriculture granted \$160K as opposed to the typical \$10K!! The team will work to see if those funds are restricted to meals only.
- Denton County awarded over \$94K to SPAN. This is a testament to the hard work of the team to build a solid and ongoing relationship with Judge Eads.
- COG talked about potential funding for new projects. The team is looking into providing unique model of transportation to senior centers in FM with said funding.

Communications Report

- Michelle and the team at SPAN are working to connect with new social groups and expand on existing relationships in the absence of a Communications Director.
- Kristine presented to 100 Dentonites regarding the Senior Paws program. Although funds were not awarded, the message was well received among the group.

Meals on Wheels and Senior Paws Report

- Kristine stated that many other MOW programs in the area are experiencing volunteer shortages due to the increased number of COVID cases. Denton has not experienced volunteer shortages.
- Subaru Share the Love Campaign has been submitted.
- Applied for a grant to provide low cost or free veterinary services for Senior Paws clients.

Transportation Report

- Jona stated that drivers are being supplied with KN95 masks as a health and safety precaution. Sanitation for riders is still a high priority.
- Ridership numbers are lower in December 2021 due to holiday closures. Numbers are expected to rebound in January.

Approval of Title VI Policy Moved by Glenn, seconded by Frankie, approved unanimously.

Administration/Human Resources Report

- Employee extravaganza is this Saturday, donations of items and or cash are still being accepted.
- Looking for a location to hold the Feb 26th driver meeting, facility needs to hold roughly 40 people. Please get in touch with Julie if you are able to assist.
- Vacation and sick time policies have been updated.

Approval of Updated Employee Handbook Moved by Amanda, seconded by Anne, approved unanimously.

Approval of Resolution to change Management of Organization with Secretary of State Moved by Jason, seconded by Sara, approved unanimously. Glenn will abstain from the vote because he is currently listed as one of the managers of the organization.

Financial Review

- Auditors were here last week, seems to have gone smoothly. Auditor will be at an upcoming Board meeting to present audit report.
- The software for reports is not working properly so financial reports will look slightly different this month. This is expected to be resolved by next meeting.

Review and Approval of Financial Reports Moved by Jason, seconded by Glenn, approved unanimously.

New Business No new business

Meeting adjourned at 12:59pm by Chris