

SPAN, Inc./Meals on Wheels of Denton County
Board of Directors Meeting
July 28, 2021 11:30 a.m.
Span Office Conference Room

MEETING MINUTES

Attending Board Members- Chris Haverstick (Chair), Amy Jensen (Secretary), Amanda Gardiner (Vice Chair), Glenn Kimball, Bob Neander, Lori Williams.

Absent Board Members- Simeon Terry (Treasurer), Taffeta Graves, Bob Garrison, James Hilton, Anne Scales, Jason Seals, Hector Flores, Rebecca Bono.

Attending Staff Members- Michelle McMahon, Kristine Herrera, Cari Kaptain, Julie Hydock, Jona Coronado, Melanie Boutwell, Diane Beck.

Meeting called to order at 11:40am by Chris

Approval of June 2021 minutes- Moved by Amanda, seconded by Lori, approved unanimously by Board Members present. Followed up with an email to remaining Board Members for final approval.

Chairman Report- Chris offered the following information

- A quorum has not been reached for this meeting, will approve June minutes and the Financial Report via email
- Will form a building committee of Board and Staff members for new facility project. Will send an email to see who would be interested in being on committee
- Heavy Board involvement is needed for the upcoming Gala to be successful
- Annual Board retreat is scheduled for September 28th at the Courtyard by Marriott in Flower Mound, will begin at 8am

Executive Director Report- Michelle updated the Board with the following details

- Ricky and Keith (Maintenance staff members) were recognized at the Board meeting due to an outstanding safety inspection, boasting no violations.
- Nic has given his notice, he will go to work for DART. His last day at SPAN is today
- New Organizational chart was presented. Changes in staff positions were highlighted
- The Management retreat was this week. The strategic plan was revisited, had been put on hold due to COVID. Will share more information at the upcoming Board retreat
- TX Veterans Commission gave \$20K to veteran services

Communications Report- Cari reviewed the report with the Board and highlighted the following details

- Goal for the Gala is \$12K, tickets have gone on sale. Still looking for donations and sponsors
- North Texas Giving Day donations can be made from now until September 23rd

Meals on Wheels and Senior Paws Report- Kristine gave the following updates

- Hot meal delivery has been postponed until 8/23 due to vendor not being able to provide hot meals until then
- Volunteer trainings are every Friday from 2-3pm in the Board Room

Transportation Report- Jona and Diane gave the following details

- Surveying callers to see if there is additional interest in evening transportation for needs not covered by DCTA
- 29 Acres ridership is down
- Busy season for city contracts. Want to have all city contracts signed by Sept 15th.
- City of Double Oak signed a contract for the first time ever

Financial Review Melanie reviewed the Financial Report with the Board

Approval of Financial Report – Moved by Glenn, seconded by Lori, unanimously approved. Followed up with an email to remaining Board Members for final approval.

Human Resources Report- Julie discussed the HR Report with the Board

New Business- Chris offered the following information

- There are many upcoming events, keep an eye on your email for further information on how you can help

Meeting adjourned at 1:00pm