

**SPAN, Inc./Meals on Wheels of Denton County**  
Board of Directors Meeting  
March 30, 2022 11:30 a.m.  
*Span, Inc. Conference Room*

**MEETING MINUTES**

**Attending Board Members:** Chris Haverstick (Chair), Amanda Gardiner (Vice Chair), Simeon Terry (Treasurer), Glenn Kimball, Anne Scales, , Jason Seals, Lori Williams, Sara Arnold, Hector Flores Bob Neander James Hilton (Advisory Board), Bob Garrison,

**Absent Board Members:** Amy Jensen (Secretary), Frankie Lynn Moon

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

Meeting called to order at 11:37am by Chris

**Approval of February 2022 minutes** Moved by Glenn, seconded by Simeon, approved unanimously.

**Chairman Report-** Chris made the following statement

- For Rotary Action Day, Cross Timbers Rotary painted the Span Conference Room, and enjoyed the experience of helping out their local nonprofit.
- Kayla was welcomed as the new Communications Development Manager.
- Pam Shelton continues to be interested in joining the board and will attend the next meeting, at which point there will be a formal vote. Her application will be sent out with the next board packet.

**Executive Director Report-** Michelle offered the following information to the Board

- United Way will continue to support Span with grant funds and has awarded Span \$17,500.
- Members of Highland Village Rotary are working with Span to help support the Senior Paws program and recently awarded Span \$1000.
- Span continues to work on launching a new website.
- Staff are currently training on DonorPerfect in order to better utilize this software for donor cultivation and retention.
- Board Member were invited to attend a Strategic Planning session on 4/29.
- Span is beginning to plan more in-person fundraising events and will update board with details.
- TXDOT had it's first in-person conference since the pandemic began. Melanie and Diane travelled to Austin to attend on SPAN's behalf.
- MOW TX will have a conference in May in San Antonio, SPAN plans to attend.
- Span presented to the Grant Committee for CDBG funds from the city of Denton.
- Span attended a check presentation with Lewisville Noon Rotary, who awarded Span \$1000.
- MOW Volunteer Appreciation Event will occur on April 23<sup>rd</sup>. Flyer included in board packet.

Meals on Wheels and Senior Paws Report- Kristine updated the Board with the following

- Reviewed monthly Meals on Wheels and Senior Paws Report.

Transportation Report- Jona and Diane mentioned the following information

- Reviewed monthly Transportation Report.
- Board was encouraged to help Span recruit drivers.
- An overview of city contributions was provided. New requests will be going out in May.

Administration/Human Resources Report- Julie provided the following details

- Open positions include drivers, Compliance Manager, Procurement Specialist, MOW Program Intern
- Overview was provided of the new website, DonorPerfect software, and IT migration.
- Updated Transportation Policies were reviewed and approved by the board. Glenn moved, Simeon seconded, approved unanimously.

Financial Review

- Financial reports for February were reviewed at the meeting. Chris moved, Glenn seconded, approved unanimously via email.
- The audit report reviewed at the last meeting was presented for approval. Jason moved, Hector seconded, approved unanimously.

New Business- Chris praised the Span team for their continued hard work and dedication.

Meeting adjourned at 12:57pm by Chris