

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

**Meeting Minutes**

**Attending Board Members:** Glenn Kimball (Chair), Amy Jensen (Secretary), Frankie Lynn Moon (Vice Chair), Hector Flores, Anne Scales, Sara Arnold, Dr. Michelle Fowler (remote), Chris Haverstick, Bob Garrison, James Hilton (Advisory Board), Lori Williams, Ana (guest from COG).

**Absent Board Members:** Simeon Terry (Treasurer), Jason Seals, Pamela Shelton.

**Attending Staff Members:** Michelle McMahon, Kristine Herrera, Julie Hydock, Jona Coronado, James Campbell, Diane Beck, PJ Patel.

Meeting called to order at 11:31am by Glenn

**Approval of October 2022 minutes-** Motioned by Hector, seconded by Sara, unanimously approved.

**Chairman Report-** Glenn offered the following details

- The annual gala is scheduled for Feb 26, 2023. Goal for Board: sell 100 tickets as a group. Need prizes, gift cards, etc for gala to be successful.
- HV Rotary's spaghetti dinner benefiting MoW was successful.
- HV Rotary will help SPAN assemble gift baskets for the gala. They will gather on 2/15/23 and Board members are welcome to come help.
- Holiday week at SPAN begins Dec 19<sup>th</sup>. Board members are encouraged to coordinate with Julie to bring goodies to the office.
- Open board seats, keep an eye out for community members who may have a heart for SPAN.

**Executive Director Report-** Michelle gave the following updates

- The vehicle procurement process through COG is in full swing, agreement has been executed. Vehicles may be received as early as summer 2023.
- Board Member Frankie Lynn Moon has donated 100 gift bags for the holiday celebration luncheon on 12/13/22.
- Gala will be masquerade themed; attendees can dress as such.
- James is writing grants in addition to compliance role.
- 12/23/22 Richy Flow is doing a magic show to benefit MoW.

**Approval of Application for Lewisville Grant-** Motioned by Frankie Lynn, seconded by Chris, unanimously approved.

**Approval of Application for Denton Grant-** Motioned by Frankie Lynn, seconded by Chris, unanimously approved.

Meals on Wheels and Senior Paws Report- Kristine reviewed the reports.

Transportation Report- Jona reviewed the reports and offered the following information

- Certain staff members are completing an ADA compliance course and will then train other staff members.
- COG offers CDL training that some of our drivers can take at no cost.

Human Resources and Administration Report- Julie reviewed reports and gave one update

- Adopt a Senior is happening again this year. If you would like to donate cash or cash gift cards please do so by 12/16.

Financial Report- PJ reviewed the finances.

**Review and Approval of Financial Reports-** Motioned by Bob, seconded by Lori, unanimously approved.

Compliance- James offered updates on the following policies

**Review and Approval of Transportation Policies-** motioned by Frankie Lynn, seconded by Hector, unanimously approved.

**Review and Approval of MoW Policies and Procedures-** motioned by Chris, seconded by Bob, unanimously approved.

No new Business was presented.

Meeting adjourned at 12:57pm by Glenn

**Next board meeting January 25, 2022**