

SPAN, Inc./Meals on Wheels of Denton County
Board of Directors Meeting
April 26, 2023 11:30 a.m.
Span Office Conference Room

Meeting Minutes

Attending Board Members: Glenn Kimball (Chair), Frankie Lynn Moon (Vice Chair), Simeon Terry (Treasurer), Bob Garrison, Chris Haverstick

Absent Board Members: Amy Jensen (Secretary), James Hilton (Advisory Board), Dr. Michelle Fowler, Anne Scales, Sara Arnold, Pamela Shelton, Hector Flores.

Attending Staff Members: Michelle McMahon, Kristine Herrera, Julie Hydock, Jona Coronado, James Campbell, PJ Patel, Clifford Splawn.

Meeting called to order at 11:43am by Glenn

Approval of March 2023 minutes- Motioned by Frankie, seconded by Simeon, unanimously approved at meeting and via email.

Chairman Report- Glenn offered the following details

- Meeting has 5 board members which does not constitute a quorum. Michelle will send requests for approval of PTASP and Handbook via email.
- In process of meeting with potential board candidates. Board members are encouraged to refer more candidates for consideration.

Executive Director Report- Michelle gave the following updates

- Met with Glenn, PJ and Penikam films to discuss ideas for marketing. Very productive meeting. Will engage Penikam films starting July 1st.
- Taste around the village was very successful (HV Rotary), and benefited Senior Paws.
- In process of applying for several grants. Will have more detailed report next month.

Financial Report- PJ reviewed the financial report

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

Transportation Report- Jona reviewed the program reports

Human Resources and Administration Report- Julie reviewed reports

- Julie reviewed the updated handbook which now includes agency values. Motioned by Bob, seconded by Chris, approved unanimously at meeting and via email.
- Working on procurements for IT services and payroll services.

Compliance Report – James reviewed the Public Transit Agency Safety Plan (PTASP)

- Motioned by Frankie, Seconded by Bob, approved unanimously at meeting and via email.

New Business- Glenn announced the HV Rotary Event, Steak and Stetson, on May 13th.

Meeting adjourned at 12:59pm by Glenn