

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

**Meeting Minutes**

**Attending Board Members:** Glenn Kimball (Chair), Amy Jensen (Secretary), Frankie Lynn Moon (Vice Chair), Anne Scales, Sara Arnold, Pamela Shelton, Dr. Michelle Fowler, Bob Garrison (virtual attendance), Regina Wright, Hector Flores, Richard Eubanks, James Parker (Board candidate), and Jamie White (Board candidate).

**Absent Board Members:** Simeon Terry (Treasurer).

**Attending Staff Members:** Michelle McMahon, Julie Hydock, PJ Patel, Max Calder.

Meeting called to order at 11:48am by Glenn

**Approval of June 2023 minutes-** Motioned by Hector, seconded by Pamela, unanimously approved.

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

- Board retreat is coming up, please plan to attend
  - Sarah moved to add Jamie White to the Board of Directors, seconded by Regina, unanimously approved
  - Frankie Lynn moved to add James Parker to the Board of Directors, seconded by Regina, unanimously approved

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

- The Board retreat is at Courtyard by Marriott in Flower Mound as it has been in years past. Attendees will learn more about general operations of SPAN and Meals on Wheels
- Council of Governments visited the SPAN office. The head of Legal and Transportation asked for an overview of the procurement process from SPAN's point of view. COG asked how they could help with procurement to allow for a smooth process. The meeting was positive and collaborative.
- The Wine and Win fundraiser allowed for key members of our community and other organizations in the area to gather in support of SPAN.
- The 2024 annual Gala has been scheduled for March 23, 2024, mark your calendars
- Lake Cities signed a contract for the full ask, this is the first time in SPAN history that Lake Cities has signed a contract!
- Several current and upcoming campaigns-Buck-a-Duck is happening now -NTX Giving Day is Sep 21, the goal is \$15K (Board Members should consider making their annual financial donation on NTX Giving Day)

**Financial Report-** PJ reviewed the financial report and provided the following information

- Going through procurement with COG to purchase a lift to repair buses. This will allow the maintenance team to do more work in house and save costs associated with sending vehicles out for service
- COG has granted emergency funds to cover the cost of plumbing repairs referenced during past board meetings

Operations Report- Max reviewed Transportation and MoW reports

Human Resources and Administration Report- Julie reviewed reports and offered the following

- Payroll conversion is in full swing

New Business- None presented

Meeting adjourned at 12:59pm by Glenn