

Span, Inc./Meals on Wheels of Denton County

Board of Directors Meeting

November 29, 2023 @ 11:30 a.m.

Span Office Conference Room

Attending Board Members: Frankie Lynn Moon (Char), Jamie White (secretary), Hector Flores, Bob Garrison, Glenn Kimball, Richard Eubanks, Robert Parker, Regina Wright

Advisory Board: Anne Scales

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

Additional Attendees: Marketing Department, Penikam films was represented by Priyanka Shah

Absent: Pam Shelton, Simeon Terry, James Hilton, Amy Jensen

The meeting was called to order at 11:42 a.m.

Approval of Minutes for October: Motioned by Glenn, seconded by Hector, unanimously approved.

Chairman Report: Frankie Lynn Moon

- Gala flyer was shared and board members were invited for feedback.
- Board members were asked to help promote the gala, sell tickets and join one of the following gala committees:
  - Volunteer Committee – recruit, train and manage volunteers)
  - Sponsorship Committee – (obtain sponsorships)
  - Donations Committee – (plan out flow of the event)
- Michele Fowler has resigned from the board due to location change.
- Board members were asked to recruit new members and refer new board members to Frankie Lynn Michelle.
- A review of attendance requirements of board members was provided. In case of unusual circumstances that prohibit attendance please contact Frankie Lynn.
- Board holiday party will take place on December 10<sup>th</sup>. No board meeting will occur in December. Next meeting is January 31<sup>st</sup>.

Executive Director Report : Michelle McMahon

- Approval of CDBG grants for Denton and Lewisville CDBG.
- Several grants are pending and will be shared in the next few months. Span presented to city of Highland Village and Denton Benefit League. James was acknowledged for his outstanding work on grants.  
Items for the holiday campaign were shared and board was invited to give back. Special thanks to Richard for providing specialized ornaments to include in the mailing.
- An item to pass out at gala was shared by Richard and feedback was invited. Thank you to Richard.

- See's chocolate campaign closes on December 1<sup>st</sup> and board members were invited to participate. Link was shared via email.
- Leadership attended check presentation at the Denton County Commissioner's Court and received \$115,472 to support services in Denton County.
- An overview was presented of social media metrics and several videos highlighting volunteers and a recent fundraising campaign.
- Michelle and Max followed up on Bob's suggestion to partner with Texas Ramp Project and a potential partnership is in the works.
- Span continues to see notable growth in all areas , despite challenges with capacity issues and staffing. Span will continue to accommodate this growth as much as possible and will continue to seek support needed to do so. Board members are invited to a Strategic Planning session in January. Date to be determined.
- Span is currently advertising for a Director of Development.
- Senior Paws program runs on donations and volunteers and support is needed to continue to service Meals on Wheels clients. This program helps to support the companionship that pets bring to seniors. Special thanks to Jane Recchia of Seniors over 55 for ongoing pet donations.

#### Financial Report: PJ Patel

- PJ reviewed the financial report for October and YTD  
Michelle praised PJ for the outstanding job he has performed.

#### Operations report: Max Calder

- Max asked for approval of the Health & Safety Policy. Motioned by James and seconded by Glenn, unanimously approved.
- Max reported that the Medicaid audit went well.

#### Human resources and Administrative Department: Julie Hydock

- Julie shared informational slides available by our new payroll system, Paylocity.

#### New Business:

- Glenn asked for a Senior Paws report. It was stated that our Senior Paws helps us connect to seniors.

A special thanks to Frankie Lynn Moon for providing lunch.

The meeting was adjourned by the Board Chair at 1:09.