

Span, Inc/Meals on Wheels of Denton County

Board of Directors Meeting

February 28, 2024 @ 11:30am

Span Office Conference Room

Attending Board Members: Pam Shelton (President), Hector Flores (Vice President), Jamie White (Secretary), Glenn Kimball, Richard Eubanks, Sara Arnold, James Parker, Regina Wright, Tina Gleisner  
Advisory Board Members: Anne Scales

Staff Members: Michelle McMahon, Julie Hydock, Max Calder, Frankie Lynn Moon  
Absent: Bob Garrison, James Hilton (Advisory Board), Simeon Terry, Gwen Hein

The meeting was called to order at 11:35am

Approval of Minutes for January 2024: Motioned by Regina, seconded by Glenn, unanimously approved.

Chairman Report: Pam Shelton

- Pam explained the importance of fundraising for Span and the expectations of board members to assist with events like the Annual Gala.

Executive Director Report: Michelle McMahon

- Michelle shared a recent article about Span, highlighting 50 years of service.
- Michelle acknowledged Kristine Herrera and her staff for a successful audit with Area Agency on Aging, and Ricky DeLaPaz for his excellent work with ensuring the safety of the fleet while maintaining efficient spending.
- Span accepted a \$1,000 check from North Texas Corvette Club at their most recent meeting.
- Michelle provided a brief presentation to them about Span's services.
- Michelle reviewed the various subcommittees that meet throughout the year and invited the board to participate at any time. She explained the objectives of the committees and how it can be a great way for the board to provide additional input, learn about the current issues, and get more involved in resolutions and exploration of new ideas.
- Michelle outlined the history of Out-of-Service Area trips and explained the significance of the upcoming meeting with COG and DCTA on March 18<sup>th</sup>.
- Span continues to celebrate its 50<sup>th</sup> anniversary, and social media is highlighting various historical facts about its history.

Financial Report: PJ Patel

- PJ reviewed the financial report for February 2024 and YTD
- PJ reviewed expenses and revenue, and highlighted areas of fluctuation. Overall, Span is operating close to the budget and focusing on continuing to improve efficiency while maximizing revenue.

Operations Report: Max Calder

- Max went over updates to the Drug and Alcohol Policy.
- Board members should have reviewed the updated Drug and Alcohol Policy included with the Board packet.
- Pam asked for a motion to approve the updated Drug and Alcohol Policy. Motioned by Glenn, seconded by Regina, unanimously approved.
- Max reviewed KPIs for transportation services, noting efficiency in operations.
- Max reviewed reports for Meals on Wheels and Senior Paws, noting the continued growth. He emphasized the efforts to maintain a zero waiting list.

Human Resources & Administration Report: Julie Hydock

- Julie shared we currently have 82 employees. Julie reviewed new hires and employee anniversaries.
- Julie has joined the Nonprofit Leadership Board and will take part in a Professional Development Panel.
- Julie lead the transition to a new 403b provider.
- Julie made some updates to the agency website.

Development Report: Frankie Lynn Moon

- Frankie shared flyers for our Gala for us to pass out, encouraged all of us to sell tables/tickets, and donate raffle items.

New Business: None discussed.

Meeting Adjourned: Pam Shelton at 1:05pm.