

Family Connection-Communities In Schools of Athens Board of Directors Meeting Minutes

Meeting date & location: August 25, 2022, First American Bank conference room (with five Board members joining virtually)

Draft minutes to be presented at next Board meeting by: Secretary Joan Bertsch

Board members present: Alexia Ridley (presiding), Valerie Bell, Gary Bertsch, Joan Bertsch, Daniel Epting, Kelly Girtz, Donarell Green, Lizette Guevara, Patrick Howard, Michaela Lawrence Jeffery, Alice Kinman, Adam Kurtz, Paul Kurtz, Keri Massey, Denise Spangler, and Jennifer Zwirn

Board members absent: David Bradley, Shannon Brooks, Soraia Felgenhauer, Aseel Mansour, Greg Roseboro, Erin Thompson Podvin, and Hadiza Saar

Note: Jack Frierson was unable to log on virtually; Courtney Davis is on leave from the Board

Staff present: Executive Director Tim Johnson, Neighborhood Leaders Director Terris Thomas, Neighborhood Leaders/nonvoting Board members Lizette Guevara and Patrick Howard, Administrative Manager Cheri Smithson, and MSW intern Ciara Thomas

Voting items & reports	
Agenda item	Motion/action or report
Opening	President Alexia Ridley welcomed new and returning Board members. Executive Director Tim Johnson shared a bright spot.
Program/Project Report	Board members introduced themselves and told why they serve on the Board.
Staff and Board Committee reports	Written reports from Board committees and staff were emailed prior to the Board meeting, and printed copies were provided at the meeting.
Minutes	Secretary Joan Bertsch presented the minutes of the June 23 regular Board meeting (which had been emailed previously). A motion was made to adopt the minutes as circulated, it was seconded, and it was unanimously approved. Secretary Joan Bertsch presented the minutes of the specially called July 7 Board virtual meeting (which had been emailed previously). A motion was made to adopt the minutes as circulated, it was seconded, and it was unanimously approved.
Treasurer's Report	Treasurer Keri Massey summarized the completed FY 2021 financial audit (which was previously emailed; printed copies were available). She praised Cheri Smithson for her continuing work on the finances, and informed the Board that we are working with consultant Greg Bosson out of Atlanta to help assure that the bookkeeping is up to date and accurate (including proper fund accounting) in preparation for the FY 2022 audit. Keri recommended that we again retain Baker & Associates to perform the FY 2022 audit, made the motion, it was seconded, discussed, and unanimously approved. Keri let the Board know that we are in good shape financially but recommended that the Board focus on more fundraising as it has declined in recent years (due to the pandemic and other factors), and the unrestricted funding is essential for ongoing operations (including covering expenses for grant-funded projects for which payments are on a reimbursement basis). Keri recommended that we allow a single signature on checks at Truist and First American for the sole purpose of moving funds to the account at Synovus. The motion was made, seconded, and unanimously approved.

	<p>Keri recommended that the same signers for the Synovus account be authorized to sign the single-purpose checks from the Truist checking account and the First American checking account.</p> <p>A motion was made, seconded, and unanimously approved that Alexia Ridley, Shannon Brooks, Joan Bertsch, Tim Johnson, and Terris Thomas be authorized to sign checks from the Truist checking account per the resolution language of the bank.</p> <p>A motion was made, seconded, and unanimously approved that Alexia Ridley, Shannon Brooks, Joan Bertsch, Tim Johnson, and Terris Thomas be authorized to sign checks from the First American checking account per the resolution language of the bank.</p>
Board Retreat and organizational strategic planning	<p>After discussion facilitated by Board Development Committee Chair Gary Bertsch, the consensus of the meeting was for the Executive Director Succession Planning Committee to begin organizational strategic planning in sessions before the retreat, and that the retreat be held the afternoon of Friday, October 21, beginning at 1:00 p.m. Staff will reserve an outdoor site with an indoor backup. Staff will poll Board members to provide lunch at the site before the start time.</p>
Focus conversation:	<p>Gary led a discussion of Board member duties. He praised the new and returning Board members for taking the time and work of serving. He reminded them of the importance of their service and that they are legally responsible for the organization. He recommended that each Board member re-read the Board Member Job Description monthly. He stated that the complexity of FC-CIS can be challenging to understand, but encouraged everyone to continue to study and improve their understanding. He, with staff, will update an overview of the organization and its work prepared around six years ago by consultant Karin Douglas, and he will provide an elevator speech.</p> <p>He reminded members that most of the Board work happens through committees and thanked the committee chairs and everyone who has signed up for the committees. The Resource Development Committee does not have a chair but will meet and move forward.</p>
Adjournment	<p>The meeting was adjourned at 9:25 a.m.</p>